

## Clerk of Court

The Clerk of Court 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. We assist litigants and the public in accessing the court and its records. As representatives of the judicial system, employees in the Clerk of Court Office treat those we assist and serve with dignity, fairness, and sensitivity.

### 2018 Accomplishments

#### Administrative Support - Courts

- Additional case types became mandatory in the fall of 2018.
- Second monitors were installed at each work station – this has enhanced the ability to work multiple screens as needed during hearings and in follow-up after court.
- Began to docket bonds into CCAP in order to process the state form electronically.
- With the increase in felony cases and number of hearings scheduled, we pulled one clerk from the civil team and reassigned her to the criminal team. This has been helpful.
- Without a dedicated receptionist, we modified the phone tree in the system to ensure a higher amount of calls into our office are routed to a person who can take a call vs. going to an answer machine.

#### Jury Management

- Continued to work closely with the Director of State Courts Office on the jury management program.
- Continued to provide effective qualification, summoning and follow-up procedures to ensure state benchmarks were attained.
- Began scanning all juror questionnaires to reduce paper storage.

#### Administrative Support - Office

- Continued support and involvement with the Criminal Justice Collaborating Council.
- Continued support and involvement with the Evidence Based Decision Making Committee.
  - As a result of questions/concerns from this committee, the deputy clerk supervisor of the criminal team was tasked with researching and gathering data for the following:
    - In-depth fingerprint reviews with Sheriff's Office
    - Statistics prepared for pretrial program
    - Statistics for Initial Appearances and cash bond ordered
    - Additional requests that come from CJCC Coordinator and Data Analyst
- Continued support and involvement with the Security and Facilities Committee.

### **Collections and Court Appointed Attorney Payment Plans**

- Continued to work on long term strategies addressing collections.
- Continued to work with State Debt Collection through the Department of Revenue and Professional Placement Services on current debt collection. We submitted over \$8.5 million in debt (from years 2000-2017).

#### **Alignment with Strategic Plan**

The Clerk of Courts Office is part of the Judicial Branch of government and is organized and empowered by the Wisconsin State Statutes and Supreme Court Rules.

#### **2019 Opportunities**

One challenge is to keep up with converting and scanning older cases that are scheduled for new court hearings.

With the retirement of two staff members, we will restructure the small claims and civil clerks to share responsibilities as a team vs. working only specific case types.

It is anticipated that our continued partnership with State Debt Collection will show a growth in revenues as more debt is turned over to them. We will continue receipting large collection amounts into CCAP.

We will be working toward and implementing the collection of restitution owed.

Technology in courtrooms will continue to be a challenge as courtrooms are wired differently. Equipment needed for hearings and jury trials may work in one courtroom, but may not work the same in another. Information Systems continues to work on a solution and wiring needs.

Although we are now fully staffed, it remains a challenge to ensure all courts have court clerks available for all hearings and trials: 1) with the addition of a 6<sup>th</sup> branch, we will need to determine the number of new court clerks needed; and 2) we need to keep and train new civilian jury bailiffs as we struggle to have enough available for jury trials.

<b>Program #1 - Court Support</b>	Budget	Levy		FTE's
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	\$1,402,055	\$632,985		20.00
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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.

**OUTPUTS**

<i>(YTD column = Jan-Jun results)</i>		<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Number of open cases during the year:		23,812	23,091	22,461	23,429
Number of court hearings clerked:		8,641	9,104	22,538	27,682
Total turned over to State Debt Collection		\$-0-	\$-0-	\$-0-	\$8,933,093.03
Total received from State Debt Collection		\$-0-	\$3,773	\$453,094	\$974,536.78
<b><u>RATIO</u></b>		<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
Turned Over to SDC	Collected from SDC	N/A	N/A	N/A	1: 0.109

## Circuit Court

Except as otherwise provided by law, the Circuit Court shall have original jurisdiction in all civil and criminal matters within this state and such appellate jurisdiction in the circuit as the legislature may prescribe by law. The Circuit Court may issue all writs necessary in aid of its jurisdiction. The administration of justice serves the interests of the public. The state circuit courts for the county of Eau Claire serves the 101,438 residents of Eau Claire County.

### 2018 Accomplishments

#### Circuit Court

- Installed security cameras in each courtroom.
- Continued support and involvement with the Criminal Justice Collaborating Council.
- Continued support and involvement with the Evidence Based Decision Making Committee.
- Continued support and involvement with the Security and Facilities Committee.
- Continued support and involvement in the treatment courts.

### Alignment with Strategic Plan

The Circuit Court is part of the Judicial Branch of government and is organized and empowered by the Wisconsin State Statutes and Supreme Court Rules.

### 2019 Future Opportunities

Work toward adequate courtroom and building security.

Support in requesting a 6<sup>th</sup> circuit court branch, including the need of ensuring there is adequate staffing for Clerk of Courts/Juvenile/Register in Probate.

	\$923,193	\$192,263		5.00
Courts and Court Supportive Services is responsible for helping ensure efficient and effective operations of all the courts including court appointment attorneys, guardian at litem for youth and vulnerable adults, interpreter and transcription services, processing of medical claims, and jury management.				
<b>OUTPUTS</b>				
		<b><u>2017</u></b>		<b><u>2018</u></b>
Number of cases open during the year:		23,712		24,408