

# 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

- Expenditures – increases in our budget lies in salary and benefits. Supplies and expenses have decreased by 3%. The addition of a new Circuit Court branch creates a need for an additional deputy court clerk position.
- Revenues – county share state fines are estimated to have decreased by approximately \$200,000 in 2022.
- We are asking for additional tax levy money in the amount of \$175,009 to cover estimated expenditures in 2023.

## 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.
- 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

- SDC will be returning uncollectible debt the first week in July 2022. For Eau Claire County, that means approximately 7,000 debts will be returned. Under normal circumstances, this would not occur; however, SDC indicated there was a glitch in their system which has now been corrected. Returned debt should come back each month. Debt is returned on a monthly basis once a 5-year minimum time has passed.
- Reasons for debt being returned includes, but is not limited to, not having a good address; individual is deceased; debt is below SDC's \$50 limit to collect, etc.

## Clerk of Courts

### POSITION CHANGES IN 2023

- Addition of a new deputy court clerk.

### OPERATIONAL CHANGES – WITH FISCAL IMPACT

- The state provides computer equipment and scanners for all Clerk of Court staff. We have most of the furniture for this new position; however, will need to purchase a chair, a few supplies, and a phone.

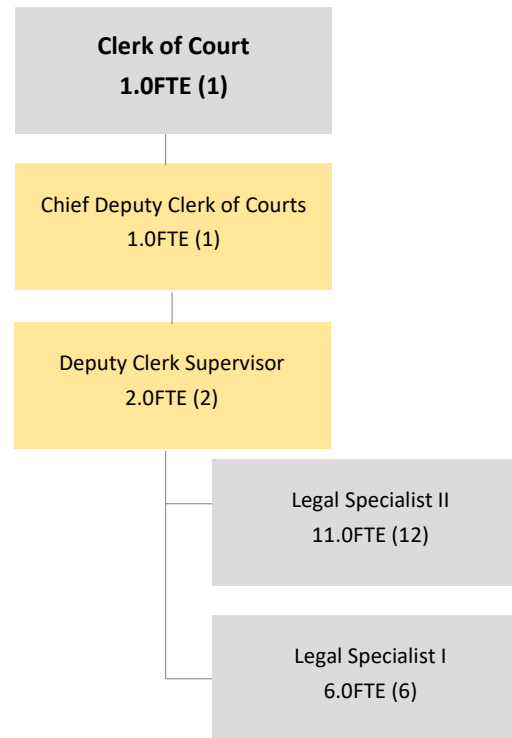
### OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- None planned.

### KEY ASSUMPTIONS AND POTENTIAL RISKS

- Based on the number of court hearings clerked in 2021 (39,054) it is assumed that additional hearings to be clerked in 2023 would be approximately 6,500.
- Without the addition of another court clerk position, it is more likely than not that this will result in:
  - Not being able to provide a clerk for court hearings; and/or
  - Not allowing staff to take PTO or even revoking preapproved PTO

# Clerk Of Court



Year	2022
FTE	21.0

## Clerk of Courts

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.

<b>OUTPUTS</b>						
		<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>YTD* 2022</u></b>	
Total number of court hearings clerked		44,498	32,297	39,054	15,574	
Number of hearings clerked for court commissioner only - does not include hearings clerked by RIP/CJC staff		20,532	15,073	17,283	7,370	
Total number of docketed events		207,501	259,997	290,765	71,117	
Debt turned over to SDC		\$1,298,703	\$2,848,917	\$3,041,958	\$1,146,114	
Debt collected from SDC		\$2,059,244	\$2,170,472	\$1,787,792	\$840,178	
Total collections		\$4,731,682	\$3,613,601	\$4,061,736	\$1,696,946	
Number of potential jurors reporting for selection		1,228	433	935	445	
Number of sworn jurors		423	116	280	392	
Number of trial days		82	27	50	35	
<i>*YTD indicates Jan-May Results</i>						
<b>OUTCOMES</b>		<b>Benchmark</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>YTD* 2022</b>
Cost per trial day		-	\$539.16	\$578.31	\$574.79	\$520.15
<i>*YTD indicates Jan-May Results</i>						

## Clerk of Courts

### Overview of Revenues and Expenditures

Revenues	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Tax Levy/General Revenue Allocation	\$416,016	\$519,951	\$519,951	\$777,343	\$777,343	\$777,343	50%
06-Public Charges for Services	\$617,318	\$562,500	\$634,782	\$631,000	\$631,000	\$631,000	12%
08-Fines & Forfeitures	\$304,102	\$490,000	\$307,044	\$308,000	\$308,000	\$308,000	-37%
09-Other Revenue	\$62	\$600	\$161	\$200	\$200	\$200	-67%
<b>Total Revenues:</b>	<b>\$1,337,497</b>	<b>\$1,573,051</b>	<b>\$1,461,938</b>	<b>\$1,716,543</b>	<b>\$1,716,543</b>	<b>\$1,716,543</b>	<b>9%</b>

