

Register in Probate/Clerk of Juvenile Court

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.

2018 Accomplishments

Register in Probate

- eFiling in the Probate area became mandatory March 1, 2018.
- eFiling in the Guardianship and Mental Commitment area became mandatory September 1, 2018.
- In 2018, this office recouped \$64,049.78 in guardian ad litem (GAL) fees and \$27,438.07 in medical fees for a total of \$91,487.85. Payment plans are set up with individuals if the entire amount cannot be paid in full.
- Served on two committees for the Wisconsin Register in Probate Association.

Clerk of Juvenile Court

- All juvenile case types are electronic in preparation for eFiling.
- Voluntary eFiling in the area of juvenile has been implemented. The Department of Human Services has been trained to eFile their documents for filing.
- Continued participation in the Juvenile Justice Collaborating Committee meetings.
- Served on two committees for the Wisconsin Juvenile Court Clerk's Association.

2019 Future Opportunities

- On March 4, 2019 eFiling will become mandatory for juvenile case filings.
- All old paper probate case files will be entered on the CCAP system.

| #1 Administrative Support to Circuit Courts | | Budget | Levy | | FTE's |
|--|--|--------------------|--------------------|--------------------|--|
| | | \$186,792.42 | \$181,639.94 | | 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 | | | | | |
| | | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
| Number of petitions filed for guardianships: | | 190 | 171 | 202 | 187 |
| Number of mental commitments court case filings: | | 348 | 389 | 404 | 198** A procedural change was implemented due to eFiling. |
| Number of juvenile court case filings: | | 471 | 457 | 406 | 410 |
| Number of annual accounting/reports filed/verified for guardianships: | | 785 | 828 | 816 | 805 |
| Number of guardian ad litem appointed: | | 345 | 323 | 356 | 394 |
| Monies collected from this office but deposited in court's budget: | | \$96,237.26 | \$99,804.82 | \$94,113.66 | \$91,487.85 |
| <u>Performance Goal</u> | <u>Outcome Measures</u> | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
| 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% | 95% | 96% |
| 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% | 100% |
| | 85% of the annual accounting and reports are filed by April 15th of each year. | 92% | 93% | 95% | 95% |
| #2 Administration of Estates | | Budget | Levy | | FTE's |
| | | \$81,315.79 | \$52,914.02 | | 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 the Wisconsin State Statutes. | | | | | |
| OUTPUTS | | | | | |
| | | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |

| | | | | | |
|--|---|------------------------|----------------------|--------------------|--------------------|
| Number of petitions filed: | | 286 | 309 | 337 | 332 |
| Number of cases closed: | | 280 | 274 | 298 | 289 |
| | | | | | |
| <u>Performance Goal</u> | <u>Outcome Measures</u> | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
| 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% | 99% | 99% | 99% |
| Cases are closed pursuant to the Tenth Judicial District Guidelines. | 85% of cases are closed according to set timelines. | 87% | 88% | 89% | 90% |
| | | | | | |
| Totals | | Budget \$268,108.21 | Levy \$234,553.96 | | FTE's 4.00 |