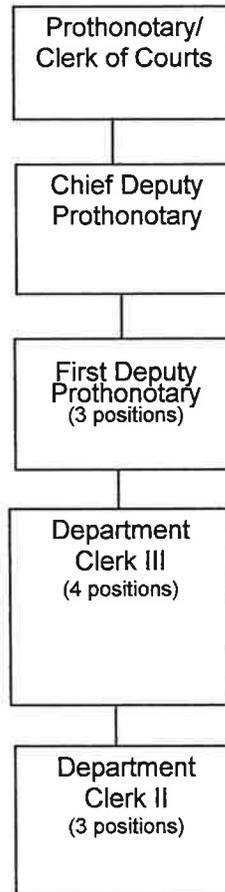


Prothonotary/Clerk of Courts'



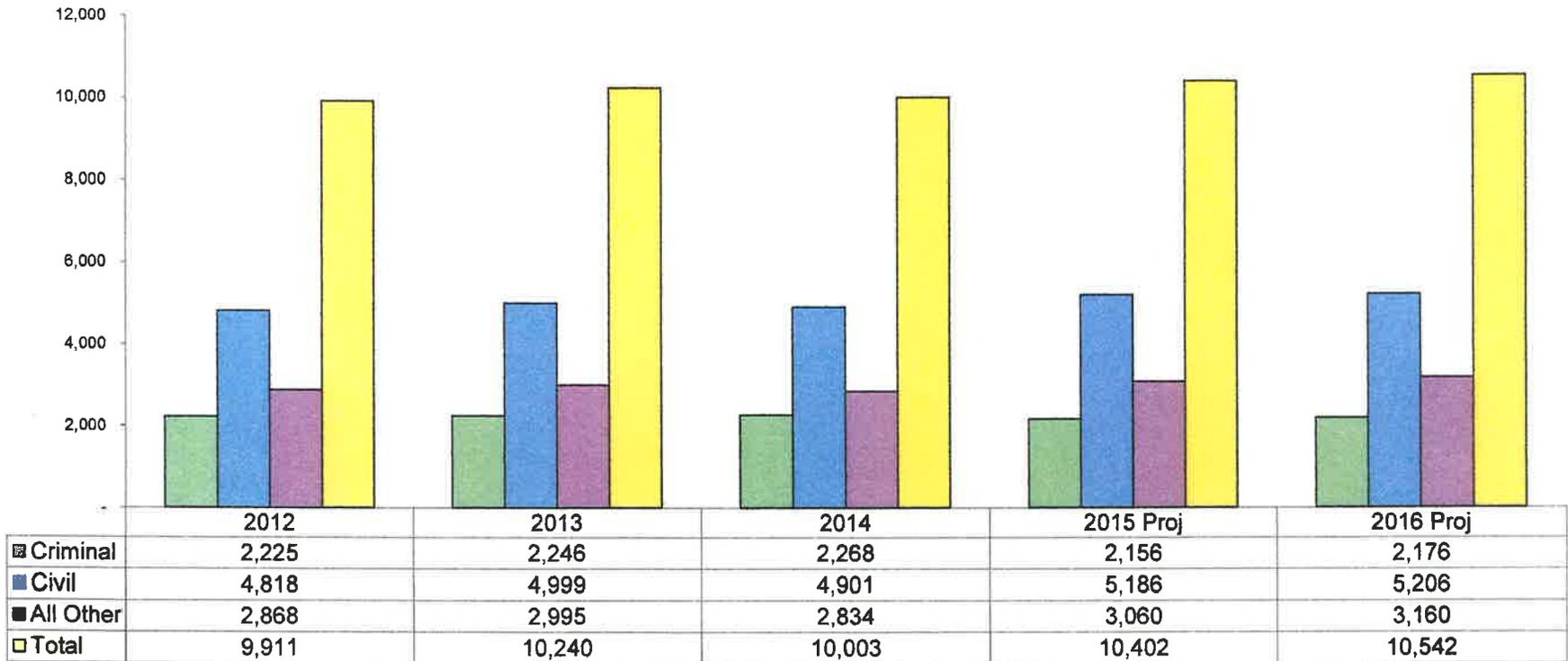
**CENTRE COUNTY GOVERNMENT
2016 BUDGET**

