

Fiscal Year 2007/2008 Budget Program Description

CIRCUIT COURT ADMINISTRATION

Department Mission Statement:

Under the direction and authority of the Chief Judge of the 22nd Judicial effectively manage the administrative functions of the Courts and judicial system, fully utilizing technological advancements and to provide the best service possible to jurors, the bar and the public, while seeking the highest possible public understanding, trust and confidence. To ensure the continued development of an accessible, independent court system through planning, research and development of programs and procedures, through evaluation and use of modern management approaches and technology.

Program Description (By OCA Code)	Customers Served	Mandated Service	Funding Source
<p>OCA: 420005 Circuit Court Administration</p> <p>1. Provide administrative support to the Judges and assist the public, attorneys, County Board, County Administrator, other departments and outside agencies concerning; court schedules, emergency matters, case status, and, complaints</p>	All citizens who utilize the Court system and government.	No	Court Fine Fee supplemented by County Board General Fund
<p>2. Juror information and processing.</p>	All registered voters, licensed drivers, S.O.S. issued ID holders, registered disabled persons	Yes	Same as above
<p>3. Provide interpretation services to the courts, other court system offices and the public (on a limited basis).</p>	All members of foreign language speaking and hearing impaired public using Court system	Yes	Same as above
<p>4. Develop and administer the Court's budget</p>	56 employees and all parties to court matters related to jurors, indigents, and all types of court ordered evaluations	Yes	Same as above