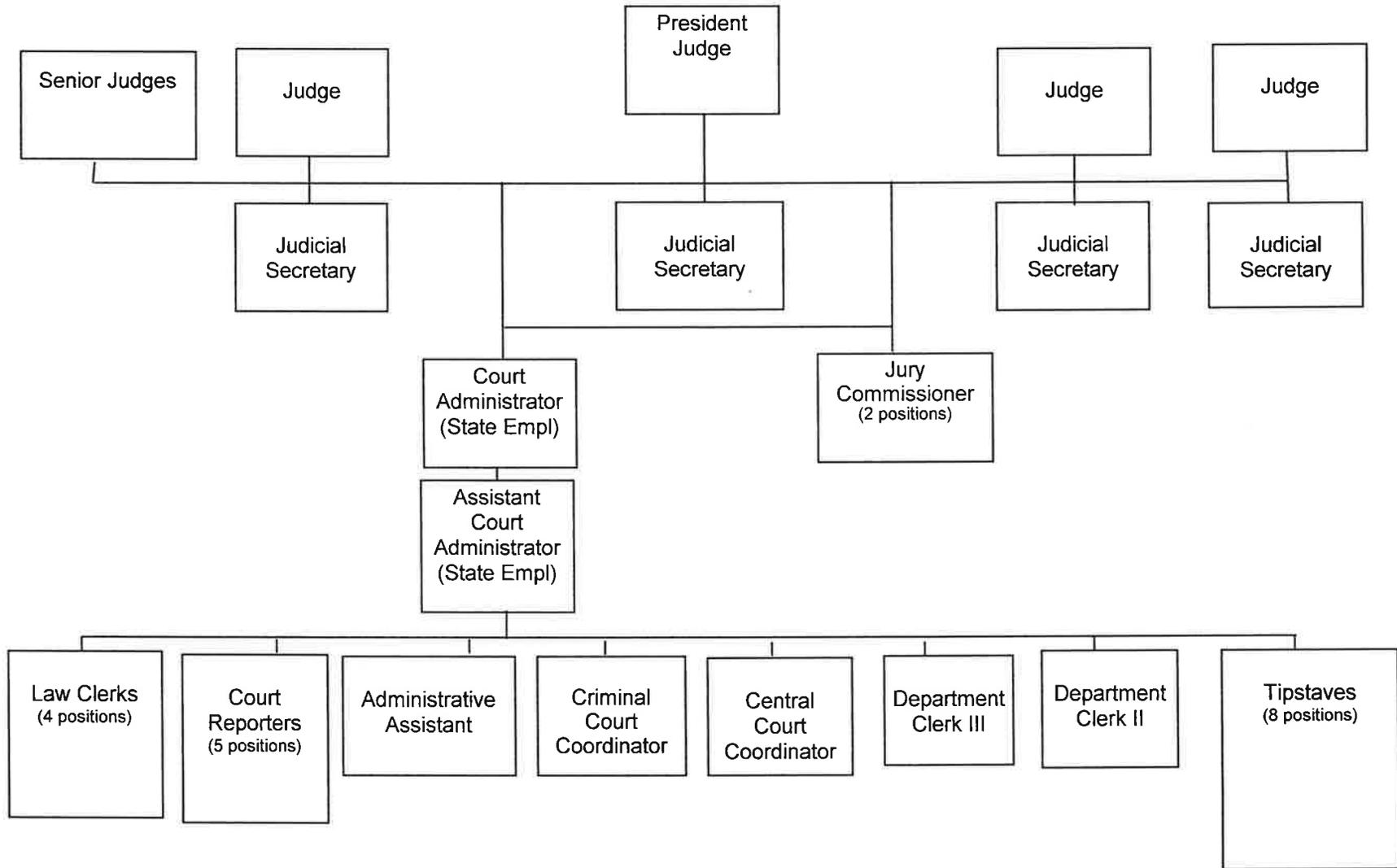


Court Administration



**CENTRE COUNTY GOVERNMENT
2016 BUDGET**

<p>Function: General Government - Judicial</p> <p>Fund Type: General Fund</p>	<p>Department: Court Administration</p>
<p>Description:</p> <p>The Court Administrator's Office is the administrative arm of the Court. The Department is responsible for all support functions necessary to maintain the efficient and effective operation of the judicial system, both the Court of Common Pleas and the Minor Judiciary. Responsibilities of the Department include, but are not limited to, the coordination and processing of judicial assignments, managing and scheduling of all civil and criminal cases through the judicial process, administering the jury selection process, providing pro se litigants with general information on Court procedures such as Protection from Abuse Petitions, monitoring mandated Court programs, maintaining upkeep of Court facilities, supervising staff under the Court's jurisdiction, and all other functions required by the Judges.</p>	<p>Highlights/Goals:</p> <ul style="list-style-type: none"> • To ensure fair, impartial and timely access to the judicial system. • To provide to the general public information regarding Court procedures to ensure a better understanding of the judicial process. • To schedule, monitor and process all criminal case filings from the preliminary hearing stage through sentencing in an efficient manner. • To schedule, monitor and process arbitrations and civil case filings in an efficient manner. • To develop, implement and monitor compliance of Court mandated programs, policies and procedures. • To appoint legal representation to litigants when mandated by law or if qualified under mandated guidelines. • To implement procedures promulgated by the Administrative Office of Pennsylvania Courts and any changes in legislation affecting the judicial system within the County. • To prepare and administer Court budgets, providing authorization for expenditures and monitoring revenues.

