

Courts Summary

	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Orig. FY 04	% Change From Adj. FY 04
Circuit Court	\$1,065,840	\$1,015,285	\$1,031,295	\$1,080,190	6.39%	4.74%
Juvenile Master	274,735	269,695	275,635	290,215	7.61%	5.29%
Orphan's Court	32,335	31,585	31,585	31,700	0.36%	0.36%
Volunteer Community Service	115,375	112,415	115,640	121,615	8.18%	5.17%
Total Courts	\$1,488,285	\$1,428,980	\$1,454,155	\$1,523,720	6.63%	4.78%

Budget Changes

- Increases in the Circuit Court budget between the FY 04 Original Budget and the FY 04 Adjusted Budget are the result of a mid-year change in State law; the State now bills the County for 25% of all Law Clerk positions.
- Due to funding uncertainties, the Commissioners were unable to approve the planned 3% salary increase at the time of adoption in FY 04. The 3% salary increases for these agencies were added after the adoption of the Budget and are shown in the FY 04 Adjusted Budget. The FY 05 Proposed Budget includes a planned salary adjustment.
- The 4.74% increase in the Circuit Court budget is due to a \$45,000 increase in Bailiff's salaries. In FY 04, the State opened the new District Court; therefore a reduction in the use of bailiffs was anticipated, as the County was no longer responsible for providing bailiff services for the District Court. The salaries were underestimated for the Circuit Court operations by approximately \$35,000. Additional bailiff time is also anticipated for the new area renovated for Juvenile and Child Support hearings accounting for the additional \$10,000.

Highlights, Changes and Useful Information

- Due to changes in governmental accounting procedures, an accrual for one day's payroll expense is included in FY 05 in the personnel section of the budgets. For further explanation of payroll accruals, refer to the glossary.
- In FY 03, there were 7,348 Circuit Court filings, a 10.4% increase over FY 02 filings. The largest areas of increase occurred in criminal filings, jury trials emanating from District Court, juvenile filings and delinquency filings.
- The County is being reimbursed by the State for the salaries and benefits of the Standing Juvenile Master and the part-time Standing and Juvenile Master.
- A total of 20,717 juvenile and adult offenders have been referred to the Volunteer Community Service Program since its inception in October 1980. Volunteer hours from October 1980 through November 2003 total 692,125. Calculated at a rate of \$5.15 per hour, the total value of the volunteer hours is \$3,564,444.

Circuit Court

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$964,890	\$831,060	\$847,070	\$923,465	11.12%	9.02%
Operating	94,063	146,425	146,425	139,225	-4.92%	-4.92%
Capital Outlay	6,887	37,800	37,800	17,500	-53.70%	-53.70%
Total	\$1,065,840	\$1,015,285	\$1,031,295	\$1,080,190	6.39%	4.74%
Employees FTE	29.95	24.98	24.98	26.64	-----	-----

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**
Rita Zimmerman, Senior 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

- Bail reviews are being conducted by video in order to enhance security in the transportation of inmates.
- 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 03, there were 7,348 Circuit Court filings, a 10.4% increase over FY 02 filings. Largest areas of increase occurred in criminal filings, jury trials emanating from District Court, juvenile filings and delinquency filings.

Budget Changes

- Increases in the Circuit Court budget between the FY 04 Original Budget and the FY 04 Adjusted Budget are the result of a mid-year change in State law; the State now bills the County for twenty-five percent funding of Law Clerk positions.
- Differences between FY 04 Original Budget, the FY 04 Adjusted Budget and the FY 05 Proposed Budget are the result of changes due to the 3% salary increase awarded in January 2004.
- The 9.02% increase in personnel expenses in FY 05 is due to salary adjustments.
- The 4.74% increase in the Circuit Court budget is due to a \$45,000 increase in Bailiff's salaries. In FY 04, the State

opened the new District Court; therefore a reduction in the use of bailiffs was anticipated, as the County was no longer responsible for providing bailiff services for the District Court. The salaries were underestimated for the Circuit Court operations by approximately \$35,000. Additional bailiff time is also anticipated for the new area renovated for Juvenile and Child Support hearings accounting for the additional \$10,000.

- Included in the FY 05 capital outlay is the replacement of the walk-through metal detector units at the three entrances to the Courts facilities and new and replacement office equipment. In FY 04, the x-ray scanning machine was replaced.

