



Blaine County
Judicial Department
FY 2023

Prepared by:
Blaine County Judicial Department
June 13, 2022

FY23 Budget Coversheet

General Information

Office/Department: Judicial Department

Budget Contact Person: Andrea Logan, Chief Deputy Clerk of the Court

Budget Team Members: Stephen McDougall Graham, Andrea Logan, Susan Barton, Heidi Schiers, Angie Ovard, April Piña, Caylee Compton and Yessenia Lopez.

BCC Presentation Date: June 13, 2022

Office/Department Profile

Operational Description

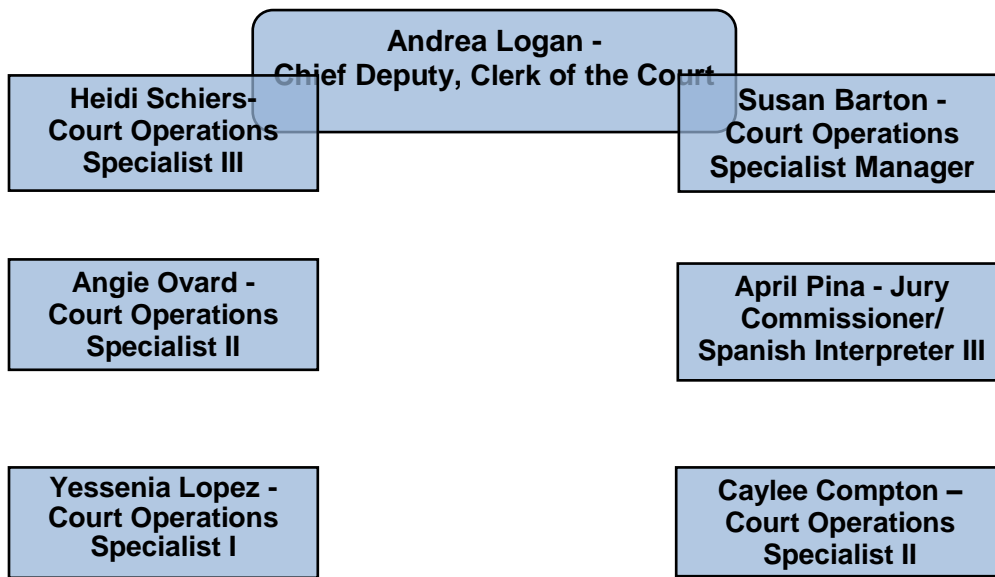
The Judicial Department is the foundation of the Blaine County Court System and the gateway to the judges. We are often the first stop for someone going through the court process. Team Members ensure information moves efficiently through the courts. We fulfill the needs of our customers, including various county and state agencies, and members of the community.

Department Mission

Members of the Judicial Department work together to support the Blaine County Courts and Idaho State Judiciary and provide optimum customer service to all patrons to make them feel at ease while going through the court system.

Organizational Structure

**Stephen McDougall Graham –
Clerk / Auditor / Recorder**



FY22 Fiscal Year Review

FY22 Performance Metrics

- Provide customers with fair and impartial access to the courts and available resources.
- Promote excellence in the workplace focusing on employee satisfaction and opportunities for personal and professional development.
- Continue managing caseload in an efficient manner to align with Idaho Supreme Court time standards, centering on clearance rates, time to disposition, trial date certainty and collection of monetary penalties.

FY22 Fiscal Year Highlights

- Managed 4,098 Magistrate Court, 105 District Court and 25 Juvenile Court cases filed in FY22 along with those cases reopened and pending from previous years.
- Prepared and filed 16 records on appeal with the Idaho Supreme Court.
- Attended *virtual* Idaho Institute of Court Management (IICM), a professional development conference for court personnel in October 2021.
- Provided support for Judges Williamson and Haemmerle as well as the Treatment Court Coordinator for our DUI and Drug Courts.
- Demonstrated effective use and communication with jurors during COVID.
- Managed Revo Text (remote court reporter system) installed in two courtrooms in December 2021, after Susan Israel's retirement.
- Provided Spanish translation for the courts during court proceedings and mediations, as well as for customers at service windows and on the telephone.
- Hired Yessenia Lopez, Court Operations Specialist I, in January 2022.

FY22 Other Highlights

- Successfully supported law firms, public defenders, prosecutors, jail staff and self-represented litigants on how to appear remotely via Zoom. Worked with the Idaho Supreme Court and Blaine County IT departments to stabilize internet connections on DTEN Zoom boards.
- Requested and received approval from Idaho State Historical Society to destroy scanned court files that meet retention requirements.
- Provided support to newly hired Fifth District Court Assistance Officer, Jerry Woolley.
- Honorable Mark Ingram is retiring on July 15, 2022.

FY23 Fiscal Year Budget Request Highlights

Requested Resources and Associated Costs

- Records Maintenance – destruction of scanned files in basement of Judicial Building.
 - Proposed increase \$9,000.
- Contracts-Transcripts – anticipated increase in court ordered transcripts in public defender cases and appeals.
 - Proposed increase \$8,000.

FY23 Fiscal Year Anticipated Highlights

FY23 Anticipated Projects, Performance and Highlights

- Continue monthly staff meetings.
- Resume cross training schedule concentrating on the court clerk's responsibilities during different court proceedings.
- Register Yessenia Lopez for the next ISC Spanish certification training cycle.
- Organize case files in basement in anticipation of their destruction.
- Provide support to newly appointed juvenile judge.
- Attend Idaho Institute of Court Management (IICM), a professional development conference for court personnel, October 17-19, 2022 in Boise, Idaho.