

Sauk County, Wisconsin
Clerk of Circuit Court Annual Report for year 2014

2014 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.

2014 Goals Review

2014 GOALS REVIEW

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2014?
	Yes or No (If no, please provide comment)
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	12/31/15 Ongoing
Research use of E-filing and E-signatures	Soon- should have efilng set up in Sauk by Feb 2015
Turnover of accounts receivable to Credit Mgt & Stark	Yes- 50% of receivables go each agency

Changes / Accomplishments: We are paperless in traffic/forfeiture cases and hope to be paperless in most case types by the end of 2015.

In January 2014, we implemented scanning of ALL case types and the inclusion of all correspondence in all case types.

In April 2014, the Vine Protective Order service went live in Sauk County. This allows petitioners to register to receive real-time notifications regarding TRO's.

Statistical Summary:

OUTPUT MEASURES

DESCRIPTION	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL
New cases filed	22,009	18,471	16,831
Casework performed	223,748	203,173	195,442
Documents scanned	122,425	125,973	149,164
Gross money receipted	4,613,090	4,468,249	3,081,110
Money collected outstanding fines- Clerk of Courts	858,013	801,299	725,243
Money collected outstanding fines- Other County Depts	301,949	264,566	252,831
Collections via collection agencies	344,062	321,623	310,349

OUTCOME AND EFFICIENCY MEASURES

DESCRIPTION	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL
Cases filed vs cases disposed	22,009/22,351 98%	18,471/19,329 96%	16,831/17,307 97%
Debts assessed vs debts collected by individual year	5,369,240 vs 3,472,608 65% coll rate	4,476,717 vs 2,780,369 62% coll rate	3,537,663 vs 1,941,538 45% coll rate
Grand total of aged debts assessed vs debts collected overall	96,610,316 vs 88,826,980 92% coll rate	100,248,027 vs 94,060,393 94% coll rate	103,916,930 vs 98,580,184 95% coll rate