



# Court System

Honorable Tammy Jo Hock - Presiding Judge  
(920) 448-4115

## MISSION

The mission of the Brown County Court System is to provide the public, attorneys and all litigants with courteous, proficient and professional judicial services. By coordinating the services of the Circuit Courts, Clerk of Courts, Court Commissioners and Register in Probate offices, we strive for effective and efficient operation of the judicial system.

## PROGRAM DESCRIPTION

Wisconsin's 241 Circuit Courts are the state's trial courts. Brown County operates eight circuit courts to hear and determine all civil, criminal, traffic, family, juvenile, mental health and probate actions and proceedings. Circuit Court judges are state employees elected for six-year terms. While judges and court reporters' salaries are state-funded, the county funds all other costs for operation of the Circuit Courts with partial aid from a state grant.

The office of the Clerk of Circuit Court is a constitutional office providing support to the Circuit Courts in Brown County. The office maintains the official court records, manages and coordinates the general business and financial operations of the courts, and provides in-court clerks for the courts. The office generates revenue for the county and state by collecting fines, forfeitures, court costs and fees. Staff duties include maintaining court files, indexing records, recording minutes and orders, maintaining the jury system, and communicating the courts' actions to the public and various governmental agencies.

The Circuit Court Commissioners assist the judiciary by handling criminal, traffic, small claims, juvenile and mental health hearings. The Family Court Commissioner handles family court matters, including divorce, abuse injunctions and child support enforcement. The commissioners speed the flow of cases through the courts and are frequently able to handle matters in a less formal manner, thus saving the public time and expense.

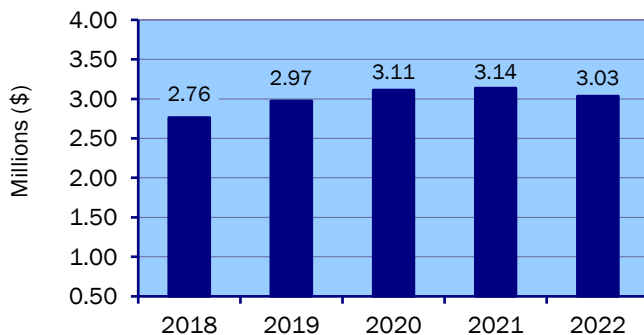
The Register in Probate assists the judiciary and public by handling estates, guardianships, trusts and involuntary commitments. Staff duties include: maintaining court files, reviewing all protective placements and guardianships annually, appointing temporary guardians, holding pre-trials and deciding cases, and advising the public and attorneys as to practices and procedures.

## INITIATIVES

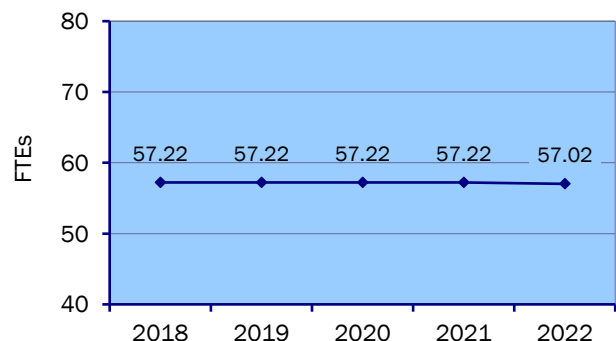
**Staff Development** – The department has established within current staff a Lead Court Coordinator and a Lead Deputy Clerk. These roles will oversee all new personnel and continued training for the department, which will make the on-boarding process more streamlined and consistent. With consistent training, staff will be better equipped to resolve any issues and provide requested information to the public in an efficient manner.

**Restitution Collection/Disbursement** – Over the past two and a half years, the department has increased restitution collection and disbursement to victims by 119% (approximately \$230,000/annually). This has been made possible by utilizing a new collection agency-State Debt Collection (SDC). The department will continue building the relationship with SDC and maintain a strong restitution collection baseline in order to disburse these additional funds to victims.