	ACCT#	Account Title	2012 Actual	2013 Actual	2014 Actual	2015 Projected	2016 Budget
COURT ADMINISTRATION	42221	PA JUSTICE GENERAL	\$267,920	\$277,890	\$280,205	\$280,000	\$277,000
	42230	PA ADM OFFC PA COURTS	\$5,569	\$3,925	\$5,619	\$12,600	\$10,000
	43110	FEES-SERVICE	\$2,700	\$4,100	\$1,100	\$5,000	\$5,000
	43132	FEES-DUI ADMIN	\$80,138	\$70,259	\$61,172	\$70,000	\$70,000
	43133	FEES-CUSTODY SERVICES	\$0	\$502	\$3,693	\$5,000	\$5,000
	43140	FEES-COURTS	\$80,219	\$66,722	\$67,256	\$70,000	\$70,000
	43460	REIMBURSE-PRISONERS	\$0	\$1,113	\$0	\$0	\$0
	43550	PSU IMPACT FEES	\$34,879	\$40,421	\$37,650	\$39,490	\$38,570
	43901	FINES & FORFEITURES	\$191,069	\$180,839	\$177,981	\$178,000	\$180,000
	44601	MISC DEPTMENTAL RECEIPTS	\$29,509	\$5,120	\$3,460	\$5,400	\$5,000
	Total		\$692,001	\$650,892	\$638,135	\$665,490	\$660,570
	65110	SALARIES AND WAGES-REG	\$754,197	\$751,237	\$779,252	\$784,494	\$804,397
	65120	SALARIES AND WAGES-OT	\$1,852	\$225	\$376	\$1,013	\$975
	65211	BENEFITS-FICA	\$55,273	\$55,370	\$57,412	\$57,523	\$61,611
	65212	BENEFITS-RETIRMNT CONTRIB	\$80,305	\$80,675	\$72,165	\$55,914	\$73,789
	65213	BENEFITS-GROUP INSURANCE	\$178,832	\$145,664	\$160,899	\$184,241	\$192,830
	65214	BENEFITS-U/C INSURANCE	\$2,650	\$2,745	\$3,118	\$2,873	\$3,919
	65215	BENEFITS-W/C INSURANCE	\$3,432	\$2,939	\$1,522	\$1,521	\$1,581
	65310	CONTRACTED CLERICAL SVCS	\$28,505	\$28,852	\$23,939	\$28,000	\$30,000
	65320	CONTRACTED TECHNICAL SVCS	\$1,280	\$675	\$3,924	\$2,800	\$2,500
	65330	CONTRACTED PROFESSIONAL	\$234,772	\$235,936	\$259,980	\$300,000	\$300,000
	65340	CONTRACTED REVIEW/ARBIT	\$28,000	\$22,900	\$19,100	\$22,800	\$25,000
	65410	PROFESSIONAL DUES	\$6,082	\$6,923	\$7,822	\$6,520	\$6,600
