

# Courts Summary

	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Circuit Court	\$2,030,608	\$1,857,190	\$1,876,400	\$1,996,780	7.52%	6.42%
Circuit Court Masters	614,910	528,590	524,420	543,560	2.83%	3.65%
Orphan's Court	38,187	50,770	58,160	59,230	16.66%	1.84%
Volunteer Community Services	208,324	178,280	178,380	190,680	6.96%	6.90%
<b>Total Courts</b>	<b>\$2,892,029</b>	<b>\$2,614,830</b>	<b>\$2,637,360</b>	<b>\$2,790,250</b>	<b>6.71%</b>	<b>5.80%</b>

## Mission and Goals

The mission of the Circuit Court for Carroll County is to serve its residents in the determination of litigation in serious criminal matters substantive civil cases, domestic and child support cases, in accordance with the Constitution, while administering justice in a fair and efficient manner.

### Goals include:

- Maintain a commitment to expediting the judicial process in order to enhance and build the public trust and confidence in the justice system.
- Provide the framework for proper distribution of estates to legal heirs
- Assist children involved in delinquent behavior to utilize the available resources to receive intervention from appropriate agencies
- Provide prompt resolution of family law issues such as visitation, divorce, and custody
- Ensure as many non-profit organizations and government agencies receive benefit from services of the Volunteer Community Service Program as possible

## Highlights, Changes, and Useful Information

- The Circuit Court is part of a separate and equal branch of government. While the Commissioners have a legal requirement to adequately fund the Circuit Court, they do not have operational authority over it.
- The Circuit Court Masters and Volunteer Community Services are under the control of the Circuit Court of Carroll County.
- The State directly pays for the salaries and benefits for the Circuit Court Judges and their law clerks, three Standing Masters and their support staff, and provides reimbursement to the County for one Standing Master.
- In addition to direct funding to the Circuit Court, the County also provides in-kind support, including health benefits, building maintenance, technology services and support, access to the County's fleet of pool vehicles and Personnel Services' staff.

## Budget Changes

- Orphan's Court increases between the FY 15 Original and Adjusted due to annualizing the legislated salary increase that took effect in January 2015.
- Circuit Court increases due to a 2.5% salary increase and additional bailiff hours related to the opening of a new courtroom in FY 16.
- Circuit Court Masters and Volunteer Community Services increase due to OPEB allocations.

# Circuit Court

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$1,364,927	\$1,410,190	\$1,428,030	\$1,543,160	9.43%	8.06%
Benefits	524,510	301,240	302,610	308,210	2.31%	1.85%
Operating	123,424	136,160	136,160	143,100	5.10%	5.10%
Capital	17,748	9,600	9,600	2,310	-75.94%	-75.94%
<b>Total</b>	<b>\$2,030,608</b>	<b>\$1,857,190</b>	<b>\$1,876,400</b>	<b>\$1,996,780</b>	<b>7.52%</b>	<b>6.42%</b>
<b>Employees FTE</b>	<b>31.69</b>	<b>32.69</b>	<b>33.21</b>	<b>34.55</b>	<b>-----</b>	<b>-----</b>

Note: FY 14 Actuals include a health and fringe allocation. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

## Contact

The Honorable Michael M. Galloway, Administrative Judge  
(410) 386-2650

Sheree Lima, Management and Budget Project Coordinator  
(410) 386-2082

<http://ccgoverment.carr.org/ccg/circuit-court/Default.aspx>

## Mission

The mission of the Circuit Court for Carroll County is to serve its residents in the determination of litigation in serious criminal matters, substantive civil cases, and domestic and child support cases, in accordance with the Constitution.

## Description

The Circuit Court is a trial court of general jurisdiction, which handles major civil cases and serious criminal matters. The Circuit Court also has appellate jurisdiction over the District Court and certain administrative agencies. The Circuit Court has full common law, equity powers and jurisdiction in all civil and criminal cases within the County and all additional powers and jurisdiction conferred by the Constitution and by law, except where by law a jurisdiction has been limited or conferred upon by another tribunal.

## Program Highlights

- A Fourth Judge and support staff were added in FY 14.
- Juror terms continue to be one week in order to minimize the economic impact on the citizens of Carroll County.
- Carroll County is now on the statewide jury system which allows citizens to log onto the Court's website and send their information to the Court via web forms.
- Installed an elevator at the Historic Courthouse and electronic docket boards at both the Historic Courthouse and Courthouse Annex.
- Courtroom #10 is scheduled to be complete in FY 16.