### PROPERTY TAX TRENDS



### STAFFING TRENDS



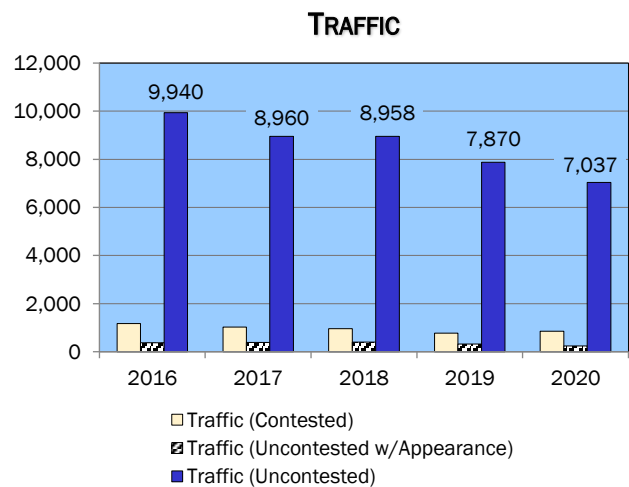
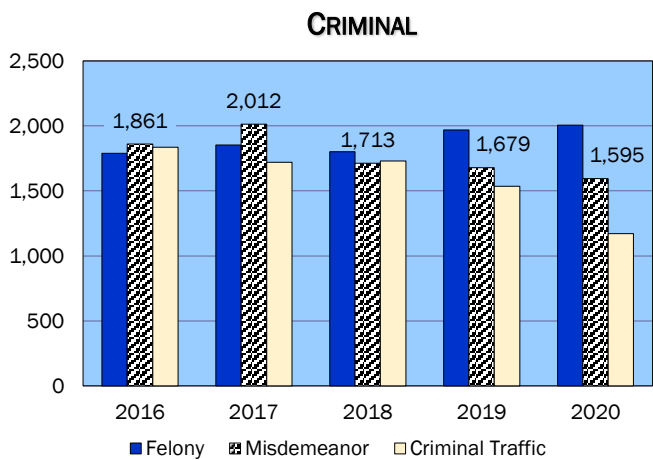
**FINANCIAL SUMMARY**

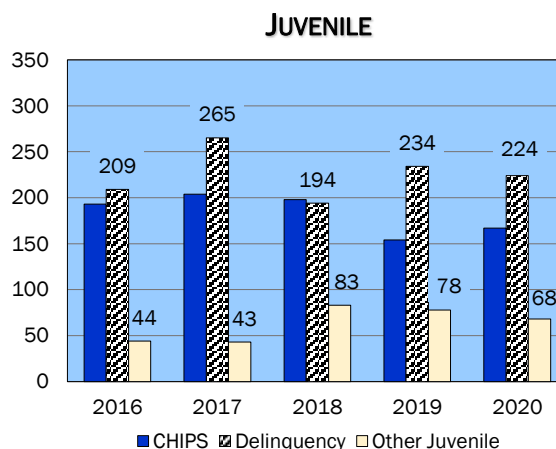
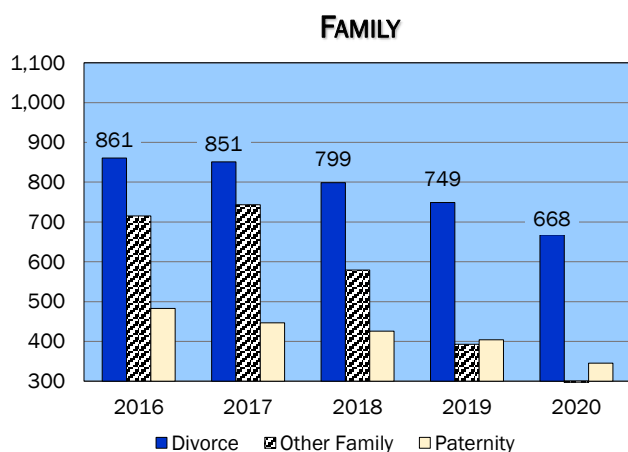
	2020 Actual	2021 Estimated	2021 Amended Budget	2022 Budget	Change from 2021 Amended Budget	
					\$	%
Intergov. Revenue	1,023,613	1,051,300	1,051,302	1,064,415	13,113	1.25%
Public Charges	1,642,241	1,753,565	1,798,300	1,942,620	144,320	8.03%
Miscellaneous Revenue	18,542	8,526	17,714	5,000	(12,714)	-71.77%
Other Financing Sources	93,364	6,258	51,211	-	(51,211)	-100.00%
<b>Total Revenues</b>	<b>2,777,760</b>	<b>2,819,649</b>	<b>2,918,527</b>	<b>3,012,035</b>	<b>93,508</b>	<b>3.20%</b>
Personnel Costs	3,458,433	3,483,292	3,592,923	3,609,418	16,495	0.46%
Operating Expenses	2,381,237	2,416,923	2,461,748	2,435,959	(25,789)	-1.05%
<b>Total Expenses</b>	<b>5,839,669</b>	<b>5,900,215</b>	<b>6,054,671</b>	<b>6,045,377</b>	<b>(9,294)</b>	<b>-0.15%</b>
Property Taxes	3,112,854	3,136,144	3,136,144	3,033,342	(102,802)	-3.28%
<b>Net Total Activity</b>	<b>50,945</b>	<b>55,578</b>	<b>-</b>	<b>-</b>		

