

Courts Summary

	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Orig. FY 03	% Change From Adj. FY 03
Circuit Court	\$1,076,320	\$1,090,130	\$975,900	\$1,015,285	-6.87%	4.04%
Juvenile Master	236,460	269,700	269,700	269,695	0.00%	0.00%
Orphan's Court	31,120	31,540	31,540	31,585	0.14%	0.14%
Volunteer Community Service	109,420	112,270	112,270	112,415	0.13%	0.13%
Total Courts	\$1,453,320	\$1,503,640	\$1,389,410	\$1,428,980	-4.97%	2.85%

Budget Changes

- The changes in the Circuit Court budget between the FY 03 Original Budget and the FY 03 Adjusted Budget is the result of a mid-year change in State law, where the State began fully funding all Law Clerk positions.
- The 4.04% increase in the Circuit Court budget for FY 04 is the net effect of a \$1.00 increase in the bailiff's hourly salary, their first increase since FY 98, and the reduced number of hours that are now required for the bailiffs, as the new District Courthouse has opened and is staffed by State funded bailiffs. Previously, the District Court shared the Circuit Court building and the County funded all of the bailiffs in the combined Courthouse. Additionally, beginning in FY 04, the State, in an effort to balance its budget, is now requiring the Counties to pay for 25% of all Law Clerk positions, which were previously fully-funded by the State.
- Due to funding uncertainties, the Commissioners were unable to approve the planned 3% salary increase at the time of adoption. Certain agencies, including the Circuit Court, Juvenile Master and VCSP, are county-funded but not controlled by the County, making it difficult to reduce their funding levels once appropriated. The 3% salary increase for these agencies has been put into the County's Reserve and will be available if the decision to give salary increases is approved.

Highlights, Changes and Useful Information

- In FY 02, there were 6,655 Circuit Court filings, a 13% increase over FY 98 filings. Largest areas of increase occurred in criminal filings, jury trials emanating from District Court, juvenile filings and delinquency filings.
- In FY 02 the Orphan's Court examined 2,311 estates and conducted 104 Court hearings.
- A total of 19,796 juvenile and adult offenders have been referred to the program since its inception in October 1980 through November 2002. Volunteer hours from October 1980 through November 2002 total 663,343. Calculated at a rate of \$5.15 per hour, the total value of the volunteer hours is more than \$3.4 million.

Circuit Court

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$983,540	\$973,930	\$859,700	\$831,060	-14.67%	-3.33%
Operating	83,340	109,400	109,400	146,425	33.84%	33.84%
Capital Outlay	9,440	6,800	6,800	37,800	455.88%	455.88%
Total	\$1,076,320	\$1,090,130	\$975,900	\$1,015,285	-6.87%	4.04%
Employees FTE	30.52	30.00	27.00	27.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

Contact

**The Honorable Michael M. Galloway, Administrative Judge
(410) 386-2650
Bremen Trail, Budget Analyst (410) 386-2082**

Description

The Circuit Court is a trial court of general jurisdiction, which handles major civil cases and serious criminal matters. The Circuit Court also has appellate jurisdiction over the District Court and certain administrative agencies. The Circuit Court has full common law and equity powers and jurisdiction in all civil and criminal cases within the County, and all additional powers and jurisdiction conferred by the Constitution and by law, except where, by law, jurisdiction has been limited or conferred upon by another tribunal.

Program Highlights

- The Carroll County Visitation Center provides supervised visitation and monitored exchanges of children.
- The Domestic Violence Court Services Administrator coordinates all applications of domestic violence ex parte petitions and peace order requests in the Court system.
- The Pro Se Clinic arranges for the services of an experienced domestic violence attorney for income eligible persons who want simple advice for assistance in filing pleadings in domestic matters.
- In FY 02, there were 6,655 Circuit Court filings, a 13% increase over FY 98 filings. Largest areas of increase occurred in criminal filings, jury trials emanating from District Court, juvenile filings and delinquency filings.