## Budget Changes

- The increase from FY 15 Original to Adjusted is due to increased Bailiff hours as the result of an additional judge.
- A 2.5% salary increase is included in FY 16.
- Personnel increases due to additional Bailiff hours for coverage related to the opening of Courtroom #10.
- Operating increases due to additional funding for grand jury and postage related to jury summoning.
- Capital decreases due to one-time funding in FY 15 to supplement grant funding for an x-ray machine.

## Positions

Title	Type	FTE
<i>Administrator</i>	Full-time	1.00
<i>Assignment Officer</i>	Full-time	4.00
<i>Bailiff</i>	Full-time	16.55
<i>Court Reporter</i>	Full-time	4.00
<i>Deputy Administrator</i>	Full-time	1.00
<i>Judicial Assistant</i>	Full-time	4.00
<i>Jury Commissioner</i>	Full-time	1.00
<i>Reporter/Librarian</i>	Full-time	1.00
<i>Staff Attorney</i>	Full-time	1.00
<i>Support Specialist</i>	Full-time	1.00
<b>Total</b>		<b>34.55</b>

## Total County Funding

Department	Estimated Cost
<i>Circuit Court</i>	\$1,996,780
<i>Health Benefits</i>	315,000
<i>Utilities</i>	237,700
<i>Building Maintenance</i>	269,700
<i>Technology Support</i>	48,080
<i>Grant's Cash Match</i>	93,940
<b>Total</b>	<b>\$2,961,200</b>

# Circuit Court Masters

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$359,330	\$389,840	\$385,960	\$395,620	1.48%	2.50%
Benefits	249,145	132,590	132,300	141,680	6.86%	7.09%
Operating	6,280	6,160	6,160	6,260	1.62%	1.62%
Capital	155	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$614,910</b>	<b>\$528,590</b>	<b>\$524,420</b>	<b>\$543,560</b>	<b>2.83%</b>	<b>3.65%</b>
<b>Employees FTE</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>-----</b>	<b>-----</b>

Note: FY 14 Actuals include a health and fringe allocation. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

## Contact

The Honorable Michael M. Galloway, Administrative Judge  
(410) 386-2650

Sheree Lima, Management and Budget Project Coordinator  
(410) 386-2082

<http://ccgovernment.carr.org/ccg/circuit-court/judges.aspx>

## Mission

The mission of this court is to see that children are given the appropriate services to assist them and that all children involved in delinquent behavior receive intervention from appropriate agencies.

## Description

The Juvenile Court functions as part of the Circuit Court but the Circuit Court Masters preside over the hearings. All Delinquency, Child in Need of Assistance, and Child in Need of Supervision cases are heard in Juvenile Court. The Juvenile Court works closely with other agencies such as the Department of Juvenile Services, the Carroll County Department of Social Services, and the State Attorney's Office, the Office of the Public Defender, and the Board of Education.

## Program Highlights

The County is reimbursed by the State for the salary and benefits of one full-time Standing Circuit Court Master.

## Budget Changes

- A 2.5% salary increase is included in FY 16.
- Benefits increase due to OPEB allocation.

## Positions

Title	Type	FTE
Judicial Assistant	Full-time	4.00
Legal Assistant	Full-time	2.00
Master for Juvenile Causes*	Full-time	1.00
<b>Total</b>		<b>7.00</b>

\*Salary and benefits for one Juvenile Master are reimbursed by the State. Three Juvenile Masters are paid directly by the State and are not included in the FTE numbers.

## Total County Funding

Title	Estimated Cost
Circuit Court Masters	\$543,560
Health Benefits	122,500
<b>Total</b>	<b>\$666,060</b>

# Orphan's Court

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$30,117	\$39,630	\$46,500	\$46,500	17.34%	0.00%
Benefits	6,954	9,180	9,700	10,770	17.32%	11.03%
Operating	1,115	1,960	1,960	1,960	0.00%	0.00%
Capital	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$38,187</b>	<b>\$50,770</b>	<b>\$58,160</b>	<b>\$59,230</b>	<b>16.66%</b>	<b>1.84%</b>
<b>Employees FTE</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-----</b>	<b>-----</b>

Note: FY 14 Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

## Contact

The Honorable Dorothy V. Utz, Chief Judge (410) 386-2086  
 Sheree Lima, Management and Budget Project Coordinator  
 (410) 386-2082

## Budget Changes

- The increase from FY 15 Original to Adjusted is due to annualizing the legislated salary increase that took effect in January 2015.
- Benefits increase due to OPEB allocations.

