

# Courts Summary

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	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Orig. FY 05	% Change From Adj. FY 05
<b>Circuit Court</b>	\$1,056,379	\$1,119,260	\$1,115,574	\$1,215,920	8.64%	9.00%
<b>Juvenile Master</b>	274,227	251,145	243,413	255,390	1.69%	4.92%
<b>Orphan's Court</b>	31,031	31,700	31,700	32,980	4.04%	4.04%
<b>Volunteer Community Service</b>	114,697	121,615	127,887	134,040	10.22%	4.81%
<b>Total Courts</b>	<b>\$1,476,334</b>	<b>\$1,523,720</b>	<b>\$1,518,574</b>	<b>\$1,638,330</b>	<b>7.52%</b>	<b>7.89%</b>

## Budget Changes

- Differences between the FY 05 Original Budgets and the FY 05 Adjusted Budgets are primarily due to salary adjustments.
- The 9.00% increase in the Circuit Court budget in FY 06 is primarily due to a combination of two new Court Assignment Officer positions and an office machine maintenance contract that was previously budgeted in the Purchasing budget.

## Highlights, Changes and Useful Information

- In FY 04, there were 6,533 Circuit Court filings, a 12.7% increase since FY 00. The largest areas of increase occurred in criminal filings, jury trials emanating from District Court, tort filings and contract filings.
- The County is being reimbursed by the State for the salaries and benefits of the Standing Juvenile Master and the part time Standing Juvenile Master.
- A total of 21,755 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 2004 total 725,935. Calculated at a rate of \$5.15 per hour, the total value of the volunteer hours is \$3,738,565.

# Circuit Court

Description	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$899,496	\$962,535	\$958,849	\$1,063,910	10.53%	10.96%
Operating	114,984	139,225	139,225	146,510	5.23%	5.23%
Capital Outlay	41,899	17,500	17,500	5,500	-68.57%	-68.57%
<b>Total</b>	<b>\$1,056,379</b>	<b>\$1,119,260</b>	<b>\$1,115,574</b>	<b>\$1,215,920</b>	<b>8.64%</b>	<b>9.00%</b>
Employees FTE	24.98	27.64	27.64	29.64	-----	-----

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  
Christine Cruz, 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, 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 Pro Se Clinic arranges for the services of an experienced domestic violence attorney for income eligible persons who need assistance in filing pleadings in domestic matters.
- In FY 04, there were 6,533 Circuit Court filings, a 12.7% increase over FY 00 filings. Largest areas of increase occurred in criminal filings, jury trials emanating from District Court, tort filings and contract filings.

## Budget Changes

- The difference between the FY 05 Original Budget and the FY 05 Adjusted Budget is due to salary adjustments.
- The 10.96% increase in personnel in FY 06 is due to the addition of two Court Assignment Officers and a planned 5% growth in salary.
- The 5.23% increase in operating in FY 06 is primarily due to an office machine maintenance contract that was previously budgeted in the Purchasing budget.
- The 68.57% decrease in capital outlay in FY 06 is due to a one-time purchase in FY 05 of walk-through metal detector units at the three entrances to the Courts facilities.

## Positions

Title	Type	FTE
<i>Bailiff</i>	Contractual	12.39
<i>Court Administrator</i>	By-law	1.00
<i>Court Assignment Officer</i>	Full-time	4.00
<i>Court Reporter</i>	Full-time	5.00
<i>Court Reporter/Librarian</i>	Full-time	1.00
<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
<b>Total</b>		<b>29.64</b>

Actual FTEs for Bailiffs are based on budgeted funds available.

# Juvenile Master

Description	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$269,890	\$246,540	\$238,808	\$250,760	1.71%	5.00%
Operating	4,338	4,605	4,605	4,630	0.54%	0.54%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	\$274,227	\$251,145	\$243,413	\$255,390	1.69%	4.92%
Employees FTE	4.50	3.50	3.50	3.50	-----	-----

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  
Christine Cruz, Budget Analyst (410) 386-2082

## Positions

Title	Type	FTE
Judicial Assistant	Full-time	1.00
Legal Assistant	Full-time	1.00
Master for Juvenile Causes	By-law	1.00
Standing and Juvenile Master	By-law	0.50
<b>Total</b>		3.50

## 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 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 Juvenile Master.

## Budget Changes

- The difference between the FY 05 Original Budget and the FY 05 Adjusted Budget is primarily due to salary adjustments.
- Generally, salary expenses were planned to grow 5% and operating expenses at 3% between FY 05 and FY 06. Most budgets, including this one, were held at or near that level.

# Orphan's Court

Description	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$30,233	\$30,115	\$30,115	\$30,010	-0.35%	-0.35%
Operating	798	1,585	1,585	1,780	12.30%	12.30%
Capital Outlay	0	0	0	1,190	100.00%	100.00%
<b>Total</b>	<b>\$31,031</b>	<b>\$31,700</b>	<b>\$31,700</b>	<b>\$32,980</b>	<b>4.04%</b>	<b>4.04%</b>
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  
Christine Cruz, 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 04 the Orphan's Court examined over 2,300 estates and conducted 75 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.

## Budget Changes

The 100.00% increase in capital outlay is due to the purchase of a file cabinet and replacement chairs.

# Volunteer Community Service Program

Description	Actual FY 04	Original Budget FY 05	Adjusted Budget FY 05	Proposed Budget FY 06	% Change From Original FY 05	% Change From Adjusted FY 05
Personnel	\$109,744	\$116,500	\$122,772	\$128,920	10.66%	5.01%
Operating	4,953	5,115	5,115	5,120	0.10%	0.10%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$114,697</b>	<b>\$121,615</b>	<b>\$127,887</b>	<b>\$134,040</b>	<b>10.22%</b>	<b>4.81%</b>
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**  
**Christine Cruz, 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 21,755 juvenile and adult offenders have been referred to the program since its inception in October 1980 through November 2004.
- Volunteer hours from October 1980 through November 2004 total 725,935.
- Calculated at a rate of \$5.15 per hour, the total value of the volunteer hours is \$3,738,565.
- In 2004, the Sunday work crew assignments included:

- Cutting firewood at Camp Hashawha and Piney Run Park.
- Picking up trash around the lake at Piney Run Park.
- 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.

## Budget Changes

- The difference between the FY 05 Original Budget and the FY 05 Adjusted Budget is due to salary adjustments.
- Generally, salary expenses were planned to grow 5% and operating expenses at 3% between FY 05 and FY 06. 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
<b>Total</b>		<b>3.00</b>