

JUDICIAL BRANCH



BOARD OF LAW EXAMINERS



STATE OF WYOMING

2021-2022

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	240,000	240,000	0	240,000	240,000
TOTAL BY EXPENSE ORGS		240,000	240,000	0	240,000	240,000
PERSONAL SERVICES	0100	0	0	0	0	0
SUPPORTIVE SERVICES	0200	168,050	97,600	0	97,600	97,600
RESTRICTIVE SERVICES	0300	688	688	0	688	688
CONTRACTUAL SERVICES	0900	71,262	141,712	0	141,712	141,712
TOTAL BY OBJECT SERIES		240,000	240,000	0	240,000	240,000
SPECIAL REVENUE	R	240,000	240,000	0	240,000	240,000
TOTAL BY FUNDS		240,000	240,000	0	240,000	240,000

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

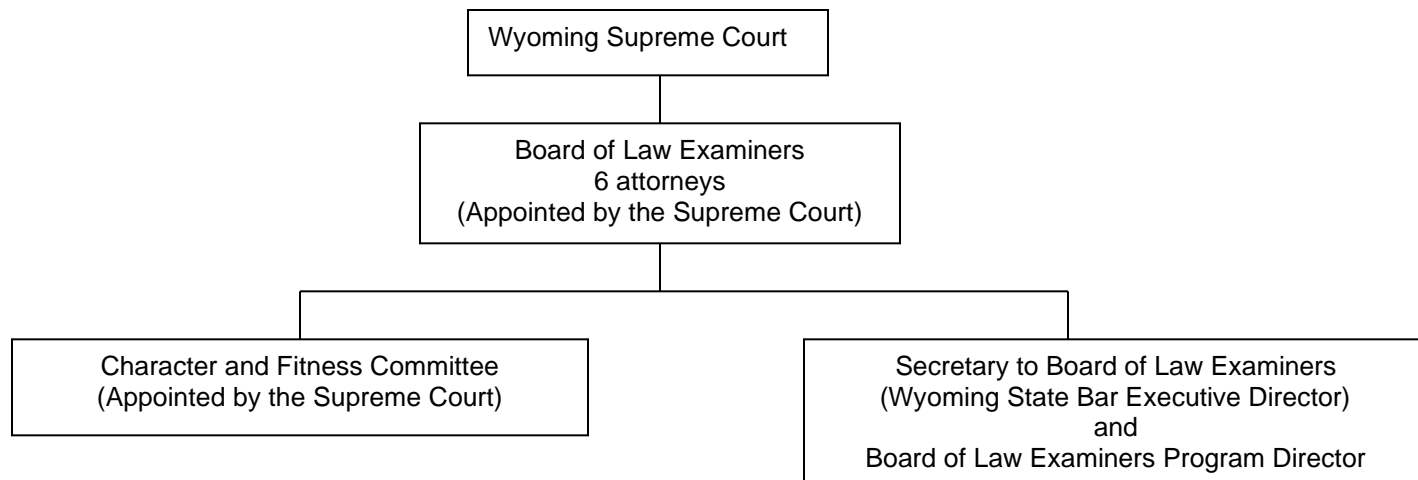
W.S. 33-5-101 through W.S. 33-5-110 Duties generally of the Board of Law Examiners

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. Evaluating applicants' character and fitness and conducting character and fitness hearings as required via its adjunct, the Character and Fitness Committee.
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 six 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, organizing and staffing the monthly meetings of the Board of Law Examiners and the Character and Fitness Committee and attending character and fitness hearings.

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 \$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	500	0	500	500
COMMUNICATION	0204	127	500	0	500	500
DUES-LICENSES-REGIST	0207	20,187	4,000	0	4,000	4,000
TRAVEL IN STATE	0221	50,717	15,000	0	15,000	15,000
TRAVEL OUT OF STATE	0222	5,765	39,750	0	39,750	39,750
SUPPLIES	0230	0	1,000	0	1,000	1,000
OFFICE SUPPL-PRINTING	0231	47,740	24,600	0	24,600	24,600
REAL PROPERTY RENTAL	0251	42,400	12,250	0	12,250	12,250
SUPPORTIVE SERVICES	0200	168,050	97,600	0	97,600	97,600
COST ALLOCATION	0301	688	688	0	688	688
RESTRICTIVE SERVICES	0300	688	688	0	688	688
PROFESSIONAL FEES	0901	71,262	141,712	0	141,712	141,712
CONTRACTUAL SERVICES	0900	71,262	141,712	0	141,712	141,712
EXPENDITURE TOTALS		240,000	240,000	0	240,000	240,000
MEANS OF FUNDING						
ATTORNEY ADMISSION FEE-BAR EXA	5204	240,000	240,000	0	240,000	240,000
SPECIAL REVENUE	R	240,000	240,000	0	240,000	240,000
TOTAL FUNDING		240,000	240,000	0	240,000	240,000