



## 2024 QUARTER 4 | CLERK OF COURT

### SELECTED PERFORMANCE MEASURES

	4 <sup>th</sup> Quarter	Year-to-Date
Total Collections through regular payments:	\$868,080	\$3,853,482
Additional Collections:		
Debt turned over to SDC:	\$1,572,274	\$4,343,750
Debt Collected from SDC:	\$165,080	\$834,433
Collected from Tax Intercept	\$2,040	\$108,519
Collected from Interest	\$21,232	\$131,011
Number of Court hearings clerked: <i>(excluding traffic)</i>	7,130	26,497
Number of Traffic hearings clerked:	390	1,714
Number of Traffic/Ordinance Cases handled by Clerk	3,253	12,415
Number of docketed events:	68,199	270,538

### 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
  - Court Record Retention by Supreme Court Rule 72
- Reporting - County
  - Quarterly Reports for Administration
  - Quarterly Reports for Judiciary & Law Enforcement Committee
  - Annual Report for Administration & 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

#### Our Core Behaviors:

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

- County Committees
  - Criminal Justice Collaborating Council Committee – CJCC
  - Security & Facilities Committee
  - Criminal Court Review Committee
- State Committees and Activities
  - 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 4<sup>th</sup> quarter, we filled our remaining open position, and continued training several staff in their relatively new positions. Unfortunately, at the end of December we were down 3 staff members on the Civil/Family team with a newly promoted supervisor who started mid-month. At the end of the year we conducted several interviews, made three offers, but only had one person accept who will start in February 2025. We will continue conducting interviews to fill the remaining two positions, but do not anticipate start dates before March or April.
  - Through the support of this committee and the full county board, two of our entry-level positions were elevated to court clerk positions for the 2025 budget year. This change goes into effect mid-January 2025. This will have a very positive and immediate impact on our ability to effectively keep the record and maintain the high standards we have established for timeliness and accuracy especially in light of our current vacancies.
- *The Brief* – publication sent to court partners regarding changes, procedures, and information related to the court system.
- Income Assignments – in 2024 we collected over \$14,000 utilizing Income Assignments.
- Reinstated media copy request policy which had been modified during COVID to provide free copies via email. We now invoice the local media outlets quarterly for copy requests. Estimated an additional \$1,000/year in revenue.
- Invested in a translation device to be utilized with counter and phone interactions as needed rather than calling a live interpreter. Estimated savings to the Interpreter budget of \$2,300/year.
- Collaborated with Sheriff’s Department to reinstate recovery efforts on their behalf for service fees that were initially waived, but subsequently ordered to be reimbursed by parties.

## 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 positions.
- Legislative issues:
  - The Wisconsin Clerk of Circuit Court Association (WCCCA) is continuing their partnership with the Wisconsin Counties Association (WCA) as we lobby for an increase in the State contribution to the Courts through the semi-annual grant.
  - Currently on pause, but not forgotten (pending the outcome of the request for an increase in the State Grant to the courts), is the request to 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

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to file and enter a judgment, transcript of judgment, lien, warrant, or award: from \$5 to \$10

- 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.
- 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.

### **STRATEGIC INITIATIVES (GREEN / AMBER / RED)**

- Continue working with State Debt Collection.
- Verify cases that have a statute requesting DNA collection for Department of Justice
- Provide statistics to CJCC and data analyst upon request
- 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.
- Develop strategies to improve staff retention utilizing training opportunities, and offering limited flexibility for appointments.

### **GOALS FOR NEXT QUARTER**

- Recruit and fill the two open positions on the Civil/Family team.
- Train new staff members as they begin employment.
- Continue to train deputy clerks hired in 2024.
- Continue to train the new Deputy Operations Manager and the Civil/Family Division Supervisor in their respective roles.

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