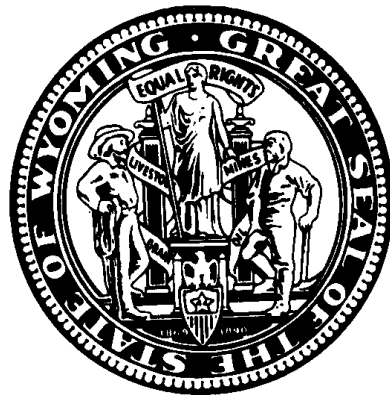


JUDICIAL BRANCH



BOARD OF LAW EXAMINERS



STATE OF WYOMING

2019-2020

BIENNIUM BUDGET REQUEST

BOARD OF LAW EXAMINERS 102

Agency Name and Number

Submitted by:

Signature

Sharon K. Wilkinson

Name

Sharon K. Wilkinson

Title

Executive Secretary

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

Cathy Duncil, Admissions Director

B - AGENCY SUMMARY

Agency Name: BOARD OF LAW EXAMINERS		Agency Number: 102				
1	2	3	4	5	6	
Description	Code	Base Budget	Standard Budget	Exception Request	Total Agency Request	Recommended Approval
ADMINISTRATION	0100	178,750	178,750	61,250	240,000	240,000
TOTAL BY EXPENSE ORGS		178,750	178,750	61,250	240,000	240,000
PERSONAL SERVICES	0100	0	0	0	0	0
SUPPORTIVE SERVICES	0200	0	0	31,750	31,750	31,750
RESTRICTIVE SERVICES	0300	688	688	0	688	688
CONTRACTUAL SERVICES	0900	178,062	178,062	29,500	207,562	207,562
TOTAL BY OBJECT SERIES		178,750	178,750	61,250	240,000	240,000
SPECIAL REVENUE	R	178,750	178,750	61,250	240,000	240,000
TOTAL BY FUNDS		178,750	178,750	61,250	240,000	240,000

Agency Name: Board of Law Examiners	Agency Number: 102
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Section 1. Agency Statutory Authority

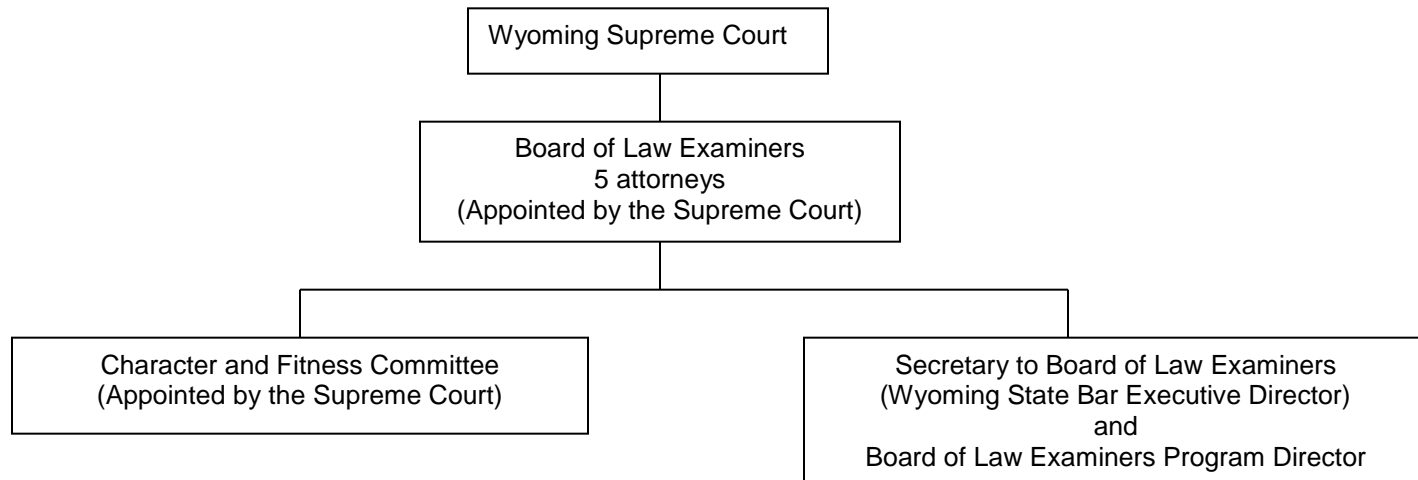
W.S. 33-5-101 through W.S. 33-5-110 Duties generally of the Board of Law Examiners

