

Courts Summary

| | Actual FY 06 | Original Budget FY 07 | Adjusted Budget FY 07 | Budget FY 08 | % Change From Original FY 07 | % Change From Adjusted FY 07 |
|------------------------------------|--------------------|-----------------------------|-----------------------------|--------------------|------------------------------------|------------------------------------|
| Circuit Court | \$1,159,331 | \$1,117,730 | \$1,115,800 | \$1,235,950 | 10.58% | 10.77% |
| Juvenile Master | 254,272 | 269,110 | 350,440 | 404,420 | 50.28% | 15.40% |
| Orphan's Court | 31,431 | 31,830 | 31,830 | 31,960 | 0.41% | 0.41% |
| Volunteer Community Service | 133,444 | 141,360 | 140,730 | 147,200 | 4.13% | 4.60% |
| Total Courts | \$1,578,477 | \$1,560,030 | \$1,638,800 | \$1,819,530 | 16.63% | 11.03% |

Budget Changes

- The difference between the FY 07 Original Budgets and the FY 07 Adjusted Budgets are primarily due to salary adjustments.
- The 15.40% increase in the Juvenile Master budget is due to the addition of two Judicial Assistant positions and one Juvenile Master moving to full time mid-year FY 07.
- The 10.77% increase in the Circuit Court budget is due to the addition of a Staff Attorney position and additional bailiff hours required to attend Domestic hearings.

Highlights, Changes and Useful Information

- In FY 06, there were 6,674 Circuit Court filings, an 18.5% increase since FY 01. Approximately 37% of the Court's caseload included criminal matters, while 29.7% involved family matters.
- The County is partially reimbursed by the State for the salaries and benefits of the two Juvenile Masters.
- A total of 23,509 juvenile and adult offenders have been referred to the Volunteer Community Service Program since its start up in October 1980. Volunteer hours for FY 06 totaled 31,360. Calculated at a rate of \$6.15 per hour, the total value of the volunteer hours is approximately \$193,000.

Circuit Court

| Description | Actual FY 06 | Original Budget FY 07 | Adjusted Budget FY 07 | Budget FY 08 | % Change From Original FY 07 | % Change From Adjusted FY 07 |
|----------------|--------------------|-----------------------------|-----------------------------|--------------------|------------------------------------|------------------------------------|
| Personnel | \$1,028,361 | \$1,005,360 | \$1,003,430 | \$1,123,100 | 11.71% | 11.93% |
| Operating | 127,706 | 108,870 | 108,870 | 109,350 | 0.44% | 0.44% |
| Capital Outlay | 3,263 | 3,500 | 3,500 | 3,500 | 0.00% | 0.00% |
| Total | \$1,159,331 | \$1,117,730 | \$1,115,800 | \$1,235,950 | 10.58% | 10.77% |
| Employees FTE | 30.64 | 28.64 | 28.64 | 28.89 | 0.87% | 0.87% |

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**
Cecilia Devilbiss, 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

- Completion of courtroom in anticipation of a fourth Circuit Court Judge.
- Planning and implementation of an adult Circuit Court Drug Treatment Court.
- In FY 06, there were 6,674 Circuit Court filings, an 18.5% increase over FY 01 filings. Approximately 37 percent of the Court's caseload comprised of criminal matters, while 29.7% involved family matters.
- The Court conducted 11,271 hearings in all case types.

Budget Changes

- The difference between the FY 07 Original Budget and the FY 07 Adjusted Budget is primarily due to salary adjustments. FY 07 included 25% of three Law Clerks.
- The difference between the FY 07 Adjusted Budget and the FY 08 Budget is due to the addition of a Staff Attorney position and additional bailiff hours for Domestic hearings.

Positions

| Title | Type | FTE |
|-------------------------------------|-------------|--------------|
| <i>Bailiff</i> | Contractual | 13.39 |
| <i>Court Administrator</i> | Full-time | 1.00 |
| <i>Court Assignment Officer</i> | Full-time | 4.00 |
| <i>Court Reporter</i> | Full-time | 3.00 |
| <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>Staff Attorney</i> | Full-time | 1.00 |
| Total | | 28.89 |

Actual FTEs for Bailiffs are based on budgeted funds available.

