

2016 ANNUAL REPORT OF THE CLERK OF COURTS AND JUDGES



Presented to the
Dunn County Board of Supervisors
March 16, 2016
By
Clara D. Minor, Clerk of Circuit Courts

CLERK OF COURTS AND JUDGES ANNUAL REPORT TO THE COUNTY BOARD

2015 OVERVIEW/SUMMARY

The Clerk of Courts and Judges office strives to operate the courts in a very effective, efficient and professional manner. Daily we encounter many diverse individuals and situations that are dealt with on an individual basis.

- During 2015 our office started to scan every new file in preparation of going paperless starting January 2016. From July through December dual processes were done (physical file and paperless). The Judges and courtroom clerks did not have the physical files in court. By doing these actions prior to actually going paperless we were able to identify issues or procedural changes that needed to be made.
- Our state computer system CCAP has been very instrumental in providing the software, equipment and training to transition to processing paperless files. CCAP provided the Judges with Judicial Dashboards that give them the ability to view their cases from the bench. CCAP also provided our offices with bulk scanners, multiple desk scanners and will be upgrading the wiring to provide faster access and increased space for storage.
- The staff were remarkable taking on the paperless challenge. With their tenacity, input and dedication our office was prepared to go completely paperless January 1, 2016.
- The Supreme Court Rules dictates our retention period for destruction of scanned files/documents. After documents are scanned they must be held for 48 hours before they can be destroyed.
- The Clerk of Courts office is in the process of verifying that our 2015 files are completely docketed and scanned before they can be destroyed. As time permits the 2014 and older cases are being verified and scanned so they can be destroyed. This will be an ongoing process for some time.
- During 2015 we continued to accommodate the out of county Judges as they processed cases they were assigned to from Dunn County. Each month there were several days that courtrooms had to be reserved and staff assigned to cover the extra courts going.
- With the great effort and diligence of our staff we continue to maintain a high rate of collections using multiple actions. During 2015, \$2,782,398.47 was receipted. This amount included revenue of \$2,392,946.03, which was disbursed to multiple agencies and departments. The majority (68.16%) of the revenue collected was disbursed to the State of Wisconsin.

Following is a distribution breakdown of the 2015 revenue:

State of Wisconsin	\$1,631,139.19	68.16%
Clerk of Courts	\$436,246.10	18.23%
Municipalities	\$100,888.62	4.22%
Sheriff's Department	\$79,280.11	3.31%
Human Services	\$59,025.38	2.47%
Judge's Office	\$84,947.72	3.55%
Administration	\$1,227.43	.05%
District Attorney's Office	\$191.48	.01%

The Dunn County Courts will continue to provide exceptional service to the individuals involved in the court system and manage the daily challenges presented. Members of the County Board are welcome to visit or contact us with any questions or concerns they may have.

Respectfully submitted,

Clara D. Minor

Clara D. Minor
Clerk of Circuit Courts

James Peterson

James Peterson
Circuit Judge, Branch I

Rod Smeltzer

Rod Smeltzer
Circuit Judge, Branch II

Judge's Report DUNN COUNTY CIRCUIT COURTS

The Circuit Courts are funded with a combination of state and county money. State funds are used to pay the salaries of the judges, official court reporters, and reserve judges (retired judges who are assigned to hear cases when the need arises). The state also funds required travel and training for the judges and court reporters.

Every day, in every county in the state of Wisconsin, people of many different backgrounds come together at the local courthouse. The business that brings them to the courts is as diverse as the individuals themselves. They are paying traffic tickets, going through divorces, adopting children, airing disputes with their neighbors, settling the estate of a deceased relative, serving on jury duty, participating in mediation, and much more.

By law, the counties are responsible for all other operating costs except those enumerated by statute. For those exceptions, which include among other things the costs of providing guardians ad litem (court-appointed attorneys), court-appointed expert witnesses, interpreters, and jurors, the state provides assistance in the form of statutory formula grants.

The judicial caseload in Dunn County has operated at an approximate 2.7 judicial need for many years. In 2015, legislation was introduced which would have created a much needed third branch in Dunn County. While this proposed legislation was supported by resolution of our Dunn County Board, our District Attorney was not supportive due to prosecutorial resources. This legislation is no longer being considered for passage in the 2016 legislative session which is a very disheartening setback for the Courts. However, we are hopeful that similar legislation will be re-introduced for the 2017 legislative session.

We continue to assess the effectiveness of our current criminal justice intervention strategies and look at how best to plan and implement efforts to improve outcomes in the system to reduce recidivism, reduce costs, improve community safety, and honor our commitment to victims.

