

CLERK OF COURTS

DEPARTMENT MISSION

The Clerk of Courts Office performs recordkeeping duties for all matters in the circuit court per state statute, which includes clerking in court, handling exhibits, processing court orders, administering oaths, docketing court documents, entering and processing judgments, assisting agencies and the public - ensuring pro se litigants receive proper information, file management and records retention. Clerk of Courts is responsible for the collection of all fees, fines, and forfeitures for the county circuit court per statute utilizing various tools to collect outstanding court ordered obligations, including payment plans, tax intercept, money judgments, suspensions for hunting, fishing, trapping and driver licenses. Clerk of Courts is also responsible for managing juries under policies and rules established by the judges of Eau Claire County and state statutes, including determining jury pool, summons and follow-up.

DEPARTMENT BUDGET HIGHLIGHTS

Except for salary and benefits – for which there is an increase in the budget – the rest of the budget sees a zero increase. We are requesting another Legal Specialist II (Deputy Clerk) – the computer is provided by CCAP; we will need to purchase a phone and add a phone line. Basic supplies and furniture are readily available.

STRATEGIC DIRECTION AND PRIORITY ISSUES

- Our office is mindful of the mission, vision, and values that energize us in actualization of our priorities in maintaining customer satisfaction, financial management, and the specific and special duties assigned by Wisconsin State Statutes, Supreme Court Rules, and Local Court Rules.
- Access to accurate court records has been advanced through eFiling and in-court Automated Processing increasing services to customers. The eFiling rule has been in effect since July 1, 2016; however, eFiling did not become mandatory in every county and for every case type on that date. Over the course of the past couple years, mandatory eFiling was enabled for civil, family, small claims, paternity, criminal, traffic, forfeiture, and formal and informal probate cases across the state, as well as guardianship, mental commitment, restraining orders, and judgment and lien cases. In 2020, CCAP expanded to include additional case types and class codes.
- Clerk staff continues to work on case imaging paper files allowing multiple users to view documents and provide faster retrieval of information. This also improves long-term storage and physical space for office growth. eFiling permits judges, parties, and the public (where permissible) to view a case simultaneously and increases the speed and efficiency of case processing.
- Our office will continue to utilize State Debt Collection (SDC) to collect on debt not otherwise being paid.

- The supervisory management team has been active in participating in trainings to promote employee satisfaction and improve the on-boarding process for new employees. Staff are partnered to mentor with new employees creating a positive atmosphere. We will continue our efforts to create a positive environment by showing gratitude, encourage positivity, clear communication, and supporting safety initiatives.

TRENDS AND ISSUES ON THE HORIZON

- Continue to modernize operations - as technology improves, this provides greater access to the Courts. We need to provide proper training and maintain vigilance in access to accurate court records.
- The 6th Branch will be built out in 2021 with an anticipated start date of June and completion in October. A newly elected judge will take office August 1, 2022.

OPERATIONAL CHANGES IN 2021

- In order for us to ensure social distancing and as little contact as possible during COVID, we continued to rotate staff in-out of the office.
- COVID has had a significant effect on the courts. As such, in 2020 we began using Zoom for court hearings. Clerks clerked these hearings via Zoom and it has worked out very well.
- We plan to continue the use of Zoom for specific type hearings (i.e. small claims and traffic), as well as continue in a limited basis the ability to work remotely.

OPERATIONAL CHANGES – WITH FISCAL IMPACT

- None.

POSITION CHANGES IN 2022

- Requesting another Legal Specialist II (Deputy Clerk) position to begin August 1, 2022. Position is needed to provide administrative support for new 6th branch judge.