	65420	PUBLICATIONS	\$56,597	\$61,465	\$57,099	\$58,600	\$60,000
	65430	COURSES AND SEMINARS	\$2,382	\$2,718	\$2,727	\$2,500	\$2,635
	66130	MAINTENANCE & REPAIRS	\$92	\$0	\$0	\$652	\$0
	66220	TELEPHONE	\$10,454	\$10,282	\$10,445	\$10,700	\$10,700
	66230	POSTAGE	\$8,272	\$6,399	\$6,428	\$6,500	\$8,000
	66240	PRINTING	\$1,197	\$0	\$1,113	\$600	\$1,500
	66250	PHOTOCOPY	\$8,423	\$8,316	\$8,583	\$10,000	\$10,000
	66310	SUPPLIES-GENERAL OFFICE	\$13,973	\$18,623	\$14,842	\$13,500	\$15,000
	66311	SUPPLIES-OPERATING	\$0	\$453	\$0	\$0	\$0
	66350	EQUIPMENT RENTAL	\$11,468	\$3,462	\$3,889	\$2,200	\$3,500
	66410	STAFF TRAVEL	\$4,411	\$3,127	\$900	\$1,100	\$0
	66412	STAFF ALLOWBLE MEAL REIMB	\$0	\$0	\$0	\$0	\$200
	66413	STAFF LODGING REIMBURSMNT	\$0	\$0	\$0	\$0	\$1,000
	66417	INT BUSINESS MEETING EXP	\$0	\$0	\$0	\$0	\$400
	66610	COURT APPEARANCE	\$33,023	\$17,297	\$29,573	\$22,000	\$25,000
	66630	INSURANCE & BOND PREMIUM	\$4,615	\$3,701	\$3,010	\$4,816	\$4,961
	67110	UNRESTRICTED GRANTS	\$58,182	\$62,292	\$62,343	\$64,590	\$66,225
	68110	EQUIPMENT	\$675	\$7,147	\$15,649	\$500	\$1,000
	68120	SOFTWARE	\$3,928	\$5,945	\$5,387	\$7,800	\$7,800

	ACCT#	Account Title	2012 Actual	2013 Actual	2014 Actual	2015 Projected	2016 Budget
COURT ADMINISTRATION (continued)	88604	INT CHARGE DP USAGE	\$62,400	\$62,400	\$62,400	\$62,400	\$52,800
	88652	INT CHARGE VEHICLE USE	\$0	\$0	\$93	\$100	\$300
	88654	INT CHARGE VAN SERVICE	\$1,112	\$0	\$0	\$0	\$0
	88681	INT CHARGE IT INFRASTRCTR	\$22,680	\$22,680	\$24,780	\$24,780	\$24,780
	Total		\$1,679,062	\$1,630,446	\$1,698,771	\$1,741,037	\$1,799,003
	Net Use General Fund	\$987,061	\$979,554	\$1,060,636	\$1,075,547	\$1,138,433	

