

Sauk County, Wisconsin  
**Clerk of Circuit Court Annual report for year 2015**

**2015 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. We maintain all court files and are responsible for most CCAP data entries. We assist litigants and the public with court procedures to the extent possible without offering legal advice.

**2015 Goals Review**

**2015 GOALS REVIEW**

| OBJECTIVE  | WAS THIS OBJECTIVE REACHED IN 2015?       |
|--|---|
|  | Yes or No (If no, please provide comment) |
| Enhance and streamline office procedures                           | Ongoing                                   |
| Streamline in-court processing procedures                          | Ongoing                                   |
| Enhance online services to pro se litigants                        | Ongoing                                   |
| Reduce filing time and space needs through paperless court records | Ongoing                                   |
| Elevate collection revenues  | Ongoing                                   |

**Changes / Accomplishments:** As of Jan 1, 2015 we went paperless with Small Claims. In March we were set up by CCAP to receive e-filed cases in all civil case types. In May we implemented a pilot with CCAP to send text reminder notices to parties for criminal court hearings in collaboration with the CJCC. In June we

welcomed Judge Screnock to Sauk County. In October, CCAP set us up to receive e-filed cases from the Child Support Agency. In December we signed a cooperative agreement with the Child Support Agency to get reimbursement from the state for the court clerks' time spent clerking IV-D cases.

**Statistical Summary:**

**OUTPUT MEASURES**

| <b>DESCRIPTION</b>                                   | <b>2013 ACTUAL</b> | <b>2014 ACTUAL</b> | <b>2015 ACTUAL</b> |
|--|--------------------|--------------------|--------------------|
| New cases filed                                      | 18,471             | 16,831             | 15,210             |
| Casework performed                                   | 203,173            | 195,442            | 178,542            |
| Documents scanned                                    | 125,973            | 149,164            | 142,114            |
| Gross money receipted                                | 4,468,249          | 3,081,110          | 4,264,323          |
| Money collected outstanding fines-Clerk of Courts    | 801,299            | 725,243            | 884,146            |
| Money collected outstanding fines-Other County Depts | 264,566            | 252,831            | 237,365            |
| Collections via collection agencies                  | 321,623            | 310,349            | 346,258            |

**OUTCOME AND EFFICIENCY MEASURES**

| <b>DESCRIPTION</b>  | <b>2013 ACTUAL</b>                            | <b>2014 ACTUAL</b>                            | <b>2015 ACTUAL</b>                                |
|---|---|---|---|
| Cases filed vs cases disposed                                 | 18,471/19,329<br>96%                          | 16,831/17,307<br>97%                          | 15,210/15,844<br>96%                              |
| Debts assessed vs debts collected by individual year          | 4,476,717 vs<br>2,780,369<br>62% coll rate    | 3,537,663 vs<br>1,941,538<br>45% coll rate    | 3,492,399 vs<br>1,953,552<br>56% coll rate        |
| Grand total of aged debts assessed vs debts collected overall | 100,248,027<br>vs 94,060,393<br>94% coll rate | 103,916,930<br>vs 98,580,184<br>95% coll rate | 107,828,979<br>vs<br>102,847,230<br>95% coll rate |