| | |
|--|---|
| <p>Function: General Government - Judicial</p> <p>Fund Type: General Fund</p> | <p>Department: Prothonotary</p> |
| <p>Description: The Centre County Prothonotary's Office is the permanent record keeping office for the Court of Common Pleas of Centre County. Both civil and criminal transactions are filed, docketed and maintained in this office, in addition to judgments, support and divorce actions, and numerous other miscellaneous filings. The office is responsible for the collection of bail money and its return to the surety upon completion of the court action.</p> <p>Public access to case information is available during normal business hours (8:30 am – 5:00 pm Monday through Friday, excluding holidays).</p> <p>Prothonotary service fees and operational procedures are established by the State Legislature, guided by the Pennsylvania Rules of Civil and Criminal Procedures. Approximately 5,000 civil cases; 2,500 criminal cases and 2,500 miscellaneous cases are recorded and maintained yearly in the Prothonotary's Office. In addition to providing information to county offices, the general public and attorneys, this office processes approximately 1,000 passport applications each year. Also, those individuals wishing to become United States citizens are naturalized through this office. Naturalization ceremonies include the induction of approximately 30 new citizens in Centre County each year.</p> | <p>Highlights/Goals:</p> <ul style="list-style-type: none"> • Efilm Reader Project: IQS Works to scan civil and criminal microfilm to be put online. • Remodeling work to install a glass security barrier and two secured doors between the lobby and the back of the office. • Effective July 1, 2015 Act 25 of 2014 Protection of Victims of Sexual Violence or Intimidation (42 Pa.C.S. 62A01 et seq.). • July 16, 2015 presented Passport Integrity Award by The Philadelphia Passport Agency for receiving a fully compliant report from the Acceptance Facility Oversight Program • Increase in passport applications. • Presented a Certificate of Appreciation from the Administrative Office of Pennsylvania Courts in recognition of our significant contribution to Pennsylvania's winning the National Center for State Courts' 2014 Reporting Excellence Award for civil court data. |

CENTRE COUNTY GOVERNMENT 2016 PROGRAM SUMMARY

| | <u>STATUTORY AUTHORITY</u> | <u>COMMISSIONERS INITIATIVE</u> | <u>MANDATED PROGRAMS</u> |
|---|--------------------------------|-------------------------------------|------------------------------|
| Prothonotary | | | |
| <u>PROGRAMS</u> | | | |
| Certify met DUI programs & fines | Act 122 | | X |
| Fingerprinting required before name changes | Act 83 | | X |
| Jen & Dave Law - criminal background info for divorce and custody actions | Act 119 | | X |
| Notify PennDOT regarding license suspension | Act 151 | | X |
| Private Detectives - certify and issue badges | Act 132 | | X |
| Protection from Abuse Database (PFAD) | | | X |
| Social Security Number prior to entry of Divorce Decree | 23 Pa. C.S.A. 4304.1(a)(3) | | X |
| 2006 Protection From Abuse Act Amendments | Act 66 | | X |
| Summary Case Expungement | 18 Pa. C.S.A. 912 (b)(3)(i) | | X |
| Civil Cover Sheet | Pa.R.C.P. 205.5 | | X |
| Protection of Victims of Sexual Violence or Intimidation | 42 pa. C.S 62A01 | | X |

