

Circuit Court – Q4 2022/ Annual Report

January - December

SELECTED PERFORMANCE MEASURES	
Use of State Certified Interpreters - Benchmark is 70%	67% fully qualified; 77% qualified
Number of languages requested	14
Total hours interpretation YTD	126.08
Cost for Interpreters:	\$26,758.20
Number of case appearances via remote (<i>Does not include hybrid hearings</i>)	5,516
Number of cases opened	17,385
Number of felony cases opened	1,384
Number of jury trials held	31
Number of jury trial days	XXX
SUMMARY OF CURRENT ACTIVITIES	
<ul style="list-style-type: none"> ▪ Mandated services <ul style="list-style-type: none"> ○ Court-Appointed Attorneys ○ Appointment of Guardian Ad Litem ○ Interpreter Program ○ Transcription Services ○ Court-ordered Medical Evaluations – process claims ▪ Treatment Courts (4) ▪ Reporting - State <ul style="list-style-type: none"> ○ CS-148 Quarterly Report for Interpreter Payment Request ▪ Reporting – County <ul style="list-style-type: none"> ○ Quarterly Report for Administration ○ Quarterly Report for Judiciary & Law Enforcement Committee ▪ Staffing <ul style="list-style-type: none"> ○ Court Commissioner Novak retired May 6, 2022 ○ Court Commissioner Wendy Sue Johnson was appointed June 6, 2022 ○ Two judicial assistants retired in June 2022. ○ Two new judicial assistants were hired in May 2022 to train prior to retirements. ○ The Circuit Court was fully staffed end of the year. <p><i>Except for judicial assistant, mandated services are administered by Clerk of Courts/Probate All reports are completed by the Clerk of Circuit Court</i></p>	

ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS

- Scheduling challenges with our new judge and the new Rusk County judge case loads smoothed out and is working well.
- A new judicial assistant position will begin in July 2023.
- The process of calling state certified interpreters for last-minute needs has been working fairly well, although, at times, there is still a need to use Language Line. This is working well.
- The Courts are looking at additional security from the courtroom into chambers as well as exits to secure hallways in the form of security swipe locks. The request was moved from the Circuit Court budget request for 2023 into the Capital Budget for 2023. Currently awaiting final determination on approval.

CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)

- Committees
 - CJCC
 - EBDM
 - Security & Facilities Committee
 - Adult Treatment Court Committee
 - Juvenile Justice Collaborating Committee
 - Criminal Court Review Committee
 - Courts Stakeholders Committee

GOALS FOR NEXT QUARTER

Continue to work with Rusk County
Continue to schedule only state certified interpreters

NOVEMBER 2022

Clerk of Courts – Q3 2022

January – September

SELECTED PERFORMANCE MEASURES	
Total Collections:	\$2,871,196
Debt turned over to SDC:	\$1,154,262.18
Debt Collected from SDC:	\$1,225,588
Number of Court hearings clerked:	19,661 (excluding traffic)
Number of Traffic hearings clerked:	9,158
Number of docketed events:	194,728 (includes traffic)
SUMMARY OF CURRENT ACTIVITIES	
<ul style="list-style-type: none">▪ Mandated services<ul style="list-style-type: none">○ Deputy clerks (includes all positions within office)○ Fiscal○ Court-appointed attorneys○ Jury Management○ Receive electronic court reporter notes and keep them in a secure electronic file○ Administer mandated services for the Circuit Court ▪ Reporting - State<ul style="list-style-type: none">○ CS-147 Circuit Court Revenue and Expenditure Uniform Chart of Accounts○ Jury Evaluation○ Annual Report on Restitution Ordered and Collected○ Juvenile Legal Fees Report○ U.S. Attorney eFiling Fee Report ▪ Reporting – County<ul style="list-style-type: none">○ Quarterly Reports for Administration○ Quarterly Reports for Judiciary & Law Enforcement Committee ▪ Committees<ul style="list-style-type: none">○ CJCC○ EBDM○ Security & Facilities Committee○ Clerk’s Institute (virtual)○ WCCCA Spring Conference○ WCCCA Legislative Committee○ Criminal Court Review Committee○ Civil Forms Committee	

- Criminal Forms Committee
- Courts Stakeholders' Committee
- Staffing
 - Chief Deputy/Fiscal Team Supervisor resigned in September.
 - Office Manager/Chief Deputy was hired from within and also continues to supervise the Civil Team.
 - Fiscal Team supervisor position was filled as a promotion from within leaving a vacancy – the vacancy was filled from within thereby leaving a vacancy which was ultimately filled by staff in a lateral move from within leaving a vacancy on the Fiscal Team.
 - A new hire in September filled the Fiscal Team vacancy. We are currently fully staffed with 21 total employees in the office.
 - If approved by the County Board in the 2023 budget, we will be hiring an additional deputy clerk. The need for this position arose with the addition of a newly created Branch 6.
- *The Brief* – publication sent to court partners regarding changes, procedures, and information related to the court system.

ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS

- Training of staff/new staff in the office.
- Preparing for a newly created deputy clerk position with a start date of January 3, 2023. This includes assembling a cubicle where one used to be. IS and Maintenance are working on preparing the area.
- We will continue working on a large project of purging electronic cases that have met the retention period.
- With the addition of Branch 6 in August and the appointment of the Rusk County DA as their new judge, the District “swapped” criminal caseloads between counties as Judge Barna cannot hear any cases she was prosecuting. Not only have the judicial assistants run into some issues related to scheduling and ensuring courtrooms are available, but trying to schedule deputy clerks for 8 courtrooms has been a challenge. We continue to work through these challenges.
- Child Support Interface – roll-out in Eau Claire County was scheduled to be implemented shortly. However, due to unforeseen glitches in pilot counties, this has been delayed. The interface will allow our office to provide documents requested from child support through the interface. We anticipated 4th quarter, but likely 1st quarter 2023.
- The *Wisconsin Counties Association* published an article titled “Clerks of Circuit Courts and County Clerks – Different Positions, Different Roles.” The article is attached to this report.

CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)

- Continue working with State Debt Collection.
- Verify cases that have a statute requesting DNA collection for Department of Justice
- Work with Sheriff Office and CJCC data analyst on Fingerprint reviews
- Provide statistics to CJCCC and data analyst
 - Pretrial Program
 - Initial Appearances and cash bond ordered
 - Other requests
- Work with CourtOps and CCAP for hardware and software
- Collaboration with Child Support Agency – a Cooperative Agreement was signed end of March. We maintain timekeeping spreadsheets and provide them quarterly to Child Support Agency for reimbursement of funding from the state relative to IV-D cases. Also per that agreement, we provide them with weekly reports regarding restraining orders.

- Collaborate with IS for connectivity between state and county computer systems
- Collaborate with IS for all courtroom technology issues.
- Work directly with many other court partners on a daily basis

GOALS FOR NEXT QUARTER

- Train deputy clerks holding new positions in the office.