Section 2. Agency Overview

The Board of Law Examiners is responsible for:

1. Meeting at least once per month to process applications for admission. Generally, the Board processes approximately 200 applications per year.
2. Meeting twice per year to grade the bar exam.
3. Conducting character and fitness hearings as required.
4. Attending grading workshops twice per year.
5. Making recommendations to the Supreme Court for admission of applicants.
6. Developing and proposing rule revisions as required.

Section 3. Agency Organization Chart



Agency Name: Board of Law Examiners	Agency Number: 102
Approp. Org. Name: Administration	Division Number: 0100
Expense Org. Name: Administration	Unit Number: 0101

STANDARD BUDGET REQUEST NARRATIVE

Expense Organization Statutory Authority

W.S. 33-5-106 Application fees to practice law in Wyoming are deposited in an earmarked revenue fund to pay administrative costs of licensing attorneys.

The Wyoming Supreme Court licenses attorneys to practice law in the State. The Wyoming Board of Law Examiners, which is comprised of five Wyoming attorneys, acts on behalf of the Court and coordinates all the details associated with admission to the practice of law. Specifically, the Board of Law Examiners meets at least once per month to process applications for admission, meets twice per year to grade the bar exam, attends grading workshops twice per year, makes recommendations to the Supreme Court for admission of applicants, and develops and proposes rule revisions as required.

The Character and Fitness Committee, which is adjunct to the Board of Law Examiners, evaluates applicants’ character and fitness to practice law and makes recommendations based on those findings. This process involves conducting character and fitness hearings as required.

The Board of Law Examiners is supported by staff of the Wyoming State Bar. Significant staff time is required to administer the admissions process, including giving the bar exam twice per year and organizing and staffing the monthly meetings of the Board of Law Examiners and the Character and Fitness Committee.

The requested funds are used in part to pay costs of the administration of the bar exam (exams, exam facility, proctors and supplies); printing the completed bar exams; grading the written portion of the exam; screening applicants for character and fitness; national training for Board and Committee members and Wyoming Bar staff; part of the personnel costs for Wyoming Bar staff; meetings; teleconferences; hearings; and postage. The Wyoming Supreme Court oversees the Board of Law Examiners. Oversight functions include review of expenditures, rules, and procedures to ensure compliances with statutory and constitutional responsibilities and obligations. The requested funds will also be used to pay the costs of administrative oversight.

Total Standard Budget Request \$178,750

Agency Name: Board of Law Examiners	Agency Number: 102
Approp. Org. Name: Administration	Division Number: 0100
Expense Org. Name: Administration	Unit Number: 0101

EXCEPTION BUDGET REQUEST

\$61,250 – Bar admissions: The Board of Law Examiners is requesting an increase in spending authority in the amount of \$61,250 to cover increasing costs associated with Bar admissions. Below are several factors that impact the Board’s projections for the next biennium:

