

### Clerk of District Court/Public Administrator

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#### Department Overview

The Clerk of District Court/Public Administrator is a consolidated elected office, serving a four-year term. The Clerk of District Court is responsible for the data input of legal filings and attending and taking of minutes for all court hearings for the three District Courts and Standing Master.

The District Court receives documents from lower courts on appeals or transfers because of money amounts requested or because of restrictions placed on the lower courts as to the kind of cases that may be heard. The Clerk of District Court is responsible for all statutory requirements associated with case filings and has to be knowledgeable of Montana laws.

The Clerk of District Court is specifically required by law to sign orders in probate cases, judgments in civil cases and to issue bench warrants, summons, and subpoenas. The Clerk of District Court is appointed as the Jury Commissioner to summon jurors and to pay costs for jurors, as well as for all witnesses that qualify for criminal trials. The Clerk of District Court issues marriage licenses along with genealogy research, child support collection, maintenance and property settlement monies, criminal bail bonds, fines and restitution payments, and receives and invests monies tendered into court in civil lawsuits.

The Public Administrator may be appointed as a conservator to manage an individual's financial affairs or as a personal representative in a probate case. Being appointed as a conservator or personal representative happens when there is no one else qualified, no one willing to act, or if an impartial person is necessary. If an individual passes away and the Public Administrator handles the estate, the burial arrangements must be made, residences must be cleaned out, and assets and debts must be determined and protected. Assets then must be liquidated to pay debts and expenses.

#### Department Goals

- To provide outstanding, dedicated professional legal assistance to the public, district court judges, attorneys, victims and perpetrators.
- Maintain accurate and easily accessible records.
- Be the link between the public and the judges.
- Provide professional and courteous access to the courts.

#### Recent Accomplishments

- Continue to add to and perfect our Clerk of District Court Procedures Manual.
- Continue to move records and items from vault and storage to offsite storage rooms to alleviate weight/safety issues.
- Continue to increase the list of counsel, parties, and agencies that we email documents to, saving time and money.
- Continue to remain current in processing workload even though one FTE position has remained vacant since FY 2012.
- Continue to purge records that have a 10-year retention requirement. This will open up additional storage space.

# GENERAL GOVERNMENT

## Clerk of District Court/Public Administrator

### Department Budget

Object of Expenditure	Actual FY 2015	Budget FY 2016	Actual FY 2016	Request FY 2017	Preliminary FY 2017	Final FY 2017
Personnel	655,908	696,009	702,972	702,889	715,950	\$ 715,950
Operations	71,663	85,149	80,622	85,825	80,825	83,825
Debt Service	-	-	-	-	-	-
Capital Outlay	-	7,000	3,590	8,300	8,300	12,000
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 727,571</b>	<b>\$ 788,158</b>	<b>\$ 787,184</b>	<b>\$ 797,014</b>	<b>\$ 805,075</b>	<b>\$ 811,775</b>

#### Budget by Fund Group

General Fund	\$ 727,571	\$ 781,158	\$ 781,234	\$ 788,014	\$ 796,075	\$ 796,775
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	7,000	5,950	9,000	9,000	15,000
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 727,571</b>	<b>\$ 788,158</b>	<b>\$ 787,184</b>	<b>\$ 797,014</b>	<b>\$ 805,075</b>	<b>\$ 811,775</b>

#### Funding Sources

Tax Revenues	\$ 350,377	\$ 332,770	\$ 341,486	\$ 350,017	\$ 340,631	\$ 329,556
Non-Tax Revenues	390,042	278,136	439,899	299,357	265,820	293,232
Cash Reappropriated	(12,848)	177,252	5,799	147,640	198,624	188,986
<b>Total</b>	<b>\$ 727,571</b>	<b>\$ 788,158</b>	<b>\$ 787,184</b>	<b>\$ 797,014</b>	<b>\$ 805,075</b>	<b>\$ 811,775</b>

### Department Personnel

No. of Positions	FT/PT	Title	FTE 2015	FTE 2016	FTE 2017
1	Full-Time	Elected Clerk of District Court	1.00	1.00	1.00
1	Full-Time	Management Supervisor	1.00	1.00	1.00
1	Full-Time	District Court Clerk II/Acctg Clk III	1.00	1.00	1.00
8	Full-Time	District Court Clerk	8.00	8.00	8.00
1	Part-Time	District Court Clerk	0.90	0.90	0.90
1	Full-Time	Training Supervisor	1.00	1.00	1.00
<b>13</b>		<b>Total Program</b>	<b>12.90</b>	<b>12.90</b>	<b>12.90</b>