

REGISTER IN PROBATE/CLERK OF JUVENILE COURT

DEPARTMENT MISSION

The Register in Probate/Clerk of Juvenile Court provides the Circuit Court, attorneys, courthouse staff, and the general public with courteous, professional, and proficient services that facilitate proceedings for administration of estates, guardianships, protective placements, civil mental health commitment proceedings, juvenile-type cases, and other related proceedings in the Circuit Courts and Register in Probate/Clerk of Juvenile Court office.

DEPARTMENT BUDGET HIGHLIGHTS

All functions in this office are mandated by Wisconsin State statutes. This office services the Circuit Courts and Court Commissioner in the areas of probate, civil mental health commitment, guardianships, and juvenile proceedings. The Register in Probate/Clerk of Juvenile Court is appointed by the judges of the Circuit Court.

STRATEGIC DIRECTION AND PRIORITY ISSUES

The Register in Probate/Clerk of Juvenile Court office will continue to strive to accomplish our mission by continuing to monitor, evaluate, and adjust our systems, procedures, etc. to insure the coordinated and effective delivery of services to the Circuit Court and to the citizens of the County.

TRENDS AND ISSUES ON THE HORIZON

- Keep abreast of any legislative changes.

OPERATIONAL CHANGES IN 2021

- New Register in Probate/Clerk of Juvenile Court appointed on February 1, 2021.
- Vacant Legal Specialist II position filled March 15, 2021.

OPERATIONAL CHANGES – WITH FISCAL IMPACT

- None foreseen.

POSITION CHANGES IN 2022

- None foreseen.

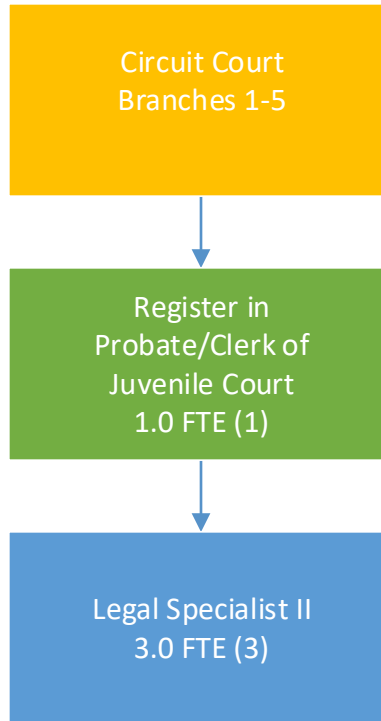
OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- None foreseen.

POTENTIAL RISKS

- Not enough staff to clerk court hearings and complete follow-up orders.
- Collection efforts for guardian ad litem and medical expert fees that are deposited in the Circuit Courts' budget.

Register In Probate



| Year | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
|------|------|------|------|------|------|------|------|------|------|------|------|------|
| FTE | 1.69 | 3.75 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |

Administrative Support to Circuit Courts/Register in Probate

Administrative support to the Circuit Courts- Probate and Juvenile Branch and Probate Registrar/Court Commissioner of Probate which includes the case types of: Probate, Guardianships/Protective Placements, Mental Commitment and Juvenile. All documents submitted to the Circuit Court for filing must be maintained and retained to meet all legal requirements as mandated by the Wisconsin State Statutes.

| OUTPUTS | | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>YTD* 2021</u> |
|---|---|-------------|-------------|-------------|------------------|
| Number of petitions filed for guardianships: | | 187 | 186 | 98 | 67 |
| Number of petitions for protective placement reviews | | 311 | 306 | 320 | 163 |
| Number of petitions filed for probate: | | 332 | 372 | 365 | 216 |
| Number of mental commitments and Recommitment court case filings: | | 198** | 132 | 354 | 171 |
| Number of juvenile court case filings: | Children in Need of Protective Services | 118 | 82 | 103 | 52 |
| | Delinquency | 75 | 87 | 55 | 18 |
| | Juvenile in Need of Protection Services | 31 | 28 | 9 | 18 |
| | Termination of Parental Rights | 34 | 36 | 32 | 16 |
| | Adoptions | 38 | 53 | 29 | 9 |
| | Truancy-JO, injunctions, guardianships, general | 123 | 113 | 112 | 47 |
| Number of annual accounting/reports filed/verified for guardianships | | 1253 | 1266 | 1346 | 1362 |
| Number of guardian ad litem appointed (including protective placement summary hearings) | | 709 | 711 | 682 | 357 |
| Monies collected from this office but deposited in court's budget | | \$91,488 | \$98,681 | \$115,854 | \$58,921 |
| Revenue collected from probate filing fees | | \$33,554 | \$36,957 | \$43,482 | \$19,607 |

*YTD indicates Jan-Jun Results
** procedure change due to eFiling

| OUTCOMES | Benchmark | 2018 | 2019 | 2020 | YTD* 2021 |
|--|-----------|------|------|------|-----------|
| 75% of informal administration filings will be closed within 361-420 days | 75% | 67% | 67% | 64% | N/A |
| 95% of juvenile delinquency files will be closed within 90 days | 95% | 91% | 95% | 95% | N/A |
| 85% of juvenile CHIPS files will be closed within 90 days | 85% | 99% | 89% | 91% | N/A |
| 100% of protective placement hearings are held pursuant to Wis. Stat. Section 55.18(5) | 100% | 100% | 100% | 100% | N/A |