Dept Number	<u>Department Name</u>		2016 Budget
271	Court Administration		
<u>Acct.No</u>	<u>Account Name</u>	<u>Description</u>	
42221	Justice-Gen	Reimbursement--\$66,750 per Judgeship	267,000
		Reimbursement for 1 Senior Judge Expenses	10,000
		TOTAL	277,000
42230	Adm PA Court	Reimbursement for Appointment of Counsel for Guardianships and Jury Reimbursement	10,000
		TOTAL	10,000
43110	Fees-Service	Arbitration Appeals Fees	5,000
		TOTAL	5,000
43132	Fees-DUI Admin	Portion of DUI Administrative Fee \$100 x each DUI Client	70,000
		TOTAL	70,000
43133	Fees- Custody Services	Costs/Fees/Custody Cases	5,000
		TOTAL	5,000
43140	Fees-Courts	Costs/Fees/Criminal Cases	70,000
		TOTAL	70,000
43550	PSU Impact	Share of contractual Impact Fee paid by PSU	38,570
		TOTAL	38,570
43901	Fine/Forf/Pen	Bail Forfeitures/Fines/Criminal Cases	180,000
		TOTAL	180,000
44601	Misc Receipts	Copy Fees/Restitution	5,000
		TOTAL	5,000
65310	Contract Clerical	Freelance Reporters/Transcript & Order Fees	30,000
		TOTAL	30,000

Dept Number	Department Name		2016 Budget
271	Court Administration		
Acct.No	Account Name	Description	
65320	Contract Tech	Out of County Service by Sheriffs/Constables	<u>2,500</u>
		TOTAL	2,500
65330	Contract Prof	Court Appt. Contracts--\$750/case X 25 cases= \$18,750 X 7 attorneys (\$750/case after initial 25 cases), hourly Court Appointments at \$60/hour, Temporary Law Clerk for Senior Judges at \$40/hour, Medical, Forensic, Psychological, Custody Evaluations and Interpreters	<u>300,000</u>
		TOTAL	300,000
65340	Contract Review	Arbitration Fees/Board of Views	<u>25,000</u>
		TOTAL	25,000
65410	Prof Dues	PACM 2 @ \$175 Jury Commissioners' Assoc. 2 @ \$300 NCRA 1 @ \$275 PCRA 1 @ \$195 NVRA 1 @ \$175 Centre County Bar Assoc. 5 Judges & 4 Law Clerks @ \$85 PA Bar Assoc. 5 Judge & 4 Law Clerks @ \$337 Trial Judges Assoc. 4 @ \$125 & 2 Sr. Judges @ \$30 Juvenile Judges Assoc. 4 @ \$20 Inns of Court--1 Judges @ \$275/ea and 1 Law Clerks @ \$175/ea. Registration fee of \$200 x 4 Law Clerks	<u>6,600</u>
		TOTAL	6,600
65420	Publications	Law Text-CD ROMs/Law Library & Judges	<u>60,000</u>
		TOTAL	60,000

Dept Number **Department Name**
271 **Court Administration**

2016
Budget

<u>Acct.No</u>	<u>Account Name</u>	<u>Description</u>	
65430	Courses/Seminars	PCSTJ Spring/Fall Conference for 5 Judges, PA Bar Association Meeting for 2 Judges, Law Clerks Mandatory Training for 4 Clerks, Jury Commissioners State Conference for 2, PACM Associaiont Meeting for 2 Court Administrators	2,635
		TOTAL	2,635
66220	Phone	Phone service including one cell phone/courts	10,700
		TOTAL	10,700
66230	Postage	Postage	8,000
		TOTAL	8,000
66240	Printing-Dupl	Printing of multi-part forms and documents for Superior Court Appeals	1,500
		TOTAL	1,500
66250	Copies	Copies for Court and out of county Judges	10,000
		TOTAL	10,000
66310	Supplies	Includes supplies for Judges and Staff	15,000
		TOTAL	15,000
66350	Equip Maint/Rent	Stenograph Maintenance and Software Coverage	3,500
		TOTAL	3,500
66412	Staff Allowable Meal Reimb	Miscellaneous Expense for Outside Meetings	200
		TOTAL	200
66413	Staff Lodging Reimbursement	Jury Commissioners Conference PBA Conference	1,000
		TOTAL	1,000
66414	Staff Airfare/Rental Car Reimb	One Flight/Rental Car	0
		TOTAL	0