Juvenile Master

| Description | Actual FY 06 | Original Budget FY 07 | Adjusted Budget FY 07 | Budget FY 08 | % Change From Original FY 07 | % Change From Adjusted FY 07 |
|----------------|------------------|-----------------------------|-----------------------------|------------------|------------------------------------|------------------------------------|
| Personnel | \$249,827 | \$263,300 | \$344,630 | \$398,040 | 51.17% | 15.50% |
| Operating | 4,445 | 4,510 | 4,510 | 6,380 | 41.46% | 41.46% |
| Capital Outlay | 0 | 1,300 | 1,300 | 0 | -100.00% | -100.00% |
| Total | \$254,272 | \$269,110 | \$350,440 | \$404,420 | 50.28% | 15.40% |
| Employees FTE | 3.50 | 3.50 | 5.00 | 6.00 | 71.43% | 20.00% |

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
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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 handle Status Conferences to coordinate and process cases more quickly.
- The County is reimbursed by the State for the salaries and benefits of two full-time Standing and Juvenile Masters.

Budget Changes

- The difference between FY 07 Original Budget and FY 07 Adjusted Budget is a result of one Juvenile Master changing from part time to full time and the addition of two Judicial Assistants.
- Generally, salary expenses were planned to grow 5% between FY 07 and FY 08. Most budgets, including this one, were held at or near that level.
- FY 07 Capital Outlay included the one time replacement of a chair.

Positions

| Title | Type | FTE |
|------------------------------|-----------|-------------|
| Judicial Assistant | Full-time | 3.00 |
| Legal Assistant | Full-time | 1.00 |
| Master for Juvenile Causes | Full-time | 1.00 |
| Standing and Juvenile Master | Full-time | 1.00 |
| Total | | 6.00 |

Orphan's Court

| Description | Actual FY 06 | Original Budget FY 07 | Adjusted Budget FY 07 | Budget FY 08 | % Change From Original FY 07 | % Change From Adjusted FY 07 |
|----------------|-----------------|-----------------------------|-----------------------------|-----------------|------------------------------------|------------------------------------|
| Personnel | \$30,002 | \$30,010 | \$30,010 | \$30,000 | -0.03% | -0.03% |
| Operating | 950 | 1,820 | 1,820 | 1,960 | 7.69% | 7.69% |
| Capital Outlay | 479 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$31,431 | \$31,830 | \$31,830 | \$31,960 | 0.41% | 0.41% |
| 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
Cecilia Devillbiss, Budget Analyst (410) 386-2082

Mission and Goals

The review all estates to see that the Personal Representative has complied with the Annotated Code of MD-Estates and Trusts and distributes the estate according to the deceased's will.

Goals include:

- Enforce the statutes for the assessment and collection of inheritance tax.
- Educate the public to the need for a will.
- Provide the framework for the proper distribution of the net distributable estate to the legal heirs.
- 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 are to:

- Ensure that all deceased person's wills are carried out in accordance with their desires.
- Protect the rights of heirs in the absence of a will.
- Preside over probate hearings where there are disputes as to the administration of the estate.

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 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

Generally, operating expenses were planned to grow at 3% between FY 07 and FY 08. Most budgets, including this one, were held at or near that level.

Volunteer Community Service Program

| Description | Actual FY 06 | Original Budget FY 07 | Adjusted Budget FY 07 | Budget FY 08 | % Change From Original FY 07 | % Change From Adjusted FY 07 |
|----------------|-----------------|-----------------------------|-----------------------------|-----------------|------------------------------------|------------------------------------|
| Personnel | \$128,435 | \$135,990 | \$135,360 | \$142,130 | 4.52% | 5.00% |
| Operating | 5,009 | 5,370 | 5,370 | 5,070 | -5.59% | -5.59% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$133,444 | \$141,360 | \$140,730 | \$147,200 | 4.13% | 4.60% |
| 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
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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.

The crew works from 7 am until 12 noon most Sunday mornings staffed by community service workers and supervised by the Community Service Coordinator. The group travels throughout Carroll County helping various County agencies and non-profit organizations with special projects.

Program Highlights

- A total of 23,509 juvenile and adult offenders have been referred to the program since its inception in October 1980 through October 2006.
- Volunteer hours from October 1980 through October 2006 total 785,376.

In 2006, the Sunday work crew assignments included:

- Splitting firewood at Camp Hashawha and Piney Run Park.
- Cleaning the Agricultural Center after special events.
- Removing books and shelving from the Circuit Court Law Library.
- 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.
- Clearing and maintaining trails for Equestrian Council.

Budget Changes

- Generally, salary expenses were planned to grow 5% and operating expenses at 3% between FY 07 and FY 08. 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 |