SUMMARY OF PROTHONOTARY CASELOAD



PROTHONOTARY

| ACCT# | Account Title | 2012 Actual | 2013 Actual | 2014 Actual | 2015 Projected | 2016 Budget |
|-----------------------------|---------------------------|------------------|------------------|------------------|------------------|------------------|
| 43110 | FEES-SERVICE | \$401,852 | \$386,111 | \$446,198 | \$522,000 | \$524,000 |
| 43163 | FEES-DATA AUTOMATN-CLERK | \$11,451 | \$9,339 | \$9,391 | \$10,000 | \$10,100 |
| 43164 | FEES-DATA AUTO PROTHONTRY | \$20,951 | \$18,600 | \$17,845 | \$19,000 | \$19,100 |
| 43301 | COMMISSIONS | \$25,425 | \$32,475 | \$29,350 | \$40,000 | \$38,500 |
| 43901 | FINES & FORFEITURES | \$0 | \$0 | \$0 | \$250 | \$0 |
| 44101 | INTEREST INCOME | \$192 | \$110 | \$386 | \$750 | \$225 |
| 44601 | MISC DEPTMENTAL RECEIPTS | \$3,449 | \$0 | \$50 | \$11,600 | \$0 |
| Total | | \$463,321 | \$446,635 | \$503,220 | \$603,600 | \$591,925 |
| 65110 | SALARIES AND WAGES-REG | \$404,491 | \$406,354 | \$409,914 | \$396,849 | \$412,224 |
| 65211 | BENEFITS-FICA | \$29,503 | \$30,061 | \$30,089 | \$29,172 | \$31,535 |
| 65212 | BENEFITS-RETIRMNT CONTRIB | \$43,562 | \$44,198 | \$38,863 | \$29,219 | \$38,543 |
| 65213 | BENEFITS-GROUP INSURANCE | \$92,670 | \$82,154 | \$91,296 | \$86,821 | \$88,381 |
| 65214 | BENEFITS-U/C INSURANCE | \$1,680 | \$1,702 | \$1,956 | \$1,668 | \$2,143 |
| 65215 | BENEFITS-W/C INSURANCE | \$3,471 | \$3,330 | \$1,873 | \$1,949 | \$2,275 |
| 65330 | CONTRACTED PROFESSIONAL | \$3,439 | \$77,605 | \$61,800 | \$49,500 | \$2,500 |
| 65410 | PROFESSIONAL DUES | \$500 | \$500 | \$500 | \$500 | \$500 |
| 65420 | PUBLICATIONS | \$412 | \$437 | \$446 | \$500 | \$550 |
| 65430 | COURSES AND SEMINARS | \$375 | \$0 | \$375 | \$0 | \$400 |
| 66101 | OCCUPANCY-GENERAL | \$1,040 | \$2,080 | \$1,560 | \$1,560 | \$1,560 |
| 66150 | UTILITIES | \$455 | \$454 | \$444 | \$450 | \$475 |
| 66220 | TELEPHONE | \$2,092 | \$1,722 | \$1,695 | \$2,036 | \$2,050 |
| 66230 | POSTAGE | \$17,157 | \$18,381 | \$18,536 | \$20,632 | \$20,750 |
| 66240 | PRINTING | \$1,368 | \$1,394 | \$1,195 | \$1,500 | \$1,500 |
| 66250 | PHOTOCOPY | \$5,719 | \$5,512 | \$5,719 | \$6,500 | \$6,500 |
| 66310 | SUPPLIES-GENERAL OFFICE | \$8,644 | \$8,676 | \$9,471 | \$9,500 | \$9,500 |
| 66350 | EQUIPMENT RENTAL | \$1,136 | \$39 | \$192 | \$0 | \$400 |
| 66410 | STAFF TRAVEL | \$501 | \$0 | \$460 | \$0 | \$0 |
| 66411 | STAFF MILEAGE REIMBURSMNT | \$0 | \$0 | \$0 | \$0 | \$200 |
| 66412 | STAFF ALLOWBLE MEAL REIMB | \$0 | \$0 | \$0 | \$0 | \$50 |
| 66413 | STAFF LODGING REIMBURSMNT | \$0 | \$0 | \$0 | \$0 | \$400 |
| 66415 | STAFF TRAVEL-OTHER REIMB | \$0 | \$0 | \$0 | \$0 | \$50 |
| 66630 | INSURANCE & BOND PREMIUM | \$2,192 | \$1,737 | \$1,396 | \$2,097 | \$2,160 |
| 66640 | MISC OPERATING EXPENSE | \$0 | \$0 | \$0 | \$2,757 | \$0 |
| 68110 | EQUIPMENT | \$0 | \$1,484 | \$943 | \$963 | \$1,045 |
| 68140 | BUILDINGS & IMPROVEMENTS | \$0 | \$0 | \$0 | \$20,648 | \$0 |
| 79410 | INCOME TO FUND BALANCE | \$0 | \$0 | \$0 | \$29,000 | \$29,200 |
| 88604 | INT CHARGE DP USAGE | \$31,200 | \$31,200 | \$31,200 | \$31,200 | \$28,800 |
| 88610 | INT CHARGE FLOATERS | \$796 | \$2,376 | \$0 | \$0 | \$0 |
| 88656 | INT CHARGE DELIVERY | \$359 | \$0 | \$0 | \$0 | \$0 |
| 88681 | INT CHARGE IT INFRASTRCTR | \$10,500 | \$10,500 | \$10,500 | \$10,500 | \$10,920 |
| Total | | \$663,263 | \$731,897 | \$720,422 | \$735,521 | \$694,611 |
| Net Use General Fund | | \$199,942 | \$285,261 | \$217,203 | \$131,921 | \$102,686 |

