



2024 QUARTER 3 | CLERK OF COURT

SELECTED PERFORMANCE MEASURES

Total Annual Collections through regular payments:	\$2,985,402 (3 rd Qtr = \$953,281)
Additional Collections:	
Debt turned over to SDC:	\$2,771,475.34
Debt Collected from SDC:	\$152,950
Collected from Tax Intercept	\$13,596
Collected from Interest	\$29,266
Number of Court hearings clerked:	6,841 (excluding traffic)
Number of Traffic hearings clerked:	369
Number of Traffic/Ordinance Cases heard by Clerk	3,529
Number of docketed events:	72,956

SUMMARY OF CURRENT ACTIVITIES

- Mandated services
 - Deputy status (includes all positions within office)
 - Fiscal
 - Collections
 - Jury Management
 - Court-appointed and Guardian ad Litem attorneys
 - Receive electronic court reporter notes and save them in a secure electronic file
 - Administer all mandated services for the Circuit Court
- Reporting - County
 - Quarterly Reports for Administration
 - Quarterly Reports for Judiciary & Law Enforcement Committee
 - Year-end Projections for Finance
- Reporting - State
 - Jury Evaluation
 - Juvenile Legal Fees Recoupment Report
 - U.S. Attorney eFiling Fee Report
 - Restitution Report
- County Committees
 - Criminal Justice Collaborating Council Committee - CJCC
 - Evidence Based Decision Making Committee - EBDM
 - Security & Facilities Committee
 - Criminal Court Review Committee

Our Core Behaviors:

Proactive Ownership | Infinite Possibilities | Customer First | Stronger Together | Ardent Learners | Unwavering Respect

- State Committees
 - Clerk's Institute
 - WCCCA Conferences
 - WCCCA Legislative Committee
 - Criminal Court Review Committee
 - Civil Forms Committee
 - Criminal Forms Committee
 - Civil Model Record Keeping Committee
 - Family Model Record Keeping Committee
 - Small Claims Model Record Keeping Committee
- Staffing
 - Including the clerk of court position, we have 22 full-time positions. During 3rd quarter, we filled one open position and continued training several staff in their relatively new positions. We also conducted interviews to fill the final one remaining position.
- *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.
- Staff retention continues to be an issue that accounts for our vacant position.

A request has been made to abolish two Deputy Clerk positions on the Civil/Family Team and create two Deputy Court Clerk positions when working on the 2025 budget. This has several benefits: we will have the capability of movement within the office without the costs associated with posting vacant positions, staff time to conduct interviews when our intent is to “promote from within” anyway, and then to fill the vacant positions. In addition, this will help when we have staff vacancies with an additional clerk to assist with court coverage. This request was approved by Human Resources and the County Administrator.

As to increase in salary/benefits to abolish and create these positions: salary increase would be minimal with no increase in benefits.

- CCAP eFiling fee – there has been an increase from \$20 to \$35 which will take effect in 2nd Quarter 2024. This fee is retained 100% by the State.
- Legislative issues – the Wisconsin Clerk of Circuit Court Association (WCCCA) has been very active this year. Although the Legislative session ended in February, we have been discussing numerous bills with our legislators over the past year.
 - In partnership with the Wisconsin Counties Association (WCA) we are working on legislation to increase the State contribution to the Courts through the semi-annual grant.
 - AB412/SC402 – Battery/Threat to jurors was introduced late last session. We believe it will pass as it passed in the Senate and is now in the Assembly.
 - AB337/SC327 – Garnishment. Failed which we were grateful to hear.
 - AB1032/SB944 – Information on CCAP. We will continue to monitor during new session.
 - CCAP would like to create a way to search other things; i.e., all crimes, county judges assigned, penalty imposed, etc.
 - Currently on pause pending the outcome of the request for an increase in the State Grant to the courts, is the draft for fee schedule increase– Fees that are 100% county retained and have not been increased in over 30 years. These include:
 - Demand for jury trial: from \$6/juror to \$16/juror
 - Issue an execution, certificate, commission to take depositions, transcript from the judgment and lien docket, or writ not commencing an action or special proceeding or to file and enter a judgment, transcript of judgment, lien, warrant, or award: from \$5 to \$10

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- Filing a foreign judgment: from \$15 to \$25
- Service of summons by mail in an eviction, garnishment, small claims or certain other civil actions: from \$2/defendant to \$7/defendant
- Commencing a small claims action in circuit court: from \$22 to \$31
- Commencing most garnishment actions: from \$20 to \$32.50
Under current law, the county must pay \$11.80 of each small claims filing fee and \$12.50 of each garnishment filing fee to the secretary of administration to be deposited in the general fund, and the county retains the balance for use by the county. The bill does not change the amount of the fees that the county must pay to the secretary.
- Also on pause though currently in draft form, is the resolution to come from the Judiciary and Law Committee that indicates support for changing the fees as stated above for county board approval.
- The Judiciary approved the implementation of mandatory income assignments for defendants requesting a Court Appointed Attorney as well as for parties who have a Guardian ad Litem appointed in their family case and they request a payment plan. In addition, we are offering income assignments voluntarily for payment plans for all other debts. We pursued this in an effort to increase revenue as well as offer an option to parties who prefer an automatic withdrawal from their paycheck. These programs were implemented in Q3 and will be monitored to determine success/effectiveness. There is no cost to the county for wage assignments.

STRATEGIC INITIATIVES (GREEN / AMBER / RED)

- 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 CJCC and data analyst
 - Pretrial Program
 - Initial Appearances and cash bond ordered
 - Other requests
- Work with Court Operations on legal and procedural questions; as well as CCAP for hardware and software needs
- Collaboration with Child Support Agency. 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, as well as courtroom technology.
- Work directly with many other court partners on a daily basis.

GOALS FOR NEXT QUARTER

- Begin transition and training of the new Clerk of Court effective December 14, 2024.
- Recruit and fill the Operations Manager position, which is being vacated by the new Clerk of Court in order to maintain operations for the office.
- Hire new staff for vacancy on the civil/family team.
- Continue to train deputy clerks holding new positions in the office.

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