

# Courts Summary

	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Circuit Court	\$2,123,299	\$1,996,780	\$2,046,680	\$2,101,540	5.25%	2.68%
Circuit Court Magistrates	679,114	543,560	518,820	512,290	-5.75%	-1.26%
Orphan's Court	48,714	59,230	59,230	60,510	2.16%	2.16%
Volunteer Community Service Program	235,245	190,680	191,060	195,120	2.33%	2.12%
<b>Total Courts</b>	<b>\$3,086,372</b>	<b>\$2,790,250</b>	<b>\$2,815,790</b>	<b>\$2,869,460</b>	<b>2.84%</b>	<b>1.91%</b>

## Mission and Goals

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, and domestic and child support cases, in accordance with the Constitution.

### Goals include:

- Maintain a commitment to expediting the judicial process in order to enhance and build the public trust and confidence in the justice system
- Provide the framework for proper distribution of estates to legal heirs
- Assist children involved in delinquent behavior to utilize the available resources to receive intervention from appropriate agencies
- Provide prompt resolution of family law issues such as visitation, divorce, and custody
- Ensure as many non-profit organizations and government agencies receive benefit from services of the Volunteer Community Service Program as possible

## Highlights, Changes, and Useful Information

- The Circuit Court is part of a separate and equal branch of government. While the Commissioners have a legal requirement to adequately fund the Circuit Court, they do not have operational authority over it.
- The Circuit Court Magistrates and Volunteer Community Service Program are under the supervision of the Circuit Court of Carroll County.
- The State directly pays the salaries and benefits for the Circuit Court Judges and their law clerks, three Standing Magistrates, and reimburses the County for the salary and fringe benefits of one Standing Magistrate.
- In addition to direct funding to the Circuit Court, the County also provides in-kind support, including health benefits, building maintenance, technology services and support, access to the County's fleet of pool vehicles and Personnel Services' staff.

## Budget Changes

The increase from FY 16 Original to Adjusted is due to a reorganization of the Court's administration that included the creation of the Interpreter/Pretrial/ADA Coordinator and reduced the full-time Deputy Court Administrator to a part-time position.

# Circuit Court

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$1,440,587	\$1,543,160	\$1,579,270	\$1,618,390	4.88%	2.48%
Benefits	564,986	308,210	322,000	341,560	10.82%	6.07%
Operating	100,263	143,100	143,100	139,280	-2.67%	-2.67%
Capital	17,462	2,310	2,310	2,310	0.00%	0.00%
<b>Total</b>	<b>\$2,123,299</b>	<b>\$1,996,780</b>	<b>\$2,046,680</b>	<b>\$2,101,540</b>	<b>5.25%</b>	<b>2.68%</b>
<b>Employees FTE</b>	<b>33.21</b>	<b>34.55</b>	<b>35.08</b>	<b>35.08</b>	<b>-----</b>	<b>-----</b>

Note: FY 15 Actuals include a health and fringe allocation. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

## Contact

**The Honorable J. Barry Hughes, Administrative Judge (410) 386-2650**

**Sheree Lima, Management and Budget Project Coordinator (410) 386-2082**

<http://ccgovernent.carr.org/ccg/circuit-court/Default.aspx>

## 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, and domestic and child support cases, in accordance with the Constitution.

## Description

The Circuit Court is a trial court of general jurisdiction, which handles major civil cases and serious criminal matters, and 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 a jurisdiction has been limited or conferred upon by another tribunal.

## Program Highlights

- Completed construction of the largest courtroom in the Courthouse Annex, Courtroom #10, in December 2015.
- Juror terms continue to be one week in order to minimize the economic impact to the citizens of Carroll County.
- Carroll County is now on the statewide jury system which allows citizens to log onto the Court's website and send their information to the Court via web forms.
- Awarded a Courthouse Physical Security Grant from the State Administration Office in the amount of \$20,000.

## Budget Changes

- The increase from FY 16 Original to Adjusted is due to a reorganization of the Court's administration that included the creation of the Interpreter/Pretrial/ADA Coordinator and reduced the full-time Deputy Court Administrator to a part-time position.
- A 2.5% salary increase is included in FY 17.
- Benefits increase due to OPEB allocations.
- Operating decreases due to a grant covering maintenance costs for the Circuit Court's x-ray machines through FY 20.

## Positions

Title	Type	FTE
<i>Administrative Support Specialist</i>	Full-time	1.00
<i>Administrator</i>	Full-time	1.00
<i>Assignment Officer</i>	Full-time	4.00
<i>Bailiff</i>	Full-time	16.55
<i>Court Reporter</i>	Full-time	4.00
<i>Court Reporter/Librarian</i>	Full-time	1.00
<i>Deputy Court Administrator</i>	Full-time	0.53
<i>Interpreter/Pretrial/ADA Coord.</i>	Full-time	1.00
<i>Judicial Assistant</i>	Full-time	4.00
<i>Jury Commissioner</i>	Full-time	1.00
<i>Staff Attorney</i>	Full-time	1.00
<b>Total</b>		<b>35.08</b>

## Total County Funding

Department	Estimated Cost
<i>Circuit Court</i>	\$2,101,540
<i>Health Benefits</i>	324,300
<i>Utilities</i>	242,860
<i>Building Maintenance</i>	228,540
<i>Technology Support</i>	44,400
<i>Grant's Cash Match</i>	93,940
<b>Total</b>	<b>\$3,035,580</b>

# Circuit Court Magistrates

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$380,294	\$395,620	\$372,650	\$381,970	-3.45%	2.50%
Benefits	291,718	141,680	139,910	123,660	-12.72%	-11.61%
Operating	7,102	6,260	6,260	6,660	6.39%	6.39%
Capital	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$679,114</b>	<b>\$543,560</b>	<b>\$518,820</b>	<b>\$512,290</b>	<b>-5.75%</b>	<b>-1.26%</b>
<b>Employees FTE</b>	<b>7.00</b>	<b>7.00</b>	<b>6.67</b>	<b>6.67</b>	<b>-----</b>	<b>-----</b>

Note: FY 15 Actuals include a health and fringe allocation. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

## Contact

The Honorable J. Barry Hughes, Administrative Judge (410) 386-2650

Sheree Lima, Management and Budget Project Coordinator (410) 386-2082

<http://ccgovernment.carr.org/ccg/circuit-court/judges.aspx>

## Mission

The mission of this court is to see that children are given the appropriate services to assist them and that all children involved in delinquent behavior receive intervention from appropriate agencies.