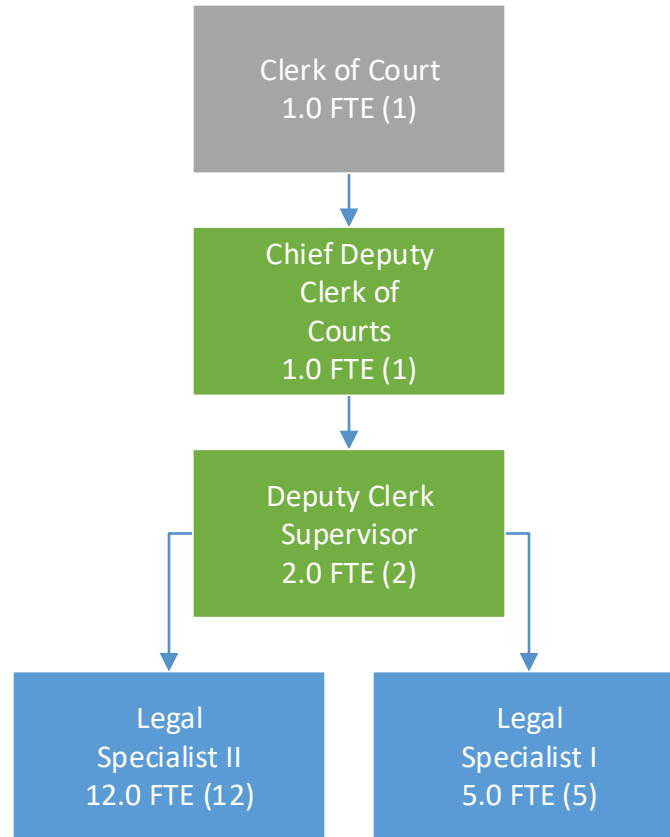
OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- None.

POTENTIAL RISKS

- None.

Clerk of Courts



Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
FTE	22.23	20.00	20.00	21.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	21.00

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OUTPUTS	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>YTD* 2021</u>	
Total cases opened during the year	21,790	22,335	17,603	4,315	
Criminal Cases	3,770	3,611	3,020	617	
Felony Cases	1,882	1,834	1,519	315	
Traffic/Forfeiture Cases	13,432	14,772	11,182	2,762	
Family/Civil/Small Claims Cases	3,871	3,294	2,554	700	
Total number of court hearings clerked	39,914	44,498	32,297	6,958	
Total number of docketed events	292,884	207,501	259,997	69,070	
Total collections	\$4,152,038	\$4,731,682	\$3,613,601	\$1,032,404	
Total collected from collection agency	\$7,810	\$0	\$0		
Total collected from SDC	\$1,004,497	\$2,059,244	\$1,032,404	\$483,802	
Total retained by County					
Number of potential jurors reporting for selection	1,578	1,228	1,151	-	
Number of sworn jurors	489	423	411	-	
Number of trial days	88	82	82	2	
<i>*YTD indicates Jan-Jun Results</i>					
OUTCOMES	Benchmark	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>YTD* 2021</u>
Cost per trial day	-	\$561.93	\$539.16	\$539.16	-
<i>*YTD indicates Jan-Jun Results</i>					

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Overview of Revenues and Expenditures

Revenues	2020	2021	2021	2022	2022	2022	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Tax Levy/General Revenue Allocation	\$446,270	\$416,014	\$416,014	\$590,533	\$519,951	\$519,951	25%
06-Public Charges for Services	\$511,658	\$561,000	\$518,556	\$562,500	\$562,500	\$562,500	0%
08-Fines & Forfeitures	\$261,146	\$502,970	\$267,340	\$490,000	\$490,000	\$490,000	-3%
09-Other Revenue	\$512	\$1,200	\$1,200	\$600	\$600	\$600	-50%
Total Revenues:	\$1,219,586	\$1,481,184	\$1,203,110	\$1,643,633	\$1,573,051	\$1,573,051	6%