The Courts will continue to play an important leadership role in efforts to improve the court system in the spirit of the county's strategic plan with the limited resources available. We look forward to working with the board, administration and the community as we move toward resolving our criminal justice concerns together.

CLERK OF COURTS STAFF

Clara D. Minor	Clerk of Courts
Diane Leland	Office Manager
Jewel Bergman	Deputy Clerk
Stacey Matson	Deputy Clerk
Janell Evan	Deputy Clerk
Hanna Neuberg	Deputy Clerk
Patricia Kehne	Deputy Clerk
Vickie Girard	Deputy Clerk
Kim Dean	Deputy Clerk
Barb Vadnais	Deputy Clerk
Renee McDonald	Deputy Clerk
Bruce Sampson	Security Officer

CIRCUIT JUDGES AND COURT REPORTERS

Honorable James Peterson	Branch I Judge
Cory Crandall	Court Reporter
Honorable Rod Smeltzer	Branch II Judge
Andrea Borman	Court Reporter

JUDICIAL ASSISTANT

Kari Sandberg
Katie Schalley

PROBATE / JUVENILE STAFF

Lisa Crouse	Register in Probate
Edye Hackbarth	JV Clerk/Dep. Register

COURT COMMISSIONERS

Brent Skinner – Judicial	Phillip Steans - Supplemental
Luke Wagner – Judicial	Charles Huff - Supplemental
Allyson Baier – Supplemental	Richard Yonko - Supplemental
James Parent – Supplemental	Layne Yost - Supplemental

FAMILY COURT COMMISSIONER

Brent Skinner

REVENUE COLLECTED AND DISBURSEMENT BREAKDOWN	
Funds Held in Trust as of 12/31/2013	158,346.25
Funds Collected	2,782,398.47
Revenue Disbursements Revenue to State of Wisconsin, Dunn County, and other Agencies	(2,392,946.03)
Non-Revenue Disbursements Disbursements include Foreclosure Sale Proceeds, Restitution, Refunds, Passports, and etc.	(389,968.58)
Funds Held in Trust as of 12/31/2015	157,830.11

HE STARK COLLECTION AGENCY ACTIVITY BY YEAR		
YEAR	AMOUNT TURNED OVER	AMOUNT RECEIVED
2010	362,603.43	29,003.12
2011	437,523.35	31,429.31
2012	338,642.77	50,148.93
2013	341,669.24	47,671.77
2014	341,628.96	44,333.81
2015	325,723.98	52,609.05
TOTAL	2,147,791.73	255,195.99

TAX INTERCEPT COLLECTIONS BY YEAR	
YEAR	AMOUNT COLLECTED
2004	73,539.89
2005	94,375.60
2006	104,011.73
2007	127,482.54
2008	150,247.63
2009	167,398.30
2010	142,871.77
2011	147,088.15
2012	175,060.31
2013	164,172.52
2014	188,432.01
2015	148,377.29
TOTAL	1,683,057.74

2015 CASE FILING - CLERK OF COURTS

CASE TYPE	
CRIMINAL CASES	
Felony	384
Misdemeanors	546
Traffic	295
FAMILY CASES	
Divorce & Support Actions	325
Paternity	25
CIVIL & SMALL CLAIMS	
Civil	328
Small Claims	741
TOTAL CITATIONS BY TYPE/AGENCY	
Traffic	
State/Scale	4,721
City of Menomonie	1,593
County	2,056
Villages	73
Total	8,443
Ordinances	
State/Scale	665
City of Menomonie	953
County	375
Truancy/JV Ordinance	11
Villages	29
Total	2,033
MISCELLANEOUS	
Passports Issued	703
Jury Trials	20
Tax Warrant	83
Worker's Comp Tax Liens	4
Unemployment Comp Tax Liens	60
Construction Liens	1
Other Liens	14
Hospital Liens	0
Transcribed Judgments	41
Foreign Judgments	6

2015 CASE FILING - PROBATE AND JUVENILE

CASE TYPE	
Adoptions (AD)	11
Guardianships (GN)	27
Juvenile Adoptions (JA)	0
Juvenile Chips/Waiver of Parent Consent (JC)	50
Juvenile Guardianships (JG)	33
Juvenile Commitments (JM)	8
Juvenile Delinquency (JV)	57
Civil Commitments (ME)	79
Probate (PR)	96
Terminate Parental Rights (TP)	10
Wills for Safekeeping (WL)	3