## Description

The Juvenile Court functions as part of the Circuit Court, but the Circuit Court Magistrates preside over the hearings. All Delinquency, Child in Need of Assistance, and Child in Need of Supervision cases are heard in Juvenile Court. The Juvenile Court works closely with other agencies such as the Department of Juvenile Services, the Carroll County Department of Social Services, and the State's Attorney's Office, the Office of the Public Defender, and the Board of Education.

## Program Highlights

The County is reimbursed by the State for the salary and benefits of one full-time Standing Circuit Court Magistrate.

## Budget Changes

- The decrease from FY 16 Original to Adjusted is due to a Judicial Assistant position budgeted for a partial year in FY 16. A State funded Magistrate will be retiring in February 2017 and the Judicial Assistant position will be eliminated at that time.
- A 2.5% salary increase is included in FY 17.
- Benefits decrease due to OPEB allocation.

## Positions

Title	Type	FTE
Judicial Assistant	Full-time	3.67
Legal Assistant	Full-time	2.00
Magistrate for Juvenile Causes*	Full-time	1.00
<b>Total</b>		<b>6.67</b>

\*Salary and benefits for one Juvenile Magistrate are reimbursed by the State. Three Juvenile Magistrates are paid directly by the State and are not included in the FTE numbers.

## Total County Funding

Title	Estimated Cost
Circuit Court Magistrates	\$512,290
Health Benefits	122,500
<b>Total</b>	<b>\$634,790</b>

# Orphan's Court

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$39,700	\$46,500	\$46,500	\$46,500	0.00%	0.00%
Benefits	8,137	10,770	10,770	12,050	11.88%	11.88%
Operating	877	1,960	1,960	1,960	0.00%	0.00%
Capital	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$48,714</b>	<b>\$59,230</b>	<b>\$59,230</b>	<b>\$60,510</b>	<b>2.16%</b>	<b>2.16%</b>
<b>Employees FTE</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-----</b>	<b>-----</b>

Note: FY 15 Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

## Contact

The Honorable Dorothy V. Utz, Chief Judge (410) 386-2086  
 Sheree Lima, Management and Budget Project Coordinator  
 (410) 386-2082

## Budget Changes

Benefits increase due to Pension.

## Mission and Goals

To review all estates, verify that the personal representative has complied with the Annotated Code of Maryland-Estates and Trusts, and distribute the estate according to the deceased's will.

### Goals include:

- Enforce the statutes for the assessment and collection of inheritance tax
- Educate the public about 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 change only at the beginning of their four-year term.

## Positions

Title	Type	FTE
Judge, Orphan's Court	By-Law	3.00
<b>Total</b>		<b>3.00</b>

# Volunteer Community Service Program

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$137,174	\$140,090	\$140,440	\$143,950	2.76%	2.50%
Benefits	93,480	44,210	44,240	44,790	1.31%	1.24%
Operating	4,591	6,380	6,380	6,380	0.00%	0.00%
Capital	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$235,245</b>	<b>\$190,680</b>	<b>\$191,060</b>	<b>\$195,120</b>	<b>2.33%</b>	<b>2.12%</b>
<b>Employees FTE</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-----</b>	<b>-----</b>

Note: FY 15 Actuals include a health and fringe allocation. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

## Contact

The Honorable J. Barry Hughes, Administrative Judge  
(410) 386-2650

Sheree Lima, Management and Budget Project Coordinator  
(410) 386-2082

<http://ccgovernment.carr.org/ccg/circuit-court/vcsp.aspx>

## Mission and Goals

To offer a positive alternative to the traditional sentencing options used by the Courts.

### Goals include:

- To assist offenders in finding opportunities to perform court-ordered community service at private, non-profit organizations and government agencies
- To ensure as many organizations and agencies as possible benefit from the services that Volunteer Community Service Program (VCSP) provides

## 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 VCSP's crew works from 7 a.m. 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.

### Benefits of the program include:

- Provides sentencing alternatives for Judges
- Reduces the jail population
- Enable offenders to meet family and employment commitments
- Utilizes work as a rehabilitation tool
- Makes clients personally accountable for their actions
- Supplies manpower to public and private non-profit agencies

## Program Highlights

- Since the inception of the program in 1980 through November 2015, a total of 32,554 volunteers have been referred to the program and volunteered a total of 1,027,785 hours.
- There were 743 juvenile and adult offenders in the Community Service Program in FY 15.

## Budget Changes

- A 2.5% salary increase is included in FY 17.
- Benefits increase due to OPEB allocations.

## Positions

Title	Type	FTE
VCS Assistant	Full-time	1.00
VCS Caseworker	Full-time	1.00
VCS Coordinator	Full-time	1.00
<b>Total</b>		<b>3.00</b>

## Total County Funding

Title	Estimated Cost
Volunteer Community Service	\$195,120
Health Benefits	52,500
Fleet	2,000
<b>Total</b>	<b>\$249,620</b>