**SUMMARY HIGHLIGHTS**

- **Public Charges** – A significant increase is expected by the Clerk of Courts related to the use of the State Debt Collections.
- **Miscellaneous Revenue** – Interest revenues are expected to be lower in 2022 due to low interest rates as well as the implementation of Positive Pay in July 2021.
- **Other Financing Sources** – Decrease is a direct result of a carryover in 2021 as well as the wage increase transfer, neither of which are included in the 2022 budget at this time.

**COURT CASELOADS**

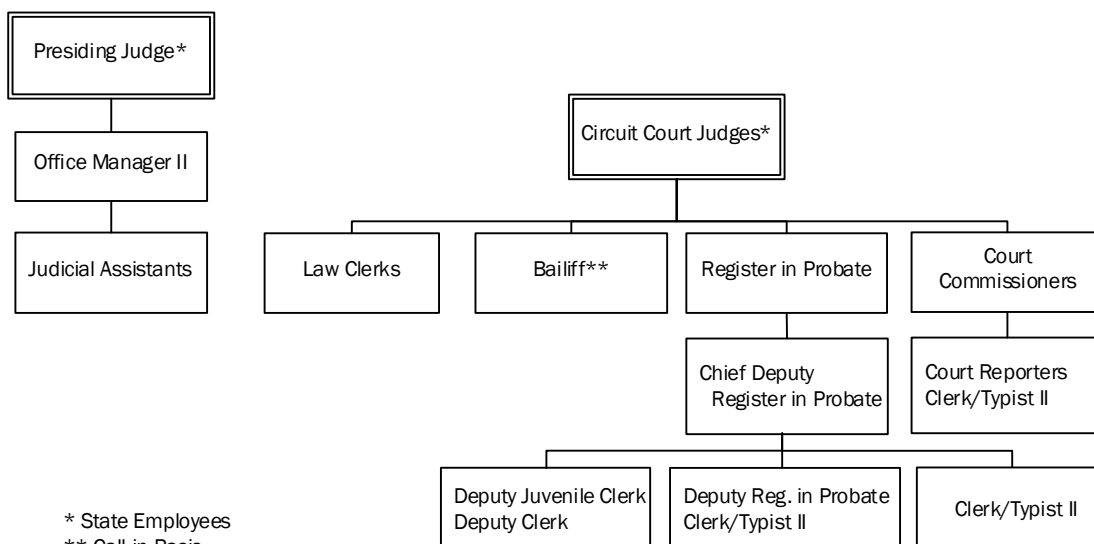




## STAFFING SUMMARY

Circuit Courts Position	FTE	Unit Rate	Budget Hours	Cost
Court Commissioner	1.00	45.29	2,080	94,203
Court Commissioner	1.00	41.95	2,080	87,256
Court Commissioner	2.00	40.36	4,160	167,898
Register In Probate	1.00	35.86	2,080	74,589
Chief Deputy Register In Probate	1.00	25.45	2,080	52,936
Office Manager II	1.00	25.44	2,080	52,915
Judicial Assistant	6.00	24.80	12,480	309,504
Judicial Assistant	1.00	24.31	2,080	50,565
Law Clerk	2.00	24.11	4,160	100,298
Judicial Assistant	2.00	23.99	4,160	99,798
Deputy Juvenile Clerk	1.00	23.00	1,950	44,850
Deputy Register In Probate	1.00	22.43	1,950	43,740
Court Reporter	1.00	21.17	2,080	44,034
Court Reporter	1.00	20.82	2,080	43,306
Deputy Clerk	1.00	20.63	1,950	40,230
Clerk/Typist II	1.00	19.15	1,950	37,344
Clerk/Typist II	0.50	18.75	975	18,281
Clerk/Typist II	1.00	16.50	1,950	32,175
LTE-Bailiff	2.50	11.25	4,680	52,650
Budgeted Overtime				632
	<b>28.00</b>		<b>57,005</b>	<b>1,447,204</b>
		Regular earnings		1,447,204
		Fringe Benefits		553,451
		Child Support Salaries Reimbursements		(116,000)
		<b>2022 Total Compensation</b>		<b>1,884,655</b>

Salary Summary does not reflect 2022 cost of living or other potential compensation adjustments.