Budget Changes

- Decreases in the Circuit Court budget between the FY 03 Original Budget and the FY 03 Adjusted Budget are the result of a mid-year change in State law, where the State began fully funding all Law Clerk positions.
- The 4.04% increase in the Circuit Court budget for FY 04 is the net effect of a \$1.00 increase in the bailiff's hourly salary, their first increase since FY 98, and the reduced number of hours that are now required for the bailiffs, as the new District Courthouse has opened and is staffed by State funded bailiffs. Previously, the District Court shared the Circuit Court building and the County funded all of the bailiffs in the

combined Courthouse.

- Due to funding uncertainties, the Commissioners were unable to approve the planned 3% salary increase at the time of adoption. Certain agencies, including this one, are county-funded but not controlled by the County, making it difficult to reduce their funding levels once appropriated. The 3% salary increase for these agencies has been put into the County's Reserve and will be available if the decision to give salary increases is approved.
- Beginning in FY 04, the State, in an effort to balance its budget, is now requiring the Counties to pay for 25% of all Law Clerk positions, which were previously fully-funded by the State, increasing operating expenses.
- In FY 04 capital costs have increased by \$31,000 due to the planned replacement of the x-ray scanning machine in the Courthouse Annex.

Positions

Title	Type	FTE
<i>Bailiff</i>	Contractual	13.50
<i>Court Administrator</i>	By-law	1.00
<i>Court Reporter</i>	Full-time	5.00
<i>Courthouse Assistant Bailiff</i>	Contractual	.50
<i>Criminal Assignment Officer</i>	Full-time	2.00
<i>Deputy Court Administrator</i>	Full-time	1.00
<i>Judicial Assistant</i>	Full-time	3.00
<i>Jury Commissioner</i>	Full-time	1.00
Total		27.00

Juvenile Master

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$221,050	\$265,025	\$265,025	\$265,025	0.00%	0.00%
Operating	15,410	4,675	4,675	4,670	-0.11%	-0.11%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$236,460	\$269,700	\$269,700	\$269,695	0.00%	0.00%
Employees FTE	4.00	4.50	4.50	4.50	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

Contact

The Honorable Michael M. Galloway, Administrative Judge
(410) 386-2650
Bremen Trail, Budget Analyst (410) 386-2082

Mission

The mission of this court is to see that children with needs are given the appropriate services to assist them and that all children who are involved in delinquent behavior receive intervention from appropriate agencies.

Description

The Juvenile Master functions as part of the Circuit Court for Carroll County but the Juvenile Master presides over the hearings. All delinquency, Child in Need of Assistance, and Child in Need of Supervision cases are heard in this Court. The Juvenile Court also handles some divorce cases and matters involving the custody and support of children. The Juvenile Court works closely with other agencies such as the Department of Juvenile Services, the Carroll County Department of Social Services, the State's Attorney's Office, the Office of the Public Defender and the Board of Education.

Program Highlights

- On-going implementation of the new Child in Need of Assistance law.
- The County is now being reimbursed by the State for the salaries and benefits of the Standing Juvenile Master and the part-time Standing and Child Support Master.

Budget Changes

- Due to funding uncertainties, the Commissioners were unable to approve the planned 3% salary increase at the time of adoption. Certain agencies, including this one, are county-funded but not controlled by the County, making it difficult to reduce their funding levels once appropriated. The 3% salary increase for these agencies has been put into the County's Reserve and will be available if the decision to give salary increases is approved.
- This budget remains virtually unchanged from the prior year, as this agency is able to maintain services at or near FY 03 levels.

Positions

Title	Type	FTE
<i>Child Support Master</i>	By-law	.50
<i>Court Reporter/Librarian</i>	Full-time	1.00
<i>Judicial Assistant</i>	Full-time	1.00
<i>Legal Assistant</i>	Full-time	1.00
<i>Master for Juvenile Causes</i>	By-law	1.00
Total		4.50

Orphan's Court

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$30,000	\$30,000	\$30,000	\$30,000	0.00%	0.00%
Operating	1,120	1,540	1,540	1,585	2.92%	2.92%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$31,120	\$31,540	\$31,540	\$31,585	0.14%	0.14%
Employees FTE	0.00	0.00	0.00	0.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

Contact

The Honorable Dorothy V. Utz, Chief Judge (410) 386-2086
Bremen Trail, Budget Analyst (410) 386-2082

Mission and Goals

The purpose of the probate process is to provide a mechanism to transfer assets titled in the decedent's name alone, assure proper application of funds and protection of rights for creditors.