| Dept Number | <u>Department Name</u> | | 2016 Budget |
|-----------------------|------------------------------------|---|------------------------|
| 223 | Prothonotary | | |
| <u>Acct.No</u> | <u>Account Name</u> | <u>Description</u> | |
| 43110 | Fees-Service | Filing fees collected pursuant to Act #98-164 of the Pennsylvania Legislature with approval of the Court. | <u>524,000</u> |
| | | TOTAL | 524,000 |
| 43163 | Fees-Data Automation-Clerk | A \$5.00 automation fee for the initiation of any action or legal proceeding pursuant to Act 2000-36. This fee is to be used solely for the purpose of automation and continued automation update of the office of the clerk of courts. | <u>10,100</u> |
| | | TOTAL | 10,100 |
| 43164 | Fees-Data Automation-Prothy | A \$5.00 automation fee for the initiation of any action or legal proceeding pursuant to Act 1998-64 This fee is to be used solely for the purpose of automation and continued automation update of the office of the Prothonotary. | <u>19,100</u> |
| | | TOTAL | 19,100 |
| 43301 | Commissions | Fee to execute an application for the U.S. Passport | <u>38,500</u> |
| | | TOTAL | 38,500 |
| 44101 | Interest Income | Interest income earned of Bail Account | <u>225</u> |
| | | TOTAL | 225 |
| 65330 | Contract-Prof | Retainer Solicitor plus Special Research requests | <u>2,500</u> |
| | | TOTAL | 2,500 |
| 65410 | Prof Dues | Association dues | <u>500</u> |
| | | TOTAL | 500 |
| 65420 | Publications | Pa rules of Court; Penna. Bulletin, Legal Journal | <u>550</u> |
| | | TOTAL | 550 |

| Dept Number | <u>Department Name</u> | | 2016 |
|-----------------------|-------------------------------|--|----------------------|
| 223 | Prothonotary | | <u>Budget</u> |
| <u>Acct.No</u> | <u>Account Name</u> | <u>Description</u> | |
| 65430 | Course/Seminars | Conferences | 400 |
| | | TOTAL | 400 |
| 66101 | Occupancy | Sullivan's Mini-Storage (Prothonotary's exhibits) | 1,560 |
| | | TOTAL | 1,560 |
| 66150 | Utilities | DSL internet connection | 475 |
| | | TOTAL | 475 |
| 66220 | Phone | Local & Long-Distance calls/faxes to various companies and attorneys | 2,050 |
| | | TOTAL | 2,050 |
| 66230 | Postage | Cost to mail Notices and Records to Litigants, Attorneys and Appellate Courts; U.S. Passport Services requires all passport applications be sent by Express Mail | 20,750 |
| | | TOTAL | 20,750 |
| 66240 | Printing-Dupl | Printing of various forms and envelopes | 1,500 |
| | | TOTAL | 1,500 |
| 66250 | Copies | Copy documents and files | 6,500 |
| | | TOTAL | 6,500 |
| 66310 | Supplies | General Office Supplies for the operation of office | 9,500 |
| | | TOTAL | 9,500 |
| 66350 | Equip Maint/Rent | Maintenance on Court Seal and Stamps | 400 |
| | | TOTAL | 400 |
| 66411 | Staff Mileage Reimbursement | Travel to State Conference | 200 |
| | | TOTAL | 200 |