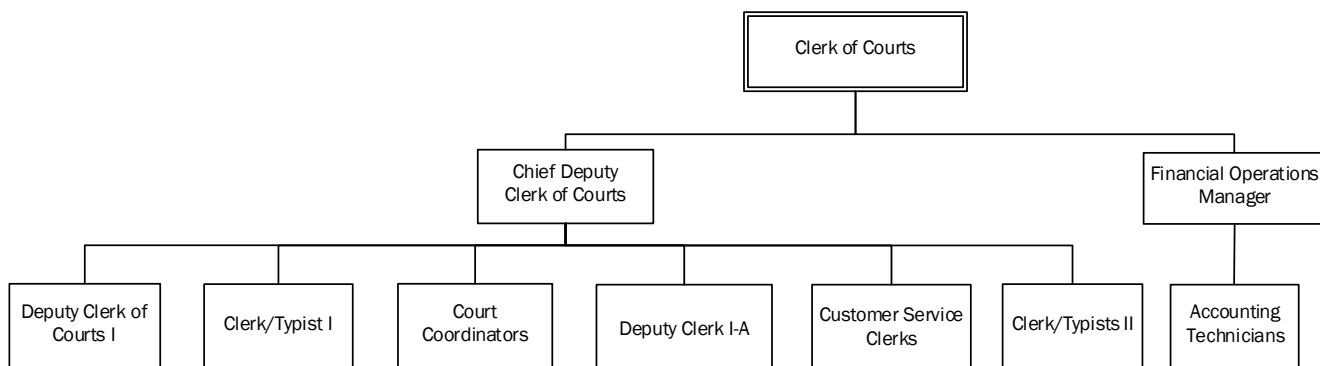


Clerk of Courts Position	FTE	Unit Rate	Budget Hours	Cost
Clerk of Courts*	1.00			81,700
Financial Operations Manager	1.00	30.53	2,080	63,502
Chief Deputy Clerk Of Courts	1.00	29.16	2,080	60,653
Court Coordinator	3.00	24.31	5,850	142,218
Court Coordinator	1.00	23.72	1,950	46,254
Court Coordinator	1.00	22.84	1,950	44,538
Court Coordinator	1.00	22.66	1,950	44,187
Accounting Technician	1.42	22.17	2,775	61,522
Court Coordinator	1.00	21.77	1,950	42,453
Deputy Clerk of Courts I	2.00	21.64	3,900	84,396
Court Coordinator	2.00	21.44	3,900	83,616
Deputy Clerk of Courts I	1.00	21.25	1,950	41,439
Deputy Clerk I-A	1.00	21.04	1,950	41,028
Deputy Clerk of Courts I	0.80	20.42	1,560	31,855
Deputy Clerk of Courts I	2.00	20.22	3,900	78,858
Customer Service Clerk	3.00	19.64	5,850	114,894
Deputy Clerk of Courts I	1.00	19.28	1,950	37,596
Clerk/Typist II	1.00	18.75	1,950	36,564
Clerk/Typist II	1.00	16.96	1,950	33,072
Clerk/Typist II	2.00	16.70	3,900	65,130
Clerk/Typist II	0.80	14.67	1,560	22,885
Budgeted Overtime				2,980
	<b>29.02</b>		<b>54,905</b>	<b>1,261,340</b>

\* Elected Official

Turnover Reduction Salary	(56,058)
Regular Earnings	1,205,282
Fringe Benefits	562,442
Turnover Reduction Fringe	(22,961)
Child Support Salaries Reimbursements	(20,000)
<b>2022 Total Compensation</b>	<b>1,724,763</b>

Salary Summary does not reflect 2022 cost of living or other potential compensation adjustments.



**CONTRACTED & PROFESSIONAL SERVICES**

Type of Service Provided	Annual Cost
<b>Circuit Courts</b>	
Mediation Services	59,256
Off-site Storage	3,000
	<u>62,256</u>
<b>Clerk of Courts</b>	
Off-site Storage	5,000
Advanced Search Service	1,786
Paper Shredding	114
	<u>6,900</u>
<b>Family Court</b>	
Family Mediation Services	58,300
	<u>58,300</u>