Dept Number	Department Name		2016
271	Court Administration		Budget
Acct.No	Account Name	Description	
66417	Internal Business Mtg/ Expense	Noon Meetings with Attorneys/Public/Staff	400
		TOTAL	400
66610	Court Appear	Juror fees, meals, expenses	25,000
		TOTAL	25,000
66630	Ins/Bond Prem	Insurance Costs	4,961
		TOTAL	4,961
67110	Unrestricted Grant	Pre-Trial Supervision Program/CACJ	64,225
		Youth Aid Panel Program/CACJ	2,000
		TOTAL	66,225
68110	Equipment	Replacement robe for Judges	1,000
		TOTAL	1,000
68120	Software	Real Legal Live Note for Court Reporters	7,800
		TOTAL	7,800

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CENTRE COUNTY GOVERNMENT
 BUDGET REPORT
 DEPARTMENT: 271 COURT ADMINISTRATION

PAGE NUMBER: 1
 RPT ID: CM_BUDGETRPT

LABEL	CONTRACT TYPE / REQUEST TYPE	PROVIDER / REQUESTOR	BOC / AUTO RENEW	BEGIN / END
271-1245-2397	PROFESSIONAL SERVICE CONTRACTS ADDENDUM TO CONTRACT FEDERAL: 0 STATE: 0 NOTES: PROVISION OF PRISON INTERVIEWS, COURT REPORTS, AND SUPERVISION FOR ELIGIBLE COURT PLACED DEFENDANTS. CONTRACT TOTAL IS \$63,590 FOR THE PERIOD 7/1/15 TO 12/31/15, DIVIDED EVENLY BETWEEN COURT ADMINISTRATION/271 AND PRISON/333 - \$31,795 EACH. ADDENDUM ADDS AN ADDITIONAL 6 MONTHS.	CENTER FOR ALTERN IN COMM JUSTICE BARBARA GALLO COUNTY: 31,795 MATCH:	05/26/2015 NO 0 TOTAL:	07/01/2015 12/31/2015 31,795
271-1379-2271	LEGAL (ATTORNEYS) RENEWAL OF CONTRACT FEDERAL: 0 STATE: 0 NOTES: COURT APPOINTED COUNSEL. TWELVE EQUAL MONTHLY INSTALLMENTS. ATTORNEY MAY ACCEPT ADDITIONAL APPOINTMENTS BEYOND THE ORIGINAL 25 AT \$750 PER CASE. TERMINATION BY EITHER PARTY WITH 4 WEEKS WRITTEN NOTICE.	KROBOTH, CHARLES ESQUIRE BARBARA GALLO COUNTY: 18,750 MATCH:	01/06/2015 NO 0 TOTAL:	01/01/2015 12/31/2015 18,750