Expenditures	2020	2021	2021	2022	2022	2022	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Regular Wages	\$858,782	\$952,021	\$799,110	\$1,030,618	\$1,014,981	\$1,014,981	7%
02-OT Wages	\$381	\$300	\$300	\$300	\$300	\$300	0%
03-Payroll Benefits	\$409,829	\$440,553	\$405,940	\$540,035	\$485,090	\$485,090	10%
04-Contractual Services	\$5,760	\$5,000	\$6,000	\$6,000	\$6,000	\$6,000	20%
05-Supplies & Expenses	\$51,791	\$83,310	\$60,511	\$66,180	\$66,180	\$66,180	-21%
09-Equipment	-	-	\$119	\$500	\$500	\$500	
Total Expenditures:	\$1,326,542	\$1,481,184	\$1,271,980	\$1,643,633	\$1,573,051	\$1,573,051	6%

Net Surplus/(Deficit)- Clerk of Courts	(\$106,956)	\$0	(\$68,870)	\$0	\$0	\$0	
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Budget Analysis

	2021 Adjusted Budget	Cost to Continue Operations in 2022	2022 Requested Budget
01-Tax Levy/General Revenue Allocation	\$416,014	\$174,519	\$590,533
06-Public Charges for Services	\$561,000	\$1,500	\$562,500
08-Fines & Forfeitures	\$502,970	(\$12,970)	\$490,000
09-Other Revenue	\$1,200	(\$600)	\$600
Total Revenues	\$1,481,184	\$162,449	\$1,643,633

01-Regular Wages	\$952,021	\$78,597	\$1,030,618
02-OT Wages	\$300	-	\$300
03-Payroll Benefits	\$440,553	\$99,482	\$540,035
04-Contractual Services	\$5,000	\$1,000	\$6,000
05-Supplies & Expenses	\$83,310	(\$17,130)	\$66,180
09-Equipment	-	\$500	\$500
Total Expenditures	\$1,481,184	\$162,449	\$1,643,633

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Revenue Assumptions

	2020	2021	2021	2022	2022	2022		
Revenue Source	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Assumptions	Confidence Level %
County Tax Levy	446,270	416,014	416,014	590,533	519,951	519,951	New staff position begin 8/1/2022 - less revenue	100%
County Ordinance Forfeitures	114,772	132,970	118,770	130,000	130,000	130,000	Expect amount to go up in the coming year	80%
County Share State Fines	146,374	370,000	148,570	360,000	360,000	360,000	Expect amount to go up in the coming year	85%
Court Fees & Costs	394,172	430,000	409,316	430,000	430,000	430,000	Expect amount to go up in the coming year	90%
Medical Exams (Ccap)	34,229	36,000	26,790	35,000	35,000	35,000	About average - slight increae	90%
Jury Fees	-	-	2,450	2,500	2,500	2,500	New line item	25%
Jail Assessment	83,256	95,000	80,000	95,000	95,000	95,000	Expect amount to go up in the coming year	85%
Interest Income - Lgip	512	1,200	1,200	600	600	600	Has gone down over past year	60%
TOTAL	\$1,219,586	\$1,481,184	\$1,203,110	\$1,643,633	\$1,573,051	\$1,573,051		

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Contracted Services Summary

	2020	2021	2021	2022	2022	2022
Expenditure Type	Actual	Budget	Estimate	Request	Recom- mended	Adopted
Professional Services	-	-	-	-	-	-
Utilities	5,760	5,000	6,000	6,000	6,000	6,000
Repairs And Maintenance	-	-	-	-	-	-
Other Contracted Services	-	-	-	-	-	-
Total	\$5,760	\$5,000	\$6,000	\$6,000	\$6,000	\$6,000

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Contracted Services Detail

	2020	2021	2021	2022	2022	2022		
Expenditure	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Description	Expenditure Type
Clk Cts/ Telephone	5,760	5,000	6,000	6,000	6,000	6,000	Phones	Utilities
TOTAL	\$5,760	\$5,000	\$6,000	\$6,000	\$6,000	\$6,000		