

# Courts Summary

	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
<b>Circuit Court</b>	\$1,269,838	\$1,321,210	\$1,302,815	\$1,297,445	-1.80%	-0.41%
<b>Circuit Court Masters</b>	393,368	490,230	514,360	510,510	4.14%	-0.75%
<b>Orphan's Court</b>	31,316	31,960	31,960	31,960	0.00%	0.00%
<b>Volunteer Community Service</b>	158,579	133,670	133,670	133,670	0.00%	0.00%
<b>Total Courts</b>	<b>\$1,853,102</b>	<b>\$1,977,070</b>	<b>\$1,982,805</b>	<b>\$1,973,585</b>	<b>-0.18%</b>	<b>-0.46%</b>

## 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 4.14% increase from the FY 09 Budget in the Circuit Court Masters budget is primarily due to filling two positions above the base.

## Highlights, Changes and Useful Information

- Intensive 13-month outpatient drug treatment program Adult Drug Treatment Court began in FY 07 with five graduates since its inception.
- At the request of the State Administrative Office of the Courts, two contractual part-time Standing Equity Masters were made full-time in FY 09.
- The County is partially reimbursed by the State for the salaries and benefits of the two Circuit Court Masters and directly funds the two full-time Standing Equity Masters.
- A total of 25,110 juvenile and adult offenders have been referred to the Volunteer Community Service Program since it began in October 1980. Volunteer hours for FY 08 totaled 20,919.

# Circuit Court

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$1,156,943	\$1,201,160	\$1,182,765	\$1,179,765	-1.78%	-0.25%
Operating	108,684	115,550	115,550	114,180	-1.19%	-1.19%
Capital Outlay	4,211	4,500	4,500	3,500	-22.22%	-22.22%
<b>Total</b>	<b>\$1,269,838</b>	<b>\$1,321,210</b>	<b>\$1,302,815</b>	<b>\$1,297,445</b>	<b>-1.80%</b>	<b>-0.41%</b>
Employees FTE	29.89	30.50	30.50	30.50	-----	-----

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  
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

- Intensive thirteen-month outpatient drug treatment program Adult Drug Treatment Court started in FY 07 with five graduates to date
- In initial stages of developing a Circuit Court website
- Continue to actively participate in improving the mandated Maryland Circuit Courts Time Standards

## Budget Changes

- There are no salary increases in FY 10 and operating expenses are being held near, or reduced from, the FY 09 levels. Most budgets, including this one, are either flat or experience an overall decrease.
- The 22.22% decrease in Capital Outlay is due to a one-time purchase of a storage cabinet for the jury room in FY 09.

## Positions

Title	Type	FTE
Bailiff	Contractual	15.00
Court Administrator	Full-time	1.00
Court Assignment Officer	Full-time	4.00
Court Reporter	Full-time	3.00
Court Reporter/Librarian	Full-time	1.00
Courthouse Assistant Bailiff	Contractual	0.50
Deputy Court Administrator	Full-time	1.00
Judicial Assistant	Full-time	3.00
Jury Commissioner	Full-time	1.00
Staff Attorney	Full-time	1.00
<b>Total</b>		<b>30.50</b>

Contractual FTE for Bailiffs is based on .5

## Total County Funding to Circuit Court

Department	Estimated Cost
Circuit Court	\$1,297,445
Fringe Benefits	210,270
Payroll Taxes	93,770
Utilities	140,000
Building Repairs	150,250
Technology Support	43,000
Grant's Cash Match	166,630
<b>Total</b>	<b>\$2,101,365</b>

# Circuit Court Masters

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$387,659	\$478,750	\$502,880	\$502,880	5.04%	0.00%
Operating	5,709	7,330	7,330	7,330	0.00%	0.00%
Capital Outlay	0	4,150	4,150	300	-92.77%	-92.77%
<b>Total</b>	\$393,368	\$490,230	\$514,360	\$510,510	4.14%	-0.75%
Employees FTE	6.00	8.00	8.00	8.00	-----	-----

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

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.
- Direct funding from the State is provided for two contractual Standing Equity Masters made full time in FY 09.
- Judicial Assistant and Legal Assistant added to support the Standing Equity Masters transition from part time to full time in FY 09.
- The County is partially reimbursed by the State for the salaries and benefits of two full-time Standing and Circuit Court Masters.

## Budget Changes

- The 5.04% increase from the FY 09 Budget in Personnel is due filling two new positions at higher than base. There are no salary increases for FY 10.
- The decrease in Capital Outlay is due to the one-time purchase of furniture for the Legal and Judicial Assistants in FY 09.

## 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 Master (salary reimbursed by the State)	Full-time	1.00
<b>Total</b>		8.00

\*there are two Civil Masters who support the Juvenile Court that are paid directly by the State and not County employees.

## Total County Funding to Circuit Ct Masters

Department	Estimated Cost
Circuit Court Masters	\$510,510
Fringe Benefits	140,800
Payroll Taxes	40,230
<b>Total</b>	\$691,540

# Orphan's Court

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$30,002	\$30,000	\$30,000	\$30,000	0.00%	0.00%
Operating	1,314	1,960	1,960	1,960	0.00%	0.00%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	\$31,316	\$31,960	\$31,960	\$31,960	0.00%	0.00%
Employees FTE	0.75	0.75	0.75	0.75	-----	-----

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 Devibiss, Budget Analyst (410) 386-2082

## Mission and Goals

To review all estates verify 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.

## Total County Funding to Orphan's Court

Department	Estimated Cost
Orphan's Court	\$31,960
Payroll Taxes	2,400
<b>Total</b>	<b>\$34,360</b>

# Volunteer Community Service Program

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$153,904	\$128,570	\$128,570	\$128,570	0.00%	0.00%
Operating	4,675	5,100	5,100	5,100	0.00%	0.00%
Capital Outlay	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$158,579</b>	<b>\$133,670</b>	<b>\$133,670</b>	<b>\$133,670</b>	<b>0.00%</b>	<b>0.00%</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**  
**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 25,110 juvenile and adult offenders have been referred to the program since its inception in October 1980 through October 2008 completing 835,645 hours of service.
- 20,919 volunteer hours were completed by offenders during FY 2008.

In 2008, the Sunday work crew assignments included:

- Tearing down interior of barn at Animals' Angels USA
- Helping to maintain Horsenet, Inc facilities
- Cleaning the American Legion facility
- Cleaning the Agricultural Center's Shipley Arena after special events
- 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

There are no salary increases in FY 10 and operating expenses are being held near, or reduced from, the FY 09 levels. Most budgets, including this one, are either flat or experience an overall decrease.

## 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>

## Total County Funding to VCS

Department	Estimated Cost
<i>Volunteer Community Service</i>	\$133,670
<i>Fringe Benefits</i>	36,000
<i>Payroll Taxes</i>	10,285
<b>Total</b>	<b>\$179,955</b>