

Sauk County, Wisconsin

Register in Probate/Juvenile Clerk of Court Annual Report

2017 Highlights: In January, 2017 the department opted to go paperless with JC (CHIPS) and JV (Delinquency/JIPS – Juvenile in Need of Protection and Services) case filings. The transition was reviewed with the Courts, District Attorney, and Corporation Counsel in the two months prior with unanimous approval. It was a smooth transition and has had a positive effect in all areas, enabling access to case files and reducing paper file storage within the office.

In June, 2017 the department opted to go paperless with all Probate case filings. At the same time the department volunteered to convert to E-filing of new Probate case filings, becoming the 14th county in the state to convert on a voluntary basis. The department determined this was an appropriate time as current files had been scanned and the Clerk of Court was transitioning to mandatory case filings of their case types with onsite CCAP support available. A number of firms have chosen to file electronically during this period. Mandatory E-filing will be required for all Probate cases statewide beginning March 1, 2018.

2017 Goals Review

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2017?
	Yes or No (If no, please provide comment)
Departmental staff and legal counsel/staff trained in electronic filing protocols thus eliminating paper files for all case types within the Register in Probate/Juvenile Clerk of Court department.	No. Currently on track with case types determined by CCAP. Continuing to scan to prepare for future E-filing conversions.
Continue processing E-filings for Probate cases. Coordinate transition to paperless files retained electronically, E-filing in accordance with CCAP release schedule for all case types.	Yes. All Probate cases are now paperless. 39 of 74 cases filed since 06-01-17 filed by E-filing. Current files scanned to accommodate mandatory conversion on March 1, 2018.
Refer pro se filers to utilize the departmental website links and printed materials to assist in the preparation and filing of cases/documents.	No. At present there is an increase in utilization of materials/links but requires additional education.
Increase utilization of the Delegation of Power by Parent document, when appropriate, as an alternative to Juvenile Guardianships. Continue communications with WI State Bar for assistance with pro se guardianship filings for minors. Continue to monitor WI legislation for proposed statutory changes to juvenile guardianships – tentatively Spring of 2018.	No. Utilization of the DPP document has been limited to use by legal counsel. WI State Bar is advising their efforts will be determined by legislative action, if any.

Changes / Accomplishments: In addition to the accomplishments cited under highlights the department has worked with Judges Klicko, Reynolds, and Screnock, as well as court and sheriff's personnel to facilitate juvenile assignments and hearings per the request of the judges. The Register in Probate/Juvenile Clerk of Court will assign all incoming juvenile filings to provide consistency and allow one judge to address all matters related to the child or juvenile. Hearings will be scheduled with the assigned judge, other than Temporary Physical Hearings, which will be held with the intake judge. Hearings will be heard as each branch's calendar permits and Tuesday mornings will no longer be designated as the default time for juvenile matters.

The department continues to work collaboratively with the Clerk of Courts to facilitate the reimbursement of legal fees from guardianship, adversary counsel, and court appointments.

The department has successfully worked with appointed legal counsel to submit billings for payment within the current calendar year. This effort is intended to enable the department to be fiscally sound and avoid delayed billings which impact the next year's budget.

The department continues to work in collaboration with court personnel, county personnel, legal counsel/staff, other agencies, and the general public to accomplish the department's vision and mission in accordance with Wisconsin state statutes and to meet the needs of those we serve.

Statistical Summary:

	2015	2016	2017
Termination of Parental Rights	10	11	14
Adoption (Child/Adult)	24/1	18/1	15/2
Guardianship (Adult)	39	45	39
Guardianship (Juvenile)	19	20	28
<i>Guardianship Filing Total</i>	<i>58</i>	<i>65</i>	<i>67</i>
Children in Need of Protection (CHIPS)	25	27	32
Juvenile in Need of Protection (JIPS)	12	08	08
Juvenile Delinquencies	38	33	45
Juvenile Injunctions	08	07	08
Juvenile Restitution	00	01	00
<i>Juvenile Filing Total</i>	<i>83</i>	<i>76</i>	<i>93</i>
Civil Commitments (Adult)	92	116	111
Civil Commitments	24	27	32

(Juvenile)			
<i>Commitment Filing Total</i>	<i>116</i>	<i>143</i>	<i>143</i>
Probate Unclassified	09	02	04
Probate Formal	03	05	03
Probate Informal	116	122	107
Probate Ancillary	00	01	00
Special Administration	22	24	21
Summary Assignment	00	01	01
Summary Settlement	00	00	00
Termination of Joint Tenancy	00	00	00
Termination of Life Estate	00	00	00
Determination of Descent	00	01	00
Trusts	02	06	02
Wills Filed – No Probate	186	143	128
<i>Probate/Will Filing Total</i>	<i>329</i>	<i>304</i>	<i>266</i>

**OUTPUT MEASURES
OUTCOME AND EFFICIENCY MEASURES**

Walk-in inquiries/filings	10-20 minutes – dependent on nature of inquiry/filing.	20% - 5-15 minutes processing 60% - 15-45 minutes processing 20% - 45+ minutes processing	20% - 5-15 minutes processing 60% - 15-45 minutes processing 20% - 45+ minutes processing
Mail Inquiries/filings	1-2 day response/return	80% - 1 day processing 20% - 2 day+ processing	80% - 1 day processing 20% - 2 day+ processing
Formal Probate	12 month closure-per statutes.	50% - closed within 12 months 30% - closed within 18 months 20% - closed after 18 months	50% - closed within 12 months 30% - closed within 18 months 20% - closed after 18 months
Informal Probate	12 month closure-per statutes.	70% - closed within 12 months 20% - closed within 18 months 10% - closed after 18 months	70% - closed within 12 months 20% - closed within 18 months 10% - closed after 18 months
Juvenile Delinquencies	30-60 days from filing of petition to disposition.	70% - disposition entered 30-45 days 30% - disposition entered 45+ days	70% - disposition entered 30-45 days 30% - disposition entered 45+ days
Juvenile Injunctions	Approximately 1 hour and 45 minutes to process, assign GAL(s), schedule hearing within 12 days of filing.	90% - up to 1.45 hrs processing 10% - 1.45+ hrs processing 100% - hearing within 12 days	90% - up to 1.45 hrs processing 10% - 1.45+ hrs processing 100% - hearing within 12 days
Juvenile Guardianships/ Adult Guardianships and Protective Placements	Pro-se: 15-30 minutes to disseminate info; explain process and forms. Temp. Hrg. 48 - 96 hours after filing Perm. Hrg. 3-4 weeks after filing.	70% - 20-60 minutes processing(Pro-se) 30% - 60+ minutes processing (Pro-se; with counsel) Temp.Hrg. Within 48 or after 96 hours after filing Perm. Hrg. 3-4 weeks after filing.	70% - 20-60 minutes processing (Pro-se) 30% - 60+ minutes processing (Pro-se; with counsel) Temp.Hrg. Within 48 or after 96 hours after filing Perm. Hrg. 3-4 weeks after filing.
Juvenile/Adult Mental Commitments	Release from detention or scheduled Probable Cause Hrg. Within 72 hours of detention-excluding WE or holidays per state stat. Final Hearing within 14 days of detention-including WE or holidays.	70% - Scheduled for PCH within 72 hours (excluding weekends/holidays) 30% - Released from detention without hearing 80% - Settlement agreement signed at PCH 20% - Continued to final hearing	70% - Scheduled for PCH within 72 hours (excluding weekends/holidays) 30% - Released from detention without hearing 80% - Settlement agreement signed at PCH 20% - Continued to final hearing

