

Courts Summary

| | Actual FY 07 | Original Budget FY 08 | Adjusted Budget FY 08 | Proposed Budget FY 09 | % Change From Orig. FY 08 | % Change From Adj. FY 08 |
|------------------------------------|--------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|--------------------------------|
| Circuit Court | \$1,117,490 | \$1,235,950 | \$1,235,950 | \$1,321,210 | 6.90% | 6.90% |
| Circuit Court Masters | 307,554 | 404,420 | 395,094 | 490,230 | 21.22% | 24.08% |
| Orphan's Court | 31,026 | 31,960 | 31,960 | 31,960 | 0.00% | 0.00% |
| Volunteer Community Service | 139,946 | 147,200 | 127,510 | 133,670 | -9.19% | 4.83% |
| Total Courts | \$1,596,016 | \$1,819,530 | \$1,790,514 | \$1,977,070 | 8.66% | 10.42% |

Mission and Goals

The mission of the Carroll County Courts is to serve its residents in the determination of litigation in criminal matters, domestic and child support cases in accordance with the Constitution.

Goals Include:

- Maintain a commitment to expediting and timeliness of the judicial process in order to enhance and build the public's trust and confidence in the justice system.
- Provide the framework for proper distribution of estates to legal heirs.
- Assist children with needs and children involved in delinquent behavior receive intervention from appropriate agencies.
- Ensure as many non-profit organizations and government agencies receive benefit from services of the Volunteer Community Service Program as possible.

Budget Changes

- The difference between the FY 08 Original Budgets and the FY 08 Adjusted Budgets are primarily due to salary adjustments.
- The 24.08% increase in the Circuit Court Masters budget is due to the addition of two positions: a Legal Assistant and a Judicial Assistant.

Highlights, Changes and Useful Information

- Implementation of an adult Circuit Court Drug Treatment Court.
- Two contractual part-time Standing Equity Masters were added to the Circuit Court Masters Budget in FY 08, these positions will become full-time in July 2008.
- The County is partially reimbursed by the State for the salaries and benefits of the two Circuit Court Masters.
- A total of 24,222 juvenile and adult offenders have been referred to the Volunteer Community Service Program since its start up in October 1980. Volunteer hours for FY 07 totaled 26,424. Calculated at a rate of \$6.15 per hour, the total value of the volunteer hours is approximately \$163,000.

Circuit Court

| Description | Actual FY 07 | Original Budget FY 08 | Adjusted Budget FY 08 | Proposed Budget FY 09 | % Change From Orig. FY 08 | % Change From Adj. FY 08 |
|----------------|--------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|--------------------------------|
| Personnel | \$1,016,459 | \$1,123,100 | \$1,123,100 | \$1,201,160 | 6.95% | 6.95% |
| Operating | 96,835 | 109,350 | 109,350 | 115,550 | 5.67% | 5.67% |
| Capital Outlay | 4,195 | 3,500 | 3,500 | 4,500 | 28.57% | 28.57% |
| Total | \$1,117,490 | \$1,235,950 | \$1,235,950 | \$1,321,210 | 6.90% | 6.90% |
| Employees FTE | 28.64 | 29.89 | 29.89 | 30.50 | 2.04% | 2.04% |

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

Mission

The mission of the Circuit Court for Carroll County is to serve its residents in the determination of litigation in serious criminal matters, substantive civil cases, domestic and child support cases, in accordance with the Constitution, while administering justice in an honest, fair and efficient manner.

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

- Implementation of an adult Circuit Court Drug Treatment Court.
- Implementation of new Family Law Differentiated Case Management Plan.
- FY 09 includes an increase in bailiff hours for Civil hearings.
- 9% increase in cases within time standards from FY 06.

Budget Changes

- Generally, salary expenses were planned to grow 5% between FY 08 and FY 09. Most budgets, including this one, were held at or near that level. Increase in bailiff hours within the current pool increases FTE's to 15.
- The 5.67% increase in operating is due to an increase in jury trials and related expenses.
- The 28.57% increase in Capital Outlay is due to a one-time purchase of a storage cabinet for the jury room.

Positions

| Title | Type | FTE |
|-------------------------------------|-------------|--------------|
| <i>Bailiff</i> | Contractual | 15.00 |
| <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 | | 30.50 |

Contractual FTE for Bailiffs is based on .5

Total Cost of Circuit Court

| Department | Estimated Cost |
|---------------------------|--------------------|
| <i>Circuit Court</i> | \$1,295,210 |
| <i>Fringe Benefits</i> | 337,950 |
| <i>Utilities</i> | 190,270 |
| <i>Building Repairs</i> | 158,100 |
| <i>Technology Support</i> | 42,000 |
| <i>Grant's Cash Match</i> | 39,880 |
| Total | \$2,063,410 |