- 1) Rule 102(a) of the Rules and Procedures Governing Admission to the Practice of Law was amended in April 2016 to increase the Character and Fitness Committee (total of three) to four active, resident members of the Bar and one non-lawyer with special training in substance abuse, mental health, financial management or another area of value to the assessment of good moral character and fitness to practice law of applicants. This change increased costs associated with travel to hearings and national conferences when necessary.
- 2) Rule 403 of the Rules and Procedures Governing Admission to the Practice of Law was also amended in April 2016 to allow for increased due process for applicants and a more efficient character and fitness screening process. The Board anticipates an increase in the number of face-to-face hearings with this change.
- 3) The Board has seen an increase in special testing accommodation requests, and this is a national trend. Accommodating these requests often results in additional facility expenses (i.e. private, proctored rooms; semi-private rooms for nursing mothers, etc.). This increase has also necessitated obtaining expert advice from a physician to ensure compliance with the Americans with Disabilities Act.
- 4) The National Conference of Bar Examiners currently subsidizes expenses for one grader to travel to each grading workshop (two per year). The Board has been notified by the Conference that this subsidy will be discontinued in 2018.
- 5) In recent years, the Wyoming State Bar has recognized the need to put security measures in place on the days the exams are administered. This has resulted in increased costs for police/security personnel to ensure the safety of those present. It has also resulted in increased costs for metal detectors and/or personal wands to ensure that all persons entering the testing room are compliant with National Conference of Bar Examiners standards.
- 6) Presently, applicants pay a \$600.00 application fee to the Supreme Court. The Court retains \$50.00 of each fee to cover administrative costs, and the remaining \$550.00 is deposited into this special revenue account. The Department of Audit recommends that the entire \$600.00 be deposited into the special revenue account, with \$50.00 then being paid from the account to the Supreme Court as an expense. This change in accounting procedure will have no net effect on the account balance or the way funds are functionally expended. However, it will result in an increase of recorded revenue of \$18,000-\$20,000 per biennium, with a corresponding increase in expenditures of the same amount. Thus, it is necessary to request an increase in spending authority in conjunction with making this accounting change.

Total Exception Budget Request \$61,250

Total Agency Budget Request \$240,000

CE Expense Organization Budget Request

Agency Name: BOARD OF LAW EXAMINERS		Wyoming On-Line Financial System Code				
Approp. Org. Name: ADMINISTRATION		AGY	DIVISION	UNIT	FUND	APPR UNIT
Expense Org. Name: ADMINISTRATION		102	0100	0101	073	073
1	2	3	4	5	6	
Description	Code	Base Budget	Standard Budget	Exception Request	Total Agency Request	Recommended Approval
EXPENDITURES						
SALARIES CLASSIFIED	0103	0	0	0	0	0
SALARIES OTHER	0104	0	0	0	0	0
EMPLOYER PD BENEFITS	0105	0	0	0	0	0
PERSONAL SERVICES	0100	0	0	0	0	0
UTILITIES	0203	1,114	1,114	0	1,114	1,114
COMMUNICATION	0204	127	127	0	127	127
DUES-LICENSES-REGIST	0207	14,187	14,187	6,000	20,187	20,187
TRAVEL IN STATE	0221	39,717	39,717	11,000	50,717	50,717
TRAVEL OUT OF STATE	0222	3,015	3,015	2,750	5,765	5,765
OFFICE SUPPL-PRINTING	0231	39,740	39,740	8,000	47,740	47,740
REAL PROPERTY RENTAL	0251	38,400	38,400	4,000	42,400	42,400
SUPPORTIVE SERVICES	0200	136,300	136,300	31,750	168,050	168,050
COST ALLOCATION	0301	688	688	0	688	688
RESTRICTIVE SERVICES	0300	688	688	0	688	688
PROFESSIONAL FEES	0901	41,762	41,762	29,500	71,262	71,262
CONTRACTUAL SERVICES	0900	41,762	41,762	29,500	71,262	71,262
EXPENDITURE TOTALS		178,750	178,750	61,250	240,000	240,000
MEANS OF FUNDING						
ATTORNEY ADMISSION FEE-BAR EXA	5204	178,750	178,750	61,250	240,000	240,000
SPECIAL REVENUE	R	178,750	178,750	61,250	240,000	240,000
TOTAL FUNDING		178,750	178,750	61,250	240,000	240,000