

# 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 Circuit 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 and procedures to ensure the coordinated and effective delivery of services to the Circuit Court and to the citizens of Eau Claire County.

## TRENDS AND ISSUES ON THE HORIZON

- Keep abreast of any legislative changes.
- May need to add a staff member within the next several years.

## POSITION CHANGES IN 2023

- None foreseen.

## OPERATIONAL CHANGES – WITH FISCAL IMPACT

- None foreseen.

## OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

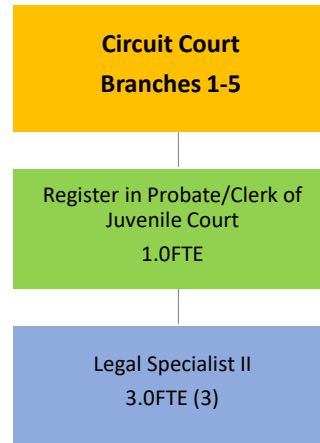
- None planned.

## KEY ASSUMPTIONS AND 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.

The amount of probate fees collected is subject to vary.

# Register In Probate/Clerk of Juvenile Court Office



Year	2022
FTE	4.0

## 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>2019</u>	<u>2020</u>	<u>2021</u>	<u>YTD* 2022</u>	
Number of petitions filed for guardianships:		186	98	95	63	
Number of petitions for protective placement reviews		306	320	283	163	
Number of petitions filed for probate:		372	365	390	209	
Number of mental commitments and Recommitment court case filings:		132	354	354	222	
<b>Number of juvenile court case filings:</b>	Children in Need of Protective Services	82	103	102	37	
	Delinquency	87	55	38	24	
	Juvenile in Need of Protection Services	28	9	23	10	
	Termination of Parental Rights	36	32	32	14	
	Adoptions	53	29	25	26	
	Truancy-JO, injunctions, guardianships, general	113	112	104	41	
Number of annual accounting/reports filed/verified for guardianships		1266	1346	1301	1287	
Number of guardian ad litem appointed (including protective placement summary hearings)		711	682	627	324	
Monies collected from this office but deposited in court's budget		\$98,681	\$115,854	\$114,914	\$55,079	
Revenue collected from probate filing fees		\$36,957	\$43,482	\$40,859	\$23,394	
<i>*YTD indicates Jan-Jun Results</i>						
OUTCOMES		Benchmark	2019	2020	2021	YTD* 2022
75% of informal administration filings will be closed within 361-420 days		75%	67%	64%	63%	N/A
95% of juvenile delinquency files will be closed within 90 days		95%	95%	95%	97%	N/A
85% of juvenile CHIPS files will be closed within 90 days		85%	89%	91%	88%	N/A
100% of protective placement hearings are held pursuant to Wis. Stat. Section 55.18(5)		100%	100%	100%	100%	N/A
<i>*YTD indicates Jan-Jun Results</i>						

**Register in Probate/Clerk of Juvenile Court**  
**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	\$260,528	\$255,268	\$255,268	\$296,296	\$296,296	\$296,296	16%
06-Public Charges for Services	\$40,859	\$36,000	\$38,000	\$38,000	\$38,000	\$38,000	6%
<b>Total Revenues:</b>	<b>\$301,387</b>	<b>\$291,268</b>	<b>\$293,268</b>	<b>\$334,296</b>	<b>\$334,296</b>	<b>\$334,296</b>	<b>15%</b>

Expenditures	2021	2022	2022	2023	2023	2023	%
	Actual	Adjusted Budget	Estimate	Request	Recommended	Adopted	Change
01-Regular Wages	\$197,435	\$210,496	\$210,496	\$220,272	\$220,272	\$220,272	5%
02-OT Wages	-	-	-	-	-	-	
03-Payroll Benefits	\$106,004	\$69,467	\$96,403	\$102,759	\$102,759	\$102,759	48%
04-Contractual Services	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	0%
05-Supplies & Expenses	\$6,927	\$10,105	\$9,405	\$10,065	\$10,065	\$10,065	0%
<b>Total Expenditures:</b>	<b>\$311,567</b>	<b>\$291,268</b>	<b>\$317,504</b>	<b>\$334,296</b>	<b>\$334,296</b>	<b>\$334,296</b>	<b>15%</b>

Net Surplus/(Deficit)- Register in Probate/Clerk of Juvenile Court	(\$10,180)	\$0	(\$24,236)	\$0	\$0	\$0	
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# Register in Probate/Clerk of Juvenile Court

## Budget Analysis

	2022 Adjusted Budget	Cost to Continue Operations in 2023	2023 Requested Budget
01-Tax Levy/General Revenue Allocation	\$255,268	\$41,028	\$296,296
06-Public Charges for Services	\$36,000	\$2,000	\$38,000
<b>Total Revenues</b>	<b>\$291,268</b>	<b>\$43,028</b>	<b>\$334,296</b>

01-Regular Wages	\$210,496	\$9,776	\$220,272
02-OT Wages	-	-	-
03-Payroll Benefits	\$69,467	\$33,292	\$102,759
04-Contractual Services	\$1,200	-	\$1,200
05-Supplies & Expenses	\$10,105	(\$40)	\$10,065
<b>Total Expenditures</b>	<b>\$291,268</b>	<b>\$43,028</b>	<b>\$334,296</b>

## Register in Probate/Clerk of Juvenile Court

### Revenue Assumptions

	2021	2022	2022	2023	2023	2023		
Revenue Source	Actual	Budget	Estimate	Request	Recom- mended	Adopted	Assumptions	Confidence Level %
County Tax Levy	260,528	255,268	255,268	296,296	296,296	296,296	Almost all of the budget requests are based on contracted rates	80%
Probate Fees	40,859	36,000	38,000	38,000	38,000	38,000	Filing fees throughout the year remain fairly consistent	75%
<b>TOTAL</b>	<b>\$301,387</b>	<b>\$291,268</b>	<b>\$293,268</b>	<b>\$334,296</b>	<b>\$334,296</b>	<b>\$334,296</b>		

## Register in Probate/Clerk of Juvenile Court

### Contracted Services Summary

	2021	2022	2022	2023	2023	2023
Expenditure Type	Actual	Budget	Estimate	Request	Recom- mended	Adopted
Professional Services	-	-	-	-	-	-
Utility Services	1,200	1,200	1,200	1,200	1,200	1,200
Repairs And Maintenance	-	-	-	-	-	-
Other Contracted Services	-	-	-	-	-	-
<b>Total</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>

**Register in Probate/Clerk of Juvenile Court**  
**Contracted Services Detail**

	2021	2022	2022	2023	2023	2023		
<b>Expenditure</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Request</b>	<b>Recom- mended</b>	<b>Adopted</b>	<b>Description</b>	<b>Expenditure Type</b>
Reg Prob/ Telephone	1,200	1,200	1,200	1,200	1,200	1,200	Telephone	Utility Services
<b>TOTAL</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$1,200</b>		