*YTD indicates Jan-Jun Results

Register in Probate / Clerk of Juvenile Court
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 | \$241,827 | \$260,527 | \$260,527 | \$257,826 | \$255,268 | \$255,268 | -2% |
| 06-Public Charges for Services | \$43,482 | \$36,000 | \$36,000 | \$36,000 | \$36,000 | \$36,000 | 0% |
| Total Revenues: | \$285,309 | \$296,527 | \$296,527 | \$293,826 | \$291,268 | \$291,268 | -2% |

| Expenditures | 2020 | 2021 | 2021 | 2022 | 2022 | 2022 | % |
|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------|
| | Actual | Adjusted Budget | Estimate | Request | Recommended | Adopted | Change |
| 01-Regular Wages | \$199,942 | \$208,187 | \$193,000 | \$208,459 | \$210,496 | \$210,496 | 1% |
| 02-OT Wages | - | - | - | - | - | - | |
| 03-Payroll Benefits | \$67,391 | \$77,235 | \$61,289 | \$74,062 | \$69,467 | \$69,467 | -10% |
| 04-Contractual Services | \$1,210 | \$1,200 | \$1,200 | \$1,200 | \$1,200 | \$1,200 | 0% |
| 05-Supplies & Expenses | \$6,420 | \$9,905 | \$8,465 | \$10,105 | \$10,105 | \$10,105 | 2% |
| Total Expenditures: | \$274,964 | \$296,527 | \$263,954 | \$293,826 | \$291,268 | \$291,268 | -2% |

| | | | | | | | |
|---|-----------------|------------|-----------------|------------|------------|------------|--|
| Net Surplus/(Deficit)- Register in Probate / Clerk of Juvenile Court | \$10,345 | \$0 | \$32,573 | \$0 | \$0 | \$0 | |
|---|-----------------|------------|-----------------|------------|------------|------------|--|

Register in Probate / Clerk of Juvenile Court

Budget Analysis

| | 2021 Adjusted Budget | 2021 Operational Changes not Budgeted | Cost to Continue Operations in 2022 | 2022 Requested Budget |
|--|-------------------------|--|--|-----------------------------|
| 01-Tax Levy/General Revenue Allocation | \$260,527 | \$2,847 | (\$5,548) | \$257,826 |
| 06-Public Charges for Services | \$36,000 | - | - | \$36,000 |
| Total Revenues | \$296,527 | \$2,847 | (\$5,548) | \$293,826 |

| | | | | |
|---------------------------|------------------|----------------|------------------|------------------|
| 01-Regular Wages | \$208,187 | (\$15,187) | \$15,459 | \$208,459 |
| 02-OT Wages | - | - | - | - |
| 03-Payroll Benefits | \$77,235 | \$19,474 | (\$22,647) | \$74,062 |
| 04-Contractual Services | \$1,200 | - | - | \$1,200 |
| 05-Supplies & Expenses | \$9,905 | (\$1,440) | \$1,640 | \$10,105 |
| Total Expenditures | \$296,527 | \$2,847 | (\$5,548) | \$293,826 |

Register in Probate / Clerk of Juvenile Court

Revenue Assumptions

| | 2020 | 2021 | 2021 | 2022 | 2022 | 2022 | | |
|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|---|-----------------------|
| Revenue Source | Actual | Budget | Estimate | Request | Recom- mended | Adopted | Assumptions | Confidence Level % |
| County Tax Levy | 241,827 | 260,527 | 260,527 | 257,826 | 255,268 | 255,268 | Almost all of the budget requests are based on contracted rates | 90% |
| Probate Fees | 43,482 | 36,000 | 36,000 | 36,000 | 36,000 | 36,000 | Filing fees throughout the years remain fairly constant | 90% |
| TOTAL | \$285,309 | \$296,527 | \$296,527 | \$293,826 | \$291,268 | \$291,268 | | |

Register in Probate / Clerk of Juvenile Court
Contracted Services Summary

| | 2020 | 2021 | 2021 | 2022 | 2022 | 2022 |
|---------------------------|----------------|----------------|----------------|----------------|------------------|----------------|
| Expenditure Type | Actual | Budget | Estimate | Request | Recom- mended | Adopted |
| Professional Services | - | - | - | - | - | - |
| Utilities | 1,210 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 |
| Repairs And Maintenance | - | - | - | - | - | - |
| Other Contracted Services | - | - | - | - | - | - |
| Total | \$1,210 | \$1,200 | \$1,200 | \$1,200 | \$1,200 | \$1,200 |

Register in Probate / Clerk of Juvenile Court
Contracted Services Detail

| | 2020 | 2021 | 2021 | 2022 | 2022 | 2022 | | |
|---------------------|----------------|----------------|-----------------|----------------|--------------------------|----------------|--------------------|-----------------------------|
| Expenditure | Actual | Budget | Estimate | Request | Recom- mended | Adopted | Description | Expenditure Type |
| Reg Prob/ Telephone | 1,210 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 | Telephone | Utilities |
| TOTAL | \$1,210 | \$1,200 | \$1,200 | \$1,200 | \$1,200 | \$1,200 | | |