**COURT SYSTEM 2022 BUDGET**

<b>Account Description</b>	<b>2020 Actual Amount</b>	<b>2021 6- Month Actual Amount</b>	<b>2021 Estimated Amount</b>	<b>2021 Amended Budget</b>	<b>2022 Executive Budget</b>
<b>Fund: 100 - GF Circuit Courts</b>					
<b>REVENUES</b>					
General property taxes	2,163,102	1,175,846	2,351,691	2,351,691	2,339,815
State grant and aid revenue	724,278	362,341	724,682	724,684	736,171
Charges and fees Probate	75,517	49,017	83,500	80,000	85,000
Carryover	-	6,258	6,258	6,258	-
Intrafund Transfer In HR	27,041	-	-	22,210	-
<b>REVENUES TOTAL</b>	<b>2,989,938</b>	<b>1,593,462</b>	<b>3,166,131</b>	<b>3,184,843</b>	<b>3,160,986</b>
<b>EXPENSES</b>					
Regular earnings	1,127,172	620,151	1,250,310	1,450,865	1,446,572
Paid leave earnings Vacation	74,178	31,936	85,500	-	-
Paid leave earnings Personal	19,279	12,229	20,000	-	-
Paid leave earnings Casual time used	10,566	3,659	11,600	-	-
Paid leave earnings Holiday	39,274	10,412	38,475	-	-
Paid leave earnings Other (funeral, jury duty, etc)	677	81	80	-	-
Paid leave earnings Disability	2,602	5,663	5,800	-	-
Premium Overtime	218	140	310	632	632
Premium Comp time payout	1,182	1,032	2,800	-	-
Premium Casual time payout	13,006	955	7,900	-	-
Salaries reimbursement Short term disability	(3,054)	(5,963)	(5,963)	-	-
Salaries reimbursement IV-D	(88,841)	(53,345)	(116,000)	(116,000)	(116,000)
Fringe benefits FICA	92,610	49,315	102,536	109,339	110,709
Fringe benefits Unemployment comp	1,273	678	1,482	1,504	1,517
Fringe benefits Health insurance	282,068	173,495	308,832	305,240	307,000
Fringe benefits Dental Insurance	21,995	13,369	23,475	24,470	23,981
Fringe benefits Life Insurance	1,693	1,052	1,637	1,566	1,147
Fringe benefits LT disability insurance	4,642	2,622	4,894	5,435	5,508
Fringe benefits ST disability insurance	6,509	3,676	6,979	7,696	7,721
Fringe benefits Workers comp insurance	2,393	1,281	2,560	2,561	1,737
Fringe benefits Retirement	85,698	44,859	90,527	93,235	94,131
Fringe benefits - Budget only	-	-	-	12,739	-
Supplies	741	-	-	-	-
Supplies Office	12,669	5,743	14,000	14,976	16,200