Goals include:

- Enforce the statutes for the assessment and collection of inheritance tax.
- Provide the framework for the proper distribution of the net distributable estate to the legal heirs.
- Conduct and preside over court hearings.
- Read and examine every estate of persons who die in Carroll County.

Description

The Judges of the Orphan's Court probate wills greater than \$20,000. Their functions include:

- Ensuring that all deceased person's wills are carried out in accordance with their desires.
- Protecting the rights of heirs in the absence of a will.
- Providing action on disputes over estates.

In addition, the Court approves all petitions for personal representative fees, attorney fees and funeral expenses in accordance with the laws of the State of Maryland. In FY 02 the Orphan's Court examined 2,311 estates and conducted 104 Court hearings.

As elected officials of the Court, the County, in accordance with the laws of the State of Maryland, pays the salaries of three Orphan Court Judges.

Budget Changes

- Generally, operating expenses were planned to grow 3% between FY 03 and FY 04.
- Salaries of the Orphan Court Judges are set by law and may only change every four years.

Volunteer Community Service Program

Description	Actual FY 02	Original Budget FY 03	Adjusted Budget FY 03	Budget FY 04	% Change From Original FY 03	% Change From Adjusted FY 03
Personnel	\$104,870	\$107,300	\$107,300	\$107,300	0.00%	0.00%
Operating	4,550	4,970	4,970	5,115	2.92%	2.92%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$109,420	\$112,270	\$112,270	\$112,415	0.13%	0.13%
Employees FTE	3.00	3.00	3.00	3.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

Contact

**The Honorable Michael M. Galloway, Administrative Judge
(410) 386-2650
Bremen Trail, Budget Analyst (410) 386-2082**

Mission and Goals

Volunteer Community Service Program's (VCSP) mission is to offer a positive alternative to the traditional sentencing options used by the Courts in Carroll County.

Goals include:

- To ensure as many organizations and agencies as possible benefit from the services that VCSP provides.
- To perform court-ordered community service hours at private, non-profit organizations and government agencies.

Description

The VCSP, functioning under the authority of the Circuit Court of Carroll County, has been in operation since October 1980. VCSP interviews, places and monitors juvenile and adult non-violent offenders who have been referred to the program by the Circuit Court, District Court, Juvenile Court and the Department of Juvenile Justice as part of their rehabilitation.

Court ordered community service hours must be performed at private, non-profit organizations and government agencies. The VCSP continues to operate its Sunday work crew. This crew, staffed by community service workers and supervised by the Community Service Coordinator, works most Sunday mornings from 7:00 a.m. until 12 noon. The crew travels throughout Carroll County helping various County agencies and non-profit organizations with special projects.

Program Highlights

- A total of 19,796 juvenile and adult offenders have been referred to the program since its inception in October 1980 through November 2002.
- Volunteer hours from October 1980 through November 2002 total 663,343.
- Calculated at a rate of \$5.15 per hour, the total value of the volunteer hours is \$3,416,216.45.
- In 2002, the Sunday work crew assignments included:
 - Cutting firewood at Camp Hashawha and Piney Run Park.
 - Picking up trash around the lake at Piney Run.

- Clearing trails for the Equestrian Council.
- Assisting with landscaping projects at Springfield Hospital.
- Assisting volunteer fire departments with clean up after carnivals.
- Setting up and taking down exhibits at the 4-H Fair.
- Weeding and pruning the Post Office Park for the Town of Manchester.
- Pulling weeds and scrubbing the kitchen at the Union Bridge Volunteer Fire Department.

Budget Changes

- Due to funding uncertainties, the Commissioners were unable to approve the planned 3% salary increase at the time of adoption. Certain agencies, including this one, are county-funded but not controlled by the County, making it difficult to reduce their funding levels once appropriated. The 3% salary increase for these agencies has been put into the County's Reserve and will be available if the decision to give salary increases is approved.
- This budget remains virtually unchanged from the prior year, as this agency is able to maintain services at or near FY 03 levels.

Positions

Title	Type	FTE
Caseworker	Full-time	1.00
Community Service Coordinator	Full-time	1.00
Program Assistant	Full-time	1.00
Total		3.00