



STATE OF WYOMING

2015-2016

BIENNIUM BUDGET REQUEST

JUDICIAL DISTRICT 1C 137

Agency Name and Number

Submitted by:

Signature

A handwritten signature in blue ink, appearing to read "Peter G. Arnold", written over a horizontal line.

Name

Peter G. Arnold

Title

District Judge

Person(s) responsible for the preparation of this budget:

Peter G. Arnold

B - AGENCY SUMMARY

Agency Name: JUDICIAL DISTRICT 1-C		Agency Number: 137				
1	2	3	4	5	6	
Description	Code	Base Budget	Standard Budget	Exception Request	Total Agency Request	District Judge's Budget Comm. Recommendation
ADMINISTRATION	0100	1,052,122	1,085,914	12,000	1,097,914	1,097,914
TOTAL BY EXPENSE ORGS		1,052,122	1,085,914	12,000	1,097,914	1,097,914
PERSONAL SERVICES	0100	1,017,860	1,051,652	0	1,051,652	1,051,652
SUPPORTIVE SERVICES	0200	26,837	26,837	0	26,837	26,837
CENT.SERV./DATA SERV.	0400	0	0	0	0	0
CONTRACTUAL SERVICES	0900	7,425	7,425	12,000	19,425	19,425
TOTAL BY OBJECT SERIES		1,052,122	1,085,914	12,000	1,097,914	1,097,914
GENERAL FUND	G	1,052,122	1,085,914	12,000	1,097,914	1,097,914
TOTAL BY FUNDS		1,052,122	1,085,914	12,000	1,097,914	1,097,914
FULL TIME EMPLOYEE COUNT		5	5	0	5	5
PART TIME EMPLOYEE COUNT		0	0	0	0	0
TOTAL AUTHORIZED EMPLOYEES		5	5	0	5	5

Agency Name: Judicial District 1C (Cheyenne)	Agency Number: 137
Approp. Org. Name: Administration	Division Number: 0100
Expense Org. Name: Administration	Unit Number: 0101

EXPENSE ORGANIZATION OVERVIEW

Article 5, Wyoming Constitution, Section 5-3-101 through Section 5-3-111, inclusive, W.S. 2001 Republished Edition, established and define the general activities of the judiciary.

Section 5-3-401 through Section 5-3-412, W.S. 2001 Republished Edition, define the activities, duties, and responsibilities of the district court reporter.

The services provided by the First Judicial District, and the area of responsibility, is the administration of a court of law on the district level.

Revenue is generated by collection of reporting fees in civil matters, pursuant to Section 5-3-410, W.S. 2001 Republished Edition, as amended. All reporting fees are deposited in the General Fund.

The District Court and position of Judge are constitutionally created; constitutionally and statutorily empowered.

Objectives and Goals: The effective operation of a court of law; keeping abreast of advancing caseloads, and avoiding delay in disposition of cases; the retention of competent staff personnel.

Caseload and disposition statistics are on file with the Wyoming Supreme Court and are available on request.

The District Court is a court of unlimited general jurisdiction, and in the First Judicial District, hears and determines matters and cases generally as set forth:

1. All Felonies
2. Juvenile matters
3. Workers' Compensation Appeals
4. Probate (decedents' estates, guardianships, adoption)
5. Involuntary commitments to the Wyoming State Hospital
6. All civil actions not commenced in circuit court
7. Appeals from circuit and municipal courts
8. Appeals from actions of state, county, and local governmental entities
9. Various writs

The District Court Judge is empowered to convene grand juries and petit juries.

Actions at law are appealed directly from the District Court to the Wyoming Supreme Court.

The District Judge has support personnel under his direct supervision and control as follows:

Agency Name: Judicial District 1C (Cheyenne)	Agency Number: 137
Approp. Org. Name: Administration	Division Number: 0100
Expense Org. Name: Administration	Unit Number: 0101

1. Court Reporter: The Court Reporter makes a stenographic record of court proceedings, prepares transcripts, and performs various office functions. The Court Reporter is a statutory position.
2. Judicial Assistant. The Judicial Assistant answers the phones; schedules appointments; types orders, correspondence, and decision letters; orders office supplies, makes travel arrangements; prepares budget narratives and exceptions; and handles voucher payments and check receipts. Most importantly, the Judicial Assistant is responsible for the scheduling of the Court, which includes, settings for probate, civil and criminal matters.
3. Law Clerk. The Law Clerk is a graduate of an accredited law school and has passed the Wyoming State Bar. Three Judges in the First Judicial District utilize the Law Clerk. The Law Clerk does legal research, which saves countless hours of judicial time and allows for more effective caseload management.
4. Legal Assistant. The Legal Assistant transcribes letters and orders, prepares files for hearings, acts as receptionist at the lobby counter, answers phones and assists with special projects.