Positions

Title	Type	FTE
<i>Bailiff</i>	Contractual	12.39
<i>Court Administrator</i>	By-law	1.00
<i>Court Reporter</i>	Full-time	5.00
<i>Court Assignment Officer</i>	Full-time	2.00
<i>Courthouse Assistant Bailiff</i>	Contractual	0.50
<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
<i>Law Clerk</i>	Full-time	0.75
Total		26.64

Actual FTEs for Bailiffs are based on budgeted funds available.

Juvenile Master

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$270,494	\$265,025	\$270,965	\$285,610	7.77%	5.40%
Operating	4,241	4,670	4,670	4,605	-1.39%	-1.39%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$274,735	\$269,695	\$275,635	\$290,215	7.61%	5.29%
Employees FTE	4.50	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
Rita Zimmerman, Senior Budget Analyst (410) 386-2082

Positions

Title	Type	FTE
<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
<i>Standing and Juvenile Master</i>	By-law	0.50
Total		4.50

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 and 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

- The Masters periodically handle status conferences in an effort to coordinate and process cases more quickly.
- The County is being reimbursed by the State for the salaries and benefits of the Standing Juvenile Master and the part-time Standing and Juvenile Master.

Budget Changes

- The difference between the FY 04 Original Budget and the FY 04 Adjusted Budget is due to the 3% salary increase that was awarded in January 2004.
- The 5.40% increase in personnel expenses in FY 05 is due to salary adjustments.
- Generally, no growth was planned for operating expenses between FY 04 and FY 05. Most budgets, including this one, were held at or near that level.

Orphan's Court

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$30,925	\$30,000	\$30,000	\$30,115	0.38%	0.38%
Operating	1,410	1,585	1,585	1,585	0.00%	0.00%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$32,335	\$31,585	\$31,585	\$31,700	0.36%	0.36%
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
Rita Zimmerman, Senior 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 03 the Orphan's Court examined over 2,200 estates and conducted 65 Court hearings.

In accordance with the laws of the State of Maryland, the County pays the salaries and expenses of three Orphan's Court Judges. Salaries of the Orphan's Court Judges are set by law and may only change at the beginning of their four-year term.

Volunteer Community Service Program

Description	Actual FY 03	Original Budget FY 04	Adjusted Budget FY 04	Proposed Budget FY 05	% Change From Original FY 04	% Change From Adjusted FY 04
Personnel	\$110,524	\$107,300	\$110,525	\$116,500	8.57%	5.41%
Operating	4,851	5,115	5,115	5,115	0.00%	0.00%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$115,375	\$112,415	\$115,640	\$121,615	8.18%	5.17%
Employees FTE	3.00	3.00	3.00	3.00	-----	-----

Contact

The Honorable Michael M. Galloway, Administrative Judge
(410) 386-2650
Rita Zimmerman, Senior Budget Analyst (410) 386-2082

- Clearing trails for the Equestrian Council.
- Assisting with landscaping projects at Springfield Hospital.
- Assisting volunteer fire departments clean up after carnivals.
- Setting up and taking down shelving at the 4-H Fair.
- Pulling weeds and scrubbing the kitchen at the Union Bridge Volunteer Fire Department.

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 is 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 20,717 juvenile and adult offenders have been referred to the program since its inception in October 1980 through November 2003.
- Volunteer hours from October 1980 through November 2003 total 692,125.
- Calculated at a rate of \$5.15 per hour, the total value of the volunteer hours is \$3,564,443.
- In 2003, the Sunday work crew assignments included:
 - Cutting firewood at Camp Hashawha and Piney Run Park.
 - Picking up trash around the lake at Piney Run.

Budget Changes

- The difference between the FY 04 Original Budget and the FY 04 Adjusted Budget is due to the 3% salary increase that was awarded in January 2004.
- The 5.41% increase in personnel expenses in FY 05 is due to salary adjustments.
- Generally, no growth was planned for operating expenses between FY 04 and FY 05. Most budgets, including this one, were held at or near that level.

Positions

Title	Type	FTE
<i>Caseworker</i>	Full-time	1.00
<i>Community Service Coordinator</i>	Full-time	1.00
<i>Program Assistant</i>	Full-time	1.00
Total		3.00