

Sauk County, Wisconsin

## **Sauk County Clerk of Circuit Court Annual Report Report for year 2013**

**2013 Mission:** The mission of the Sauk County Clerk of Circuit Court office is to provide the administrative link between the judiciary and the public in a manner that is professional, courteous and efficient. We strive to promote and implement procedures that will enhance efficiency in the office and coordinate with the court operations. Our goal is to provide quality justice-related support services to all participants and the general public in an easily accessible and respectful environment.

### **Departmental Program Summary:**

As directed by Wisconsin State Statute 59.40, we provide all courtroom clerking support functions and administer model recordkeeping, collection and disbursement procedures for fines, fees and forfeitures on all case types.

### **2013 Goals Review**

#### **2013 GOALS REVIEW**

<b>OBJECTIVE</b>	<b>WAS THIS OBJECTIVE REACHED IN 2013?</b>
	<b>Yes or No (If no, please provide comment)</b>
Continue to work with staff to establish effective daily work flow processes	Ongoing
Work with CCAP to change and enhance in-court appearance screen functions	Ongoing
Develop Sauk County website to include better procedures & information for the most common self represented litigants beginning with small claims and family	Yes – ongoing. Many procedures put on website
Inactivate Aged Accounts Receivable	No- evaluated & determined not cost/time efficient to do on an individual account basis

**2013 GOALS REVIEW**

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2013?
	Yes or No (If no, please provide comment)
Elevate collection revenues. Turnover of accounts receivable to CMC & HES collection agencies	Ongoing
Research use of E-filing and E-signatures	Ongoing

**Changes / Accomplishments:**

**Statistical Summary:**

**OUTPUT MEASURES**

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL
New cases files	20,678	22,009	18,471
Casework performed	219,979	223,748	203,173
Documents scanned	102,175	122,425	125,973
Gross money receipted	3,743,232	4,613,090	4,468,249
Money collected outstanding fines - Clerk of Courts	942,112	858,013	801,299
Money collected outstanding fines - Other County Depts	218,256	301,949	264,566
Collections via collection agency	230,634	344,062	321,623

**OUTCOME AND EFFICIENCY MEASURES**

DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL
Cases filed vs cases disposed	20,678/20,934 99%	22,009/22,351 98%	18,471/19,329 96%
Debts assessed vs debts collected by individual year	4,196,745 vs 2,345,234 56% Coll rate	5,369,240 vs 3,472,608 65% Coll rate	4,476,717 VS 2,780,369 62% Coll rate
Grand total of debts assessed vs debts collected overall	91,010,152 vs 84,004,316 92% Coll rate	96,610,316 vs 88,826,980 92% Coll rate	100,248,027 vs 94,060,393 94% Coll rate