Expenditures	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Regular Wages	\$958,244	\$1,014,981	\$1,017,910	\$1,135,416	\$1,135,416	\$1,135,416	12%
02-OT Wages	\$6	\$300	-	-	-	-	-100%
03-Payroll Benefits	\$445,849	\$485,090	\$485,090	\$510,467	\$510,467	\$510,467	5%
04-Contractual Services	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	0%
05-Supplies & Expenses	\$76,060	\$66,180	\$64,605	\$64,420	\$64,420	\$64,420	-3%
09-Equipment	\$476	\$500	-	\$240	\$240	\$240	-52%
<b>Total Expenditures:</b>	<b>\$1,486,636</b>	<b>\$1,573,051</b>	<b>\$1,573,605</b>	<b>\$1,716,543</b>	<b>\$1,716,543</b>	<b>\$1,716,543</b>	<b>9%</b>

Net Surplus/(Deficit)- Clerk of Courts	(\$149,138)	\$0	(\$111,667)	\$0	\$0	\$0	
--	-------------	-----	-------------	-----	-----	-----	--

# Clerk of Courts

## Budget Analysis

	<b>2022 Adjusted Budget</b>	<b>2023 Position Changes</b>	<b>Cost to Continue Operations in 2023</b>	<b>2023 Requested Budget</b>
<b>01-Tax Levy/General Revenue Allocation</b>	\$519,951	\$82,385	\$175,007	\$777,343
<b>06-Public Charges for Services</b>	\$562,500	-	\$68,500	\$631,000
<b>08-Fines &amp; Forfeitures</b>	\$490,000	-	(\$182,000)	\$308,000
<b>09-Other Revenue</b>	\$600	-	(\$400)	\$200
<b>Total Revenues</b>	<b>\$1,573,051</b>	<b>\$82,385</b>	<b>\$61,107</b>	<b>\$1,716,543</b>

<b>01-Regular Wages</b>	\$1,014,981	\$46,717	\$73,718	\$1,135,416
<b>02-OT Wages</b>	\$300	-	(\$300)	-
<b>03-Payroll Benefits</b>	\$485,090	\$35,668	(\$10,291)	\$510,467
<b>04-Contractual Services</b>	\$6,000	-	-	\$6,000
<b>05-Supplies &amp; Expenses</b>	\$66,180	-	(\$1,760)	\$64,420
<b>09-Equipment</b>	\$500	-	(\$260)	\$240
<b>Total Expenditures</b>	<b>\$1,573,051</b>	<b>\$82,385</b>	<b>\$61,107</b>	<b>\$1,716,543</b>

## Clerk of Courts

### Revenue Assumptions

	2021	2022	2022	2023	2023	2023		
Revenue Source	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Assumptions	Confidence Level %
County Tax Levy	416,016	519,951	519,951	777,343	777,343	777,343	Levy request	100%
County Ordinance Forfeitures	140,989	130,000	148,929	148,000	148,000	148,000	Estimate	90%
County Share State Fines	163,113	360,000	158,115	160,000	160,000	160,000	Estimate	90%
Court Fees & Costs	468,918	430,000	500,490	500,000	500,000	500,000	Estimate	95%
Medical Exams (Ccap)	43,767	35,000	34,380	35,000	35,000	35,000	Estimate	90%
Jury Fees	8,172	2,500	8,424	6,000	6,000	6,000	Estimate	90%
Jail Assessment	96,461	95,000	91,488	90,000	90,000	90,000	Estimate	90%
Interest Income - Lgip	62	600	161	200	200	200	Estimate	95%
<b>TOTAL</b>	<b>\$1,337,497</b>	<b>\$1,573,051</b>	<b>\$1,461,938</b>	<b>\$1,716,543</b>	<b>\$1,716,543</b>	<b>\$1,716,543</b>		

# Clerk of Courts

## Contracted Services Summary

	2021	2022	2022	2023	2023	2023
Expenditure Type	Actual	Budget	Estimate	Request	Recom- mended	Adopted
Professional Services	-	-	-	-	-	-
Utility Services	6,000	6,000	6,000	6,000	6,000	6,000
Repairs And Maintenance	-	-	-	-	-	-
Other Contracted Services	-	-	-	-	-	-
<b>Total</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>



# Clerk of Courts

## Contracted Services Detail

	2021	2022	2022	2023	2023	2023		
Expenditure	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Description	Expenditure Type
Clk Cts/ Telephone	6,000	6,000	6,000	6,000	6,000	6,000	Telephone	Utility Services
<b>TOTAL</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>		