Circuit Court Masters

| Description | Actual FY 07 | Original Budget FY 08 | Adjusted Budget FY 08 | Proposed Budget FY 09 | % Change From Orig. FY 08 | % Change From Adj. FY 08 |
|----------------|------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|--------------------------------|
| Personnel | \$299,870 | \$398,040 | \$388,714 | \$478,750 | 20.28% | 23.16% |
| Operating | 4,143 | 6,380 | 6,380 | 7,330 | 14.89% | 14.89% |
| Capital Outlay | 3,542 | 0 | 0 | 4,150 | 100.00% | 100.00% |
| Total | \$307,554 | \$404,420 | \$395,094 | \$490,230 | 21.22% | 24.08% |
| Employees FTE | 3.50 | 6.00 | 6.00 | 8.00 | 33.33% | 33.33% |

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

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 Court functions as part of the Circuit Court but the Circuit Court Masters presides over the hearings. All delinquency, Child in Need of Assistance and Child in Need of Supervision cases are heard in Juvenile Court. Certain Family Law cases such as divorce, custody, support and contempt matters are also heard as Peace Orders. 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 Scheduling Conferences in Family Law cases in an effort to process cases more quickly.
- Two contractual part-time Standing Equity Masters were added to this budget in FY 08, the state will require them to be full time in FY 09.
- The County is reimbursed by the State for the salaries and benefits of two full-time Standing and Circuit Court Masters.

Budget Changes

- The difference between FY 08 and FY 09 in Personnel and Operating is due to the addition of a Legal Assistant and a Judicial Assistant.
- The 100% increase in Capital Outlay is due to the one-time purchase of furniture for the Legal Assistant and the Judicial Assistant.

Positions

| Title | Type | FTE |
|------------------------------------|-----------|-------------|
| Judicial Assistant | Full-time | 4.00 |
| Legal Assistant | Full-time | 2.00 |
| Master for Juvenile Causes | Full-time | 1.00 |
| Standing and Circuit Court Masters | Full-time | 1.00 |
| Total | | 8.00 |

Total Cost of Circuit Court Masters

| Department | Estimated Cost |
|-----------------------------------|------------------|
| Circuit Court Masters | \$490,228 |
| Fringe Benefits | 191,500 |
| Facility incl in Circuit Ct table | N/A |
| Total | \$681,728 |

Orphan's Court

| Description | Actual FY 07 | Original Budget FY 08 | Adjusted Budget FY 08 | Proposed Budget FY 09 | % Change From Orig. FY 08 | % Change From Adj. FY 08 |
|----------------|-----------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|--------------------------------|
| Personnel | \$30,002 | \$30,000 | \$30,000 | \$30,000 | 0.00% | 0.00% |
| Operating | 1,024 | 1,960 | 1,960 | 1,960 | 0.00% | 0.00% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$31,026 | \$31,960 | \$31,960 | \$31,960 | 0.00% | 0.00% |
| 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 Devilbiss, 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

Operating expenses remained unchanged between FY 08 and FY 09.

Total Cost of Orphan's Court

| Department | Estimated Cost |
|-----------------------------------|-----------------|
| Orphan's Court | \$31,960 |
| Fringe Benefits | 12,000 |
| Facility incl in Circuit Ct table | N/A |
| Total | \$43,960 |

Volunteer Community Service Program

| Description | Actual FY 07 | Original Budget FY 08 | Adjusted Budget FY 08 | Proposed Budget FY 09 | % Change From Orig. FY 08 | % Change From Adj. FY 08 |
|----------------|------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|--------------------------------|
| Personnel | \$135,361 | \$142,130 | \$122,440 | \$128,570 | -9.54% | 5.01% |
| Operating | 4,585 | 5,070 | 5,070 | 5,100 | 0.59% | 0.59% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0.00% | 0.00% |
| Total | \$139,946 | \$147,200 | \$127,510 | \$133,670 | -9.19% | 4.83% |
| 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
Cecilia Devilbiss, 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.

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 24,222 juvenile and adult offenders have been referred to the program since its inception in October 1980 through October 2007 completing 811,800 hours of service.
- 26,424 volunteer hours were completed by 713 offenders for the first ten months of 2007.

In 2007, the Sunday work crew assignments included:

- Cutting and splitting firewood at Piney Run Park.
- Planting trees at American Legion Post #191.
- Cleaning Union Mills Homestead grounds after Micro-Brewery Festival.
- 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.

Budget Changes

- The difference between the FY 08 Original Budget and the FY 08 Adjusted Budget in personnel expenses are due to salary adjustments.
- Generally, salary expenses were planned to grow 5% between FY 08 and FY 09. Most budgets, including this one, were held at or near that level.
- Operating expenses remained unchanged between FY 08 and FY 09.

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 |

Total Cost of VCS

| Department | Estimated Cost |
|-----------------------------------|------------------|
| Volunteer Community Service | \$133,670 |
| Fringe Benefits | 51,430 |
| Facility incl in Circuit Ct table | N/A |
| Total | \$185,100 |