Supplies Technology	430	-	-	-	-
Supplies Postage	16,597	7,237	17,600	17,800	25,800
Dues and memberships	3,154	3,734	3,840	3,848	4,810
Repairs and maintenance Equipment	27,400	1,394	33,000	46,110	19,415
Books, periodicals, subscription	26,311	9,471	26,850	27,282	28,391
Travel and training	2,215	1,311	5,050	12,719	6,972
Miscellaneous	-	-	-	50	-
Equipment - nonoutlay	59,370	-	-	6,258	-
Telephone	1,258	502	1,035	1,513	1,041
Indirect cost	615,301	311,019	622,039	622,039	602,593
Intra-county expense Technology services	22,863	14,502	23,002	23,002	24,432
Intra-county expense Insurance	30,528	17,558	35,116	35,116	44,052
Intra-county expense Other departmental	4,416	2,208	4,416	4,416	4,416
Intra-county expense Copy center	797	202	800	1,450	950
Intra-county expense Departmental copiers	6,192	3,096	6,192	6,192	6,192
Intra-county expense Document center	1,356	892	1,692	1,899	2,353
Contracted services	2,357	1,332	2,650	3,000	3,000
Professional services	55,000	27,500	54,999	57,600	59,256
Paper service - legal	50	75	260	500	300
Court reporter service	17,254	3,889	7,000	5,891	7,050
Jurors	4,819	6,860	14,500	10,000	17,929
Jurors Daily fee	26,336	43,200	79,000	72,000	72,000
Jurors Mileage	8,714	13,269	27,750	24,000	24,979

**COURT SYSTEM 2022 BUDGET**

<b>Account Description</b>	<b>2020 Actual Amount</b>	<b>2021 6- Month Actual Amount</b>	<b>2021 Estimated Amount</b>	<b>2021 Amended Budget</b>	<b>2022 Executive Budget</b>
Jurors Food	2,183	3,686	5,600	5,500	8,500
Witness fees SPD	-	-	-	200	100
Witness fees SPD - Travel	-	-	-	200	100
Expert Witness SPD	20,444	10,400	22,000	19,000	19,000
Transcripts	18,317	6,918	19,500	24,000	22,500
Doctor Exams	251,238	119,647	252,000	239,000	254,000
<b>EXPENSES TOTAL</b>	<b>2,933,448</b>	<b>1,532,940</b>	<b>3,123,625</b>	<b>3,184,843</b>	<b>3,160,986</b>
<b>REVENUE TOTALS:</b>	<b>2,989,938</b>	<b>1,593,462</b>	<b>3,166,131</b>	<b>3,184,843</b>	<b>3,160,986</b>
<b>EXPENSE TOTALS:</b>	<b>2,933,448</b>	<b>1,532,940</b>	<b>3,123,625</b>	<b>3,184,843</b>	<b>3,160,986</b>
<b>NET TOTALS:</b>	<b>56,490</b>	<b>60,521</b>	<b>42,506</b>	<b>-</b>	<b>-</b>