271-1378-2275	LEGAL (ATTORNEYS) RENEWAL OF CONTRACT FEDERAL: 0 STATE: 0 NOTES: COURT APPOINTED COUNSEL. TWELVE EQUAL MONTHLY INSTALLMENTS. ATTORNEY MAY ACCEPT ADDITIONAL APPOINTMENTS BEYOND THE ORIGINAL 25 AT \$750 PER CASE. TERMINATION BY EITHER PARTY WITH 4 WEEKS WRITTEN NOTICE. NO AGENDA FORM.	MCGLAUGHLIN, RONALD ESQUIRE BARBARA GALLO COUNTY: 18,750 MATCH:	01/06/2015 NO 0 TOTAL:	01/01/2015 12/31/2015 18,750
271-1066-2258	LEGAL (ATTORNEYS) RENEWAL OF CONTRACT FEDERAL: 0 STATE: 0 NOTES: COURT APPOINTED COUNSEL. TWELVE EQUAL MONTHLY INSTALLMENTS. ATTORNEY MAY ACCEPT ADDITIONAL APPOINTMENTS BEYOND THE ORIGINAL 25 AT \$750 PER CASE. TERMINATION BY EITHER PARTY WITH 4 WEEKS WRITTEN NOTICE.	MCGRAW, SEAN P. ESQUIRE BARBARA GALLO COUNTY: 18,750 MATCH:	01/06/2015 NO 0 TOTAL:	01/01/2015 12/31/2015 18,750
271-2270	LEGAL (ATTORNEYS) NEW CONTRACT FEDERAL: 0 STATE: 0 NOTES: COURT APPOINTED COUNSEL. TWELVE EQUAL MONTHLY INSTALLMENTS. ATTORNEY MAY ACCEPT ADDITIONAL APPOINTMENTS BEYOND THE ORIGINAL 25 AT \$750 PER CASE. TERMINATION BY EITHER PARTY WITH 4 WEEKS WRITTEN NOTICE.	MERRITT, BRANDON D. ESQUIRE BARBARA GALLO COUNTY: 18,750 MATCH:	01/06/2015 NO 0 TOTAL:	01/01/2015 12/31/2015 18,750
271-1067-2259	LEGAL (ATTORNEYS) RENEWAL OF CONTRACT FEDERAL: 0 STATE: 0 NOTES: COURT APPOINTED COUNSEL. TWELVE EQUAL MONTHLY INSTALLMENTS. ATTORNEY MAY ACCEPT ADDITIONAL APPOINTMENTS BEYOND THE ORIGINAL 25 AT \$750 PER CASE. TERMINATION BY EITHER PARTY WITH 4 WEEKS WRITTEN NOTICE.	MILLER, JUSTIN P. ESQUIRE BARBARA GALLO COUNTY: 18,750 MATCH:	01/06/2015 NO 0 TOTAL:	01/01/2015 12/31/2015 18,750
271-1382-2272	LEGAL (ATTORNEYS) RENEWAL OF CONTRACT FEDERAL: 0 STATE: 0 NOTES: COURT APPOINTED COUNSEL. TWELVE EQUAL MONTHLY INSTALLMENTS.	MUIR, KAREN ESQUIRE BARBARA GALLO COUNTY: 18,750 MATCH:	01/06/2015 NO 0 TOTAL:	01/01/2015 12/31/2015 18,750

