

Clerk of Courts

Department Mission

The Clerk of Courts Office provides administrative support services for all branches of the Eau Claire County Circuit Court. Services include recordkeeping for all court cases, collecting fees and court ordered obligations, and managing the court's jury system. As representatives of the judicial system, our mission is to serve the citizens of Eau Claire County by providing assistance to all court system participants in a timely, efficient and ethical manner, and to enhance public confidence in our justice system.

Overview of Expenditures and Revenues

	2016 Actual	2017 Budget	2017 Estimate	2018 Request	2018 Approved	% Change
Expenditures:						
Personnel	\$ 1,220,300	\$ 1,291,634	\$ 1,240,880	\$ 1,355,900	\$ 1,293,355	
Services & Supplies	62,550	53,530	60,620	61,500	61,500	
Equipment						
Sub-Total	1,282,850	1,345,164	1,301,500	1,417,400	1,354,855	0.72%
Non-Discretionary Expenditures						
Jurors	38,840	40,000	45,400	40,000	40,000	
Witness Fees	100	400	180	200	200	
Jury Meals	7,320	5,600	8,630	6,000	6,000	
Jury Supplies	510	1,000	540	1,000	1,000	
Sub-Total	46,770	47,000	54,750	47,200	47,200	
Total Expenditures	\$ 1,329,620	\$ 1,392,164	\$ 1,356,250	\$ 1,464,600	\$ 1,402,055	0.71%
Revenues:						
Charges & Fees	\$ 637,900	\$ 696,634	\$ 722,540	\$ 769,070	\$ 769,070	
Property Tax Levy	708,840	695,530	695,530	695,530	632,985	-8.99%
Total Revenues	\$ 1,346,740	\$ 1,392,164	\$ 1,418,070	\$ 1,464,600	\$ 1,402,055	0.71%

Summary of Budget Changes and Highlights

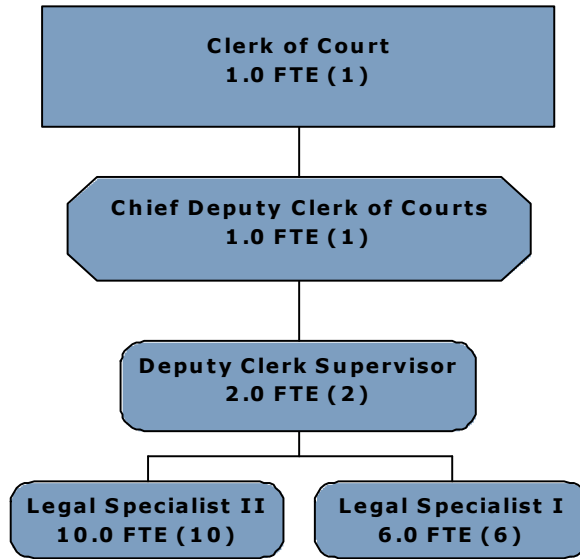
Personnel: Estimate for 2017 is lower than budgeted due to vacancies. We had two retirements; and one clerk transferred to the Circuit Court as a judicial assistant. As of submission of this 2018 Budget Proposal, we are fully staffed.

Non-Discretionary expenditures are mandated per Wisconsin Statutes; therefore, we have no control over budgetary issues in these line items. Estimate for 2017 is higher than expected due to a few multiple-day jury trials - one of which is high profile - and a 1-week out-of-county jury. Nothing out of the ordinary is scheduled for 2018, so budget request remains the same relating to jury. Historically, witness fees has remained low, so decreased the requested amount.

Services & Supplies: Postage has been at or near \$30,000 for the past 2 years, so increased to more accurately reflect estimated amount needed for 2018. Membership dues and travel/training increased in order for Chief Deputy to attend pertinent conferences with Clerk of Circuit Court for which membership is required. Specifically, a WCCA Certificate of Court Executive Development through UW-Green Bay is earned over the course of a 4-year period. This certification enhances the knowledge base for decision-making and procedural processes within the Clerk of Courts Office.

REVENUES: We anticipate collecting more in 2018 than in previous years. Historically, collections were declining for various reasons (i.e., Diversion Program; DNA costs). Over the past several months, we have been working with State Debt Collection (SDC). Although we have seen an increase in collections through them, believe it will be a couple years or so before we have a good estimate of what SDC collections will look like on an annual basis. We continue with payments plans in our office, and still have several accounts that are being paid through PPS, our collection agency.