**Fund: 100 - GF Clerk of Courts**

**REVENUES**

General property taxes	949,752	392,226	784,453	784,453	693,527
State grant and aid revenue	245,445	136,364	272,728	272,728	273,254
State grant and aid revenue Interpreter	53,890	1,000	53,890	53,890	54,990
Licenses Occupational	280	240	300	300	320
County ordinance forfeitures	253,630	161,784	275,000	300,000	290,000
Penal fines for civil fees	278,223	191,665	305,700	305,700	330,000
Bail forfeitures	112,487	74,166	83,000	60,000	80,000
Charges and fees Clerk of court	179,179	144,843	234,142	170,000	262,000
Charges and fees Court	210,150	128,913	205,858	270,000	247,000
Charges and fees Attorney	159,316	95,309	195,000	195,000	220,000
Charges and fees Guardian Ad Litem	326,194	184,466	320,000	360,000	370,000
Intra-county charge	-	3,435	2,026	-	-
Interest	18,542	1,466	6,500	17,714	5,000
Intrafund Transfer In	38,861	-	-	-	-
Intrafund Transfer In HR	27,462	-	-	22,743	-
<b>REVENUES TOTAL</b>	<b>2,853,410</b>	<b>1,515,877</b>	<b>2,738,597</b>	<b>2,812,528</b>	<b>2,826,091</b>

**EXPENSES**

Regular earnings	1,095,324	523,962	1,150,000	1,272,757	1,258,360
Regular earnings Budget only	-	-	-	-	8,942
Paid leave earnings Vacation	81,072	22,612	39,981	-	-
Paid leave earnings Personal	17,161	10,184	21,770	-	-
Paid leave earnings Casual time used	13,870	5,011	10,732	-	-
Paid leave earnings Holiday	33,068	8,357	18,571	-	-
Paid leave earnings Other (funeral, jury duty, etc)	1,873	-	-	-	-
Paid leave earnings Disability	4,129	3,154	7,010	-	-
Premium Overtime	17,876	4,059	6,000	2,980	2,980
Premium Comp time payout	5,521	529	529	-	-
Premium Casual time payout	6,935	102	102	-	-
Regular earnings - turnover savings	-	-	(98,555)	(98,555)	(65,000)
Salaries reimbursement Short term disability	(3,376)	(3,154)	(2,298)	-	-
Salaries reimbursement IV-D	(20,133)	(10,269)	(20,000)	(20,000)	(20,000)
Fringe benefits FICA	92,205	40,931	83,480	95,856	96,490
Fringe benefits Unemployment comp	1,185	524	1,069	1,233	1,237
Fringe benefits Health insurance	295,901	163,765	333,361	340,952	337,165
Fringe benefits Dental Insurance	24,029	13,391	27,262	27,431	27,310
Fringe benefits Life Insurance	1,411	809	1,480	1,337	1,437
Fringe benefits LT disability insurance	4,438	1,960	4,355	4,922	5,006
Fringe benefits ST disability insurance	6,222	2,747	6,105	7,017	7,149
Fringe benefits Workers comp insurance	1,618	749	1,663	1,497	1,511
Fringe benefits Retirement	82,964	37,078	75,305	84,578	85,137
Fringe benefits - turnover savings	-	-	(45,499)	(45,499)	(26,650)