STANDARD BUDGET REQUEST NARRATIVE

100 Series – Personal Services: The 100 series funds are used to provide for a judge, judicial assistant, court reporter, legal assistant, and a law clerk. These funds also provide payment of transcription fees to the court reporter and benefits for all court employees.

200 Series – Supportive Services: The 200 series funds are used to cover the necessary operating costs for judicial services in Laramie County.

900 Series – Contractual Services: Funds in the 900 series are used to pay for a contract court reporter in the event the full-time court reporter is not available and a court commissioner when needed. They also cover the cost of interpreters in order to facilitate compliance with the Supreme Court of Wyoming Language Interpreter Policy.

Total Standard Budget Request \$ 1,085,914

EXCEPTION BUDGET REQUEST

\$12,000 – Professional Fees 0901: We are requesting \$6,000 per year to cover the cost of court commissioners who preside over Title 25 involuntary hospitalization matters. These charges have previously been funded by the county; however we believe that per Wyo. Stat. Ann. § 5-3-308 these payments should be the judiciary’s responsibility.

Total Exception Budget Request \$ 12,000

Total Agency Budget Request \$ 1,097,914

Agency Name: JUDICIAL DISTRICT 1-C		Wyoming On-Line Financial System Code				
Approp. Org. Name: ADMINISTRATION		AGY	DIVISION	UNIT	FUND	APPR UNIT
Expense Org. Name: ADMINISTRATION		137	0100	0101	001	101
1		2	3	4	5	6
		Base Budget	Standard Budget	Exception Request	Total Agency Request	District Judges Budget Comm. Recommendation
Description	Code					
EXPENDITURES						
SALARIES-SET BY LAW	0101	300,000	300,000	0	300,000	300,000
SALARIES CLASSIFIED	0103	433,647	445,784	0	445,784	445,784
SALARIES OTHER	0104	0	0	0	0	0
EMPLOYER PD BENEFITS	0105	284,213	190,424	0	190,424	190,424
EMPLOYER HEALTH INS BENEFITS	0196	0	115,444	0	115,444	115,444
EXTERNAL COST ADJ - BENEFITS	0199	0	0	0	0	0
PERSONAL SERVICES	0100	1,017,860	1,051,652	0	1,051,652	1,051,652
EQUIPMENT REP & MNTC	0202	2,644	2,644	0	2,644	2,644
UTILITIES	0203	0	4,000	0	4,000	4,000
COMMUNICATION	0204	5,556	1,556	0	1,556	1,556
DUES-LICENSES-REGIST	0207	1,560	1,560	0	1,560	1,560
DATA PROCESSING	0209	0	0	0	0	0
MISCELLANEOUS	0210	0	0	0	0	0
TRAVEL IN STATE	0221	3,872	3,872	0	3,872	3,872
TRAVEL OUT OF STATE	0222	3,406	3,406	0	3,406	3,406
OFFICE SUPPL-PRINTING	0231	3,366	7,066	0	7,066	7,066
EDUCA-RECREATNL SUPP	0236	6,433	2,733	0	2,733	2,733
SOFT GOODS&HOUSEKPNG	0237	0	0	0	0	0
OFFICE EQUIP-FURNISH	0241	0	0	0	0	0
DP REPRODUCT OTHER EQUI	0242	0	0	0	0	0
EQUIPMENT RENTATL	0252	0	0	0	0	0
MAINT CONTRACTS EXP	0292	0	0	0	0	0
SUPPORTIVE SERVICES	0200	26,837	26,837	0	26,837	26,837
CENTRAL-SER DATA-SER	0410	0	0	0	0	0
TELECOMMUNICATIONS	0420	0	0	0	0	0
EQUIPMENT SERVICE CENTER	0430	0	0	0	0	0
CENT. SERV./DATA SERV.	0400	0	0	0	0	0
PROFESSIONAL FEES	0901	7,425	7,425	12,000	19,425	19,425
SPECIAL PROJ & SVCS	0903	0	0	0	0	0
CONTRACTUAL SERVICES	0900	7,425	7,425	12,000	19,425	19,425
EXPENDITURE TOTALS		1,052,122	1,085,914	12,000	1,097,914	1,097,914
MEANS OF FUNDING						
GENERAL FUND	1001	1,052,122	1,085,914	12,000	1,097,914	1,097,914
GENERAL FUND	G	1,052,122	1,085,914	12,000	1,097,914	1,097,914
TOTAL FUNDING		1,052,122	1,085,914	12,000	1,097,914	1,097,914
AUTHORIZED EMPLOYEES						
FULL TIME EMPLOYEE COUNT		5	5	0	5	5
PART TIME EMPLOYEE COUNT		0	0	0	0	0
AUTHORIZED EMPLOYEES		5	5	0	5	5
TOTAL AUTHORIZED EMPLOYEES		5	5	0	5	5