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CENTRE COUNTY GOVERNMENT
 BUDGET REPORT
 DEPARTMENT: 271 COURT ADMINISTRATION

PAGE NUMBER: 2
 RPT ID: CM_BUDGETRPT

LABEL	CONTRACT TYPE / REQUEST TYPE	PROVIDER / REQUESTOR	BOC / AUTO RENEW	BEGIN / END
	ATTORNEY MAY ACCEPT ADDITIONAL APPOINTMENTS BEYOND THE ORIGINAL 25 AT \$750 PER CASE. TERMINATION BY EITHER PARTY WITH 4 WEEKS WRITTEN NOTICE.			
271-1717-2208	IT SOFTWARE/EQUIP/SERVICES - DEPT RENEWAL OF CONTRACT	STENOGRAPH CORPORATION MAXINE ISHLER	11/18/2014 NO	12/07/2014 12/06/2015
	FEDERAL: 0 STATE: 0 COUNTY: 619 MATCH: 0		TOTAL: 0	619
	NOTES: SOFTWARE SUPPORT (CASE CATALYST SUPPORT) FOR 1 MACHINE FOR 12/7/14 THROUGH 12/6/15. (BUSINESS HR SUPPORT/SI67272)			
271-1111-2227	IT SOFTWARE/EQUIP/SERVICES - DEPT RENEWAL OF CONTRACT	STENOGRAPH CORPORATION BARBARA GALLO	12/09/2014 NO	12/25/2014 12/24/2015
	FEDERAL: 0 STATE: 0 COUNTY: 1,797 MATCH: 0		TOTAL: 0	1,797
	NOTES: SOFTWARE SUPPORT FOR 3 COURT REPORTING MACHINES AT A COST OF \$619 EACH FOR A CONTRACT TOTAL OF \$1,797.			
271-1249-2557	ANNUAL MAINTENANCE CONTRACT RENEWAL OF CONTRACT	STENOGRAPH CORPORATION KENDRA MIKNIS	09/01/2015 NO	10/02/2015 10/01/2016
	FEDERAL: 0 STATE: 0 COUNTY: 379 MATCH: 0		TOTAL: 0	379
	NOTES: MAINTENANCE AND REPAIR SERVICES WITH LOANER PROVIDED FOR 1 STENO MACHINE FOR THE PERIOD 10/2/15-10/1/16 - STENOGRAPH DIAMANTE #204097. THIS CONTRACT WAS PRESENTED AND APPROVED TOGETHER WITH A CONTRACT COVERING 2 STENO MACHINES FOR THE PERIOD 9/19/15-9/18/16 AT A COST OF \$379 EACH.			
271-2558	ANNUAL MAINTENANCE CONTRACT NEW CONTRACT	STENOGRAPH CORPORATION KENDRA MIKNIS	09/01/2015 NO	09/19/2015 09/18/2016
	FEDERAL: 0 STATE: 0 COUNTY: 758 MATCH: 0		TOTAL: 0	758
	NOTES: MAINTENANCE AND REPAIR SERVICES WITH LOANER PROVIDED FOR 2 STENO MACHINES FOR THE PERIOD 9/19/15-9/18/16 - STENOGRAPH DIAMANTE #Z13458 AND DIAMANTE #Z13464. \$379 EACH FOR A TOTAL OF \$758. NOTE: THIS CONTRACT WAS PRESENTED AND APPROVED TOGETHER WITH A CONTRACT COVERING 1 STENO MACHINE FOR THE PERIOD 10/2/15-10/1/16 AT A COST OF \$379.			
271-1120-1970	IT SOFTWARE/EQUIP/SERVICES - DEPT ADDENDUM TO CONTRACT	THOMSON REUTERS MAXINE O. ISHLER	05/27/2014 NO	05/27/2014 05/27/2017
	FEDERAL: 0 STATE: 0 COUNTY: 160,317 MATCH: 0		TOTAL: 0	160,317
	NOTES: WESTLAW ADDENDUM. AS OF MAY 2014, THE MONTHLY COST IS \$4,091.80, HOWEVER A 3% INCREASE IS DUE PER BG. A YEARLY TOTAL OF \$53,439 FOR THE PERIOD 05/27/14 TO 05/27/17 IS GIVEN ON THE AGENDA FORM FOR AN ESTIMATED TOTAL OF \$160,317 FOR THE 36 MONTH TERM. MONTHLY CHARGE INCREASES NOT TO EXCEED 3% FOR THE SECOND AND THIRD 12-MONTH PERIODS OVER THE PREVIOUS 12 MONTH PERIOD. AFTER THE 36 MONTH MINIMUM TERM, CHARGES ARE BILLED AT THE THEN-CURRENT RATES.			
271-1222-2260	LEGAL (ATTORNEYS) RENEWAL OF CONTRACT	TRIALONAS, STEVEN P ESQUIRE BARBARA GALLO	01/06/2015 NO	01/01/2015 12/31/2015
	FEDERAL: 0 STATE: 0 COUNTY: 18,750 MATCH: 0		TOTAL: 0	18,750
	NOTES: COURT APPOINTED COUNSEL. TWELVE EQUAL MONTHLY INSTALLMENTS. ATTORNEY MAY ACCEPT ADDITIONAL APPOINTMENTS BEYOND THE ORIGINAL 25 AT \$750 PER CASE. TERMINATION BY EITHER PARTY WITH 4 WEEKS WRITTEN NOTICE.			