**COURT SYSTEM 2022 BUDGET**

<b>Account Description</b>	<b>2020 Actual Amount</b>	<b>2021 6- Month Actual Amount</b>	<b>2021 Estimated Amount</b>	<b>2021 Amended Budget</b>	<b>2022 Executive Budget</b>
Fringe benefits - Budget only	-	-	17,135	17,135	3,689
Supplies Office	8,797	4,182	10,000	10,000	12,500
Supplies Postage	40,775	18,480	38,000	38,000	41,000
Printing	5,837	3,859	6,000	3,500	6,500
Printing Forms	498	800	1,200	500	1,500
Dues and memberships	1,005	995	1,500	1,200	1,750
Books, periodicals, subscription	2,535	202	500	3,200	1,500
Travel and training	829	105	1,000	2,000	2,500
Insurance Bond	175	175	175	-	175
Telephone	330	105	250	380	300
Intra-county expense Technology services	10,917	6,611	10,787	10,787	10,545
Intra-county expense Insurance	23,036	12,769	25,538	25,538	26,545
Intra-county expense Copy center	9,765	2,165	15,000	15,000	15,000
Intra-county expense Departmental copiers	6,541	3,270	6,541	6,541	6,541
Intra-county expense Document center	26,034	17,459	37,035	37,035	34,472
Contracted services	5,330	7,093	5,206	5,206	6,900
Interpreter services	129,896	92,533	150,000	110,000	155,100
Attorney Fees	216,398	67,162	200,000	260,000	200,000
Guardian Ad Litem Juvenile	77,802	46,728	85,000	85,000	88,500
Guardian Ad Litem Probate	198,633	88,940	185,000	185,000	187,500
Guardian Ad Litem Family & Paternity	320,726	108,964	300,000	320,000	302,500
<b>EXPENSES TOTAL</b>	<b>2,849,151</b>	<b>1,309,097</b>	<b>2,718,290</b>	<b>2,812,528</b>	<b>2,826,091</b>
<b>REVENUE TOTALS:</b>	<b>2,853,410</b>	<b>1,515,877</b>	<b>2,738,597</b>	<b>2,812,528</b>	<b>2,826,091</b>
<b>EXPENSE TOTALS:</b>	<b>2,849,151</b>	<b>1,309,097</b>	<b>2,718,290</b>	<b>2,812,528</b>	<b>2,826,091</b>
<b>NET TOTALS:</b>	<b>4,259</b>	<b>206,780</b>	<b>20,307</b>	<b>-</b>	<b>-</b>
<b><i>Fund: 160 - Family Court</i></b>					
<b><u>REVENUES</u></b>					
Charges and fees Family court counseling	47,265	25,534	51,065	57,300	58,300
<b>REVENUES TOTAL</b>	<b>47,265</b>	<b>25,534</b>	<b>51,065</b>	<b>57,300</b>	<b>58,300</b>
<b><u>EXPENSES</u></b>					
Contracted services	57,070	29,157	58,300	57,300	58,300
<b>EXPENSES TOTAL</b>	<b>57,070</b>	<b>29,157</b>	<b>58,300</b>	<b>57,300</b>	<b>58,300</b>
<b>REVENUE TOTALS:</b>	<b>47,265</b>	<b>25,534</b>	<b>51,065</b>	<b>57,300</b>	<b>58,300</b>
<b>EXPENSE TOTALS:</b>	<b>57,070</b>	<b>29,157</b>	<b>58,300</b>	<b>57,300</b>	<b>58,300</b>
<b>NET TOTALS:</b>	<b>(9,805)</b>	<b>(3,623)</b>	<b>(7,235)</b>	<b>-</b>	<b>-</b>
<b>REVENUE GRAND TOTALS:</b>	<b>5,890,614</b>	<b>3,134,873</b>	<b>5,955,793</b>	<b>6,054,671</b>	<b>6,045,377</b>
<b>EXPENSE GRAND TOTALS:</b>	<b>5,839,669</b>	<b>2,871,194</b>	<b>5,900,215</b>	<b>6,054,671</b>	<b>6,045,377</b>
<b>NET GRAND TOTALS:</b>	<b>50,945</b>	<b>263,678</b>	<b>55,578</b>	<b>-</b>	<b>-</b>