

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 and other related proceedings in the Circuit Courts or Register in Probate/Clerk of Juvenile Court office.

Overview of Expenditures and Revenues

	2016 Actual	2017 Budget	2017 Estimate	2018 Request	2018 Approved	% Change
Expenditures:						
Personnel	\$ 270,020	\$ 276,591	\$ 277,813	\$ 290,888	\$ 279,626	
Services & Supplies	11,048	12,524	12,524	12,524	12,524	
Equipment						
Total Expenditures	\$ 281,068	\$ 289,115	\$ 290,337	\$ 303,412	\$ 292,150	1.05%
Revenues:						
Federal/State Grants						
Charges & Fees	\$ 38,153	\$ 45,000	\$ 40,000	\$ 40,000	\$ 40,000	
Miscellaneous						
Fund Balance Applied						
Property Tax Levy	246,985	244,115	250,337	263,412	252,150	3.29%
Total Revenues	\$ 285,138	\$ 289,115	\$ 290,337	\$ 303,412	\$ 292,150	

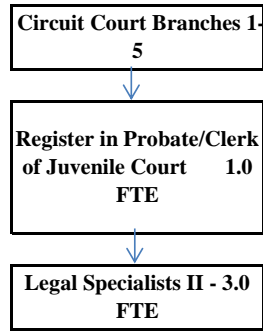
Summary of Program Modifications

Description

A ten year look back at filing fee revenues average out to be closer to \$40,000 per year.

This office runs a very lean operation, all staff is needed to facilitate the Courts and serve the public.

Organizational Chart



Year	2011	2012	2013	214	2015	2016	2017	2018	% Change
FTE	1.69	3.75	4.0	4.0	4.0	4.0	4.0	4.0	

Program Financials

2018 Approved Program/Service	Program 1 Administrative Support	Program 2 Administration of Estates		Totals
Expenditures:				
Personnel	\$ 200,294	\$ 79,332		\$ 279,626
Service & Supplies	10,564	1,960		\$ 12,524
Equipment	-	-		-
Total Expenditures	\$210,858	\$81,292		\$ 292,150
Revenues:				
Charges & Fees	7,000	33,000		\$ 40,000
Property Tax Levy	\$203,858	48,292		\$ 252,150
Total Revenues	\$210,858	\$81,292		\$ 292,150
Mandated Service? State Statutes	State Statute §48,51,54,55, & 938	Sate Statute § 851-882		

2017 Approved Program/Service	Program 1 Administrative Support	Program 2 Administration of Estates		Totals
Expenditures:				
Personnel	\$ 199,146	\$ 77,445		\$ 276,591
Service & Supplies	10,564	1,960		\$ 12,524
Equipment	-	-		-
Total Expenditures	\$209,710	\$79,405		\$ 289,115
Revenues:				
Charges & Fees	5,000	40,000		\$ 45,000
Property Tax Levy	\$204,710	39,405		\$ 244,115
Total Revenues	\$209,710	\$79,405		\$ 289,115
Mandated Service? State Statutes	State Statute § 48,51,54,55, & 938	State Statute §851-882		

#1 Administrative Support to Circuit Courts		Budget \$210,858	Levy \$203,858		FTE's 3.00
Administrative support to the Circuit Courts- Probate and Juvenile Branch which includes the case types of: 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					
<i>(YTD column = Jan-Jun results)</i>		2014	2015	2016	YTD2017
Number of petitions filed for guardianships:		205	190	171	112
Number of mental commitments court case filings:		372	348	389	200
Number of juvenile court case filings:		461	471	457	195
Number of annual accounting/reports filed/verified for guardianships:		753	785	828	n/a
Number of guardian ad litem appointed:		305	345	323	205
Monies collected from this office but deposited in court's budget:		\$87,822.19	\$ 96,237.26	\$99,804.82	\$ 51,049.60
Performance Goal	Outcome Measures	Benchmark	2015	2016	YTD2017
To ensure proper paperwork is filed to open a proceeding and commence a court hearing.	95% current and error free scanning and docketing on the court record card.	95%	95%	90%	95%
To maintain accurate and complete records in accordance with statutory legal requirements.	100% of cases will be reviewed for completeness three days prior to hearing.	100%	100%	100%	100%
To verify annual accounts and reports for accuracy and completeness.	100% of the annual accountings and reports are sent to the guardians/conservators by year end.	100%	100%	100%	n/a
	85% of the annual accounting and reports are filed by April 15th of each year.	90%	92%	93%	95%
#2 Administration of Estates		Budget \$ 81,292	Levy \$ 48,292	The ki	FTE's 1.00
Administration of decedents' estate without the exercise of continuous supervision of the Circuit Court. Ensure the transfer of a deceased person's assets to the legal heirs or beneficiaries, determination and payment of the debts of the deceased and taxes pursuant to state statute.					
OUTPUTS					
<i>(YTD column = Jan-Jun results)</i>		2014	2015	2016	YTD2017
Number of estates filed:		283	286	309	158
Number of cases closed:		290	280	274	157
Performance Goal	Outcome Measures	Benchmark	2014	2015	YTD2016
To ensure transfer of deceased person's property.	100% of cases transfer the assets according to state statute.	100%	100%	100%	100%
To maintain accurate and complete records in accordance with legal requirements.	98% accurate and complete docketing in the case file.	98%	98%	99%	98%
Cases are closed pursuant to the Tenth Judicial District Guidelines.	85% of cases are closed according to set timelines.	88%	87%	83%	82%
Totals		Budget \$292,150	Levy \$252,150		FTE's 4.00