## Mission and Goals

To review all estates, verify that the personal representative has complied with the Annotated Code of MD-Estates and Trusts, and distribute the estate according to the deceased's will.

### Goals include:

- Enforce the statutes for the assessment and collection of inheritance tax
- Educate the public about the need for a will
- Provide the framework for the proper distribution of the net distributable estate to the legal heirs
- Read and examine every estate of persons who die in Carroll County

## Description

The Judges of the Orphan's Court probate wills greater than \$20,000. Their functions are to:

- Ensure that all deceased person's wills are carried out in accordance with their desires
- Protect the rights of heirs in the absence of a will
- Preside over probate hearings where there are disputes as to the administration of the estate

In addition, the Court approves all petitions for personal representative fees, attorney fees, and funeral expenses in accordance with the laws of the State of Maryland.

In accordance with the laws of the State of Maryland, the County pays the salaries and expenses of three Orphan's Court Judges. Salaries of the Orphan's Court Judges are set by law and may change only at the beginning of their four-year term.

## Positions

Title	Type	FTE
Judge, Orphan's Court	By-Law	3.00
<b>Total</b>		<b>3.00</b>

# Volunteer Community Service Program

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$128,993	\$136,580	\$136,680	\$140,090	2.57%	2.49%
Benefits	74,706	35,720	35,720	44,210	23.77%	23.77%
Operating	4,625	5,980	5,980	6,380	6.69%	6.69%
Capital	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$208,324</b>	<b>\$178,280</b>	<b>\$178,380</b>	<b>\$190,680</b>	<b>6.96%</b>	<b>6.90%</b>
<b>Employees FTE</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>-----</b>	<b>-----</b>

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## Contact

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<http://ccgovernment.carr.org/ccg/circuit-court/vcsp.aspx>

## Mission and Goals

To offer a positive alternative to the traditional sentencing options used by the Courts.

### Goals include:

- To assist offenders in finding opportunities to perform court-ordered community service at private, non-profit organizations and government agencies
- To ensure as many organizations and agencies as possible benefit from the services that Volunteer Community Service Program (VCSP) provides

## Description

The VCSP, functioning under the authority of the Circuit Court of Carroll County, has been in operation since October 1980. VCSP interviews, places, and monitors juvenile and adult non-violent offenders who have been referred to the program by the Circuit Court, District Court, Juvenile Court, and the Department of Juvenile Justice as part of their rehabilitation.

The VCSP's crew works from 7 a.m. until 12 noon most Sunday mornings, staffed by Community Service workers and supervised by the Community Service Coordinator. The group travels throughout Carroll County helping various County agencies and non-profit organizations with special projects.

## Program Highlights

- Since the inception of the program in 1980 through November 2014, a total of 31,562 volunteers have been referred to the program and volunteered a total of 1,007,410 hours.
- There were 1,049 juvenile and adult offenders in the Community Service Program in FY 13.

In 2014, the Sunday work crew assignments included:

- Cleaning the Visitor's Center
- Landscaping projects and maintenance at Springfield Hospital Center
- Assisting with annual fair/festivals at Union Mills Homestead
- Assisting volunteer fire departments clean up after carnivals
- Trash pick-up at the Landfill
- Assisting New Windsor Volunteer Fire Department in their fall cleanup

## Budget Changes

- A 2.5% salary increase is included in FY 16.
- Benefits increase due to OPEB allocations.

## Positions

Title	Type	FTE
VCS Assistant	Full-time	1.00
VCS Caseworker	Full-time	1.00
VCS Coordinator	Full-time	1.00
<b>Total</b>		<b>3.00</b>

## Total County Funding

Title	Estimated Cost
Volunteer Community Service	\$190,680
Health Benefits	52,500
Fleet	2,000
<b>Total</b>	<b>\$245,180</b>