| Dept Number | <u>Department Name</u> | | | 2016 Budget |
|-----------------------|------------------------------------|--|--------------|------------------------|
| 223 | Prothonotary | | | |
| <u>Acct.No</u> | <u>Account Name</u> | <u>Description</u> | | |
| 66412 | Staff Allowable Meal Reimbursement | Meal at State Conference | | 50 |
| | | | TOTAL | 50 |
| 66413 | Staff Lodging Reimbursement | Hotel for State Conference | | 400 |
| | | | TOTAL | 400 |
| 66415 | Staff Other Travel Reimbursement | Parking, tolls, etc for State Conference | | 50 |
| | | | TOTAL | 50 |
| 66630 | Ins/Bond Prem | Insurance charges and bonds | | 2,160 |
| | | | TOTAL | 2,160 |
| 68110 | Equipment | Replace timeclock | | 1,045 |
| | | | TOTAL | 1,045 |
| 79410 | Ending Fund Balance | Total of accounts for fees-Data Automation Clerk and Prothontary | | 29,200 |
| | | | TOTAL | 29,200 |

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 RUN TIME: 16:25:28
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CENTRE COUNTY GOVERNMENT
 BUDGET REPORT
 DEPARTMENT: 223 PROTHONOTARY

PAGE NUMBER: 1
 RPT ID: CM_BUDGETRPT

| LABEL | CONTRACT TYPE / REQUEST TYPE | PROVIDER / REQUESTOR | BOC / AUTO RENEW | BEGIN / END |
|----------|--|--|------------------------------|-------------------------------------|
| 223-2364 | LEGAL (ATTORNEYS) NEW CONTRACT FEDERAL: 0 STATE: 0 NOTES: FEE AGREEMENT TO RETAIN ATTORNEYS TO REPRESENT CLIENT DEBRA IMMEL, CENTRE COUNTY PROTHONOTARY, IN ISSUES RELATING TO ORIGINAL RECORDS MISSING FROM THE RECORDS OF THE OFFICE OF THE CENTRE COUNTY PROTHONOTARY. FEE IS \$95 PER HOUR WITH AN INITIAL CAP OF \$2,000. NO TERM OR END DATE. AN END DATE OF 12/31/15 IS GIVEN FOR REVIEW PURPOSES. | DELAFIELD, MCGEE & JONES P.C. DENISE ELBELL COUNTY: 0 MATCH: | 04/23/2015 NO 0 TOTAL: | 04/23/2015 12/31/2015 0 |
| 223-1062 | SERVICE - NONPROVIDER OR TECHNICAL NEW CONTRACT FEDERAL: 0 STATE: 0 NOTES: DIGITIZATION OF CIVIL CASES. SOURCE OF FUNDING: RECORDS AUTOMATION FUND. 12 QUARTERLY PAYMENTS OF \$15,000 FOR A PERIOD OF 36 MONTHS. FINAL DELIVERY WILL BE BEFORE CONTRACT END (3/20/15) WITH FINAL PAYMENT AFTER THAT PER CONTRACT REVIEW OF FEBRUARY 2015. | INFO QUICK SOLUTIONS INC DEBRA IMMEL COUNTY: 180,000 MATCH: | 03/20/2012 NO 0 TOTAL: | 03/20/2012 03/20/2015 180,000 |

2 - NUMBER OF OPEN CONTRACTS FOR PROTHONOTARY