Organizational Chart



Program Financials

2018 Approved	Program 1 Court Support		Totals
Program/Service			
Expenditures:			
Personnel	\$ 1,293,355		\$ 1,293,355
Service & Supplies	61,500		61,500
Sub-Total	1,354,855		1,354,855
Non-Discretionary Expenditures			
Jurors	40,000		40,000
Witnesses	200		200
Jury Meals	6,000		6,000
Jury Supplies	1,000		1,000
Sub-Total	47,200		47,200
Total Expenditures	\$ 1,402,055		\$ 1,402,055
Revenues:			
Charges & Fees	\$ 769,070		\$ 769,070
Property Tax Levy	632,985		632,985
Total Revenues	\$ 1,402,055		\$ 1,402,055

2017 Approved	Program 1			
Program/Service	Court Support			Totals
Expenditures:				
Personnel	\$ 1,291,634			\$ 1,291,634
Service & Supplies	53,530			53,530
Sub-Total	1,345,164			1,345,164
Non-Discretionary Expenditures				
Jurors	40,000			40,000
Witness Fees	400			
Jury Meals	5,600			5,600
Jury Supplies	1,000			1,000
Sub-Total	47,000			47,000
Total Expenditures	\$ 1,392,164			\$ 1,392,164
Revenues:				
Charges & Fees	\$ 696,634			\$ 696,634
Property Tax Levy	695,530			695,530
Total Revenues	\$ 1,392,164			\$ 1,392,164
Mandated Services Reference	INCLUDES:	Clerks Wis.Stats. 59.40 and 753.30	Collections / Court Appointed Attorneys Wis.Stats. 59.52 and 427.103(3) and 977.08 and 6th Amendment	Jury Management Wis.Stats 757.87 and 6th Amendment

Program #1 - Court Support		Budget \$1,402,055	Levy \$632,985		FTE's 20.00
<p>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.</p>					
OUTPUTS					
		2014	2015	2016	YTD 2017
<i>(YTD column = Jan-Jun results)</i>					
Number of criminal cases opened during the year:		3,140	3,436	3,426	1,594
Number of traffic/forfeiture cases opened during the year:		15,940	14,731	14,240	6,647
Number of family/civil/small claims opened during the year:		3,491	3,490	3,235	1,707
Number of total cases opened during the year:		22,571	21,657	20,901	9,948
Number of court hearings clerked:		6,903	3,201	7,073	5,535
Number of docketed events		224,972	243,456	298,420	136,916
Total collections (state and county shared revenue and 100% county retained):		\$ 3,753,670	\$ 3,428,542	3,418,438	2,031,451
Total collected for the state:		\$ 2,748,411	\$ 2,472,699	\$ 2,477,075	\$ 1,451,249
Total collected for county from state/county shared revenue:		\$ 696,220	\$ 611,984	\$ 598,106	\$ 333,710
Total collected from 100% county retained fees:		\$ 309,038	\$ 343,859	\$ 343,258	\$ 246,492
Total tax intercept turned over:		\$ 2,172,728	\$ 2,871,023	\$ 1,196,955	\$ 1,122,509
Total collected from tax intercept:		\$ 557,882	\$ 498,720	\$ 509,789	\$ 421,992
Total collected from collection agency:		\$ 133,169	\$ 125,556	\$ 74,706	\$ 201,212
Total interest collected		\$ 25,638	\$ 31,806	\$ 36,275	\$ 38,728
Total number of receipts:		33,341	32,456	32,676	17,306
Number of days jurors reported for selection:		51	53	45	26
Number of potential jurors reporting for selection:		1,624	1,563	1,539	920
Number of sworn jurors:		473	548	475	324
Number of trial days:		77	100	89	64
Performance Goal	Outcome Measures	2014	2015	2016	TYD 2017
Ratio of sworn jurors vs. jurors reporting for selection		473/1624 29%	548/1563 35%	475/1539 31%	324/920 35%
JURY - Qualification Yield	Questionnaires sent out / total qualified to serve	3833 / 2386 62%	4567 / 2855 63%	4952 / 1995 60%	Not Available
JURY - Summoning Yield	Summons sent / total available to serve	2398 / 1407 90%	2846 / 1563 90%	2858 / 1477 90%	
JURY	Cost per trial	\$ 698.64	\$ 705.23	\$ 677.53	
JURY	Cost per juror	\$ 26.00	\$ 25.86	\$ 20.88	
State Benchmark for Overall Yield is =>40%	(Qualification Yield X Summoning Yield) / (Questionnaires Sent + Summons Sent) X 100	55.86%	56.32%	53.84%	↓