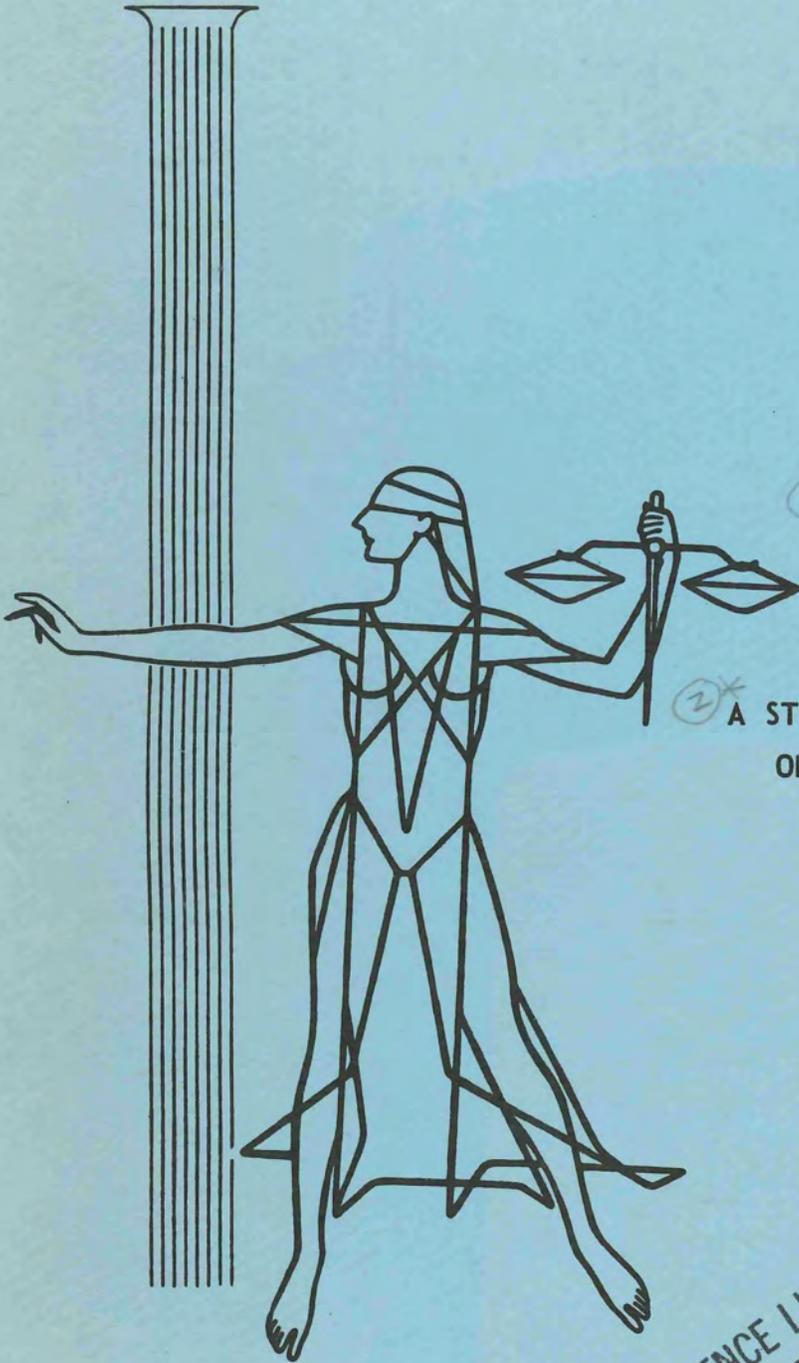


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OF THE MINNESOTA COURT SYSTEM  
FOR  
THE SELECT COMMITTEE  
ON THE  
STATE JUDICIAL SYSTEM

(3) JUNE, 1975

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June 6, 1975

Select Committee On The  
State Judicial System  
513 Bremer Arcade  
St. Paul, Minnesota 55101

Dear Committee Members:

We are pleased to present the final report of our study of the financial aspects of the Minnesota Court System. We feel this report accomplishes the objectives of our engagement and is self-explanatory.

We wish to acknowledge the assistance and cooperation we received from the Project Director and Staff of the Select Committee, the Office of the State Court Administrator, the Office of the State Auditor, and from the Clerks of Court and/or Court Administrators in the 87 counties in Minnesota. Without their help, this report would not have been possible.

If you have any questions concerning this report, please contact Mr. Charles J. Burns at (612) 339-6376 or Mr. Drew Tucker at (414) 273-3340.

Very truly yours,

*Arthur Young & Company*

A STUDY OF THE  
FINANCIAL ASPECTS OF THE  
MINNESOTA COURT SYSTEM  
FOR  
THE SELECT COMMITTEE ON THE  
STATE JUDICIAL SYSTEM

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Appendix A - Financial Information  
Questionnaire

I. INTRODUCTION

## I. INTRODUCTION

In December, 1974, the Minnesota Judicial Council's Select Committee on the Judicial System engaged Arthur Young & Company to assist the Select Committee in its effort to study and improve the judicial system in the State of Minnesota. Specifically, we were asked to perform a study of certain financial aspects of the operations of the State's court system. The agreed upon objectives of the study were to:

- . Estimate the revenues to and expenditures by the various counties for the operations of the District, County and Municipal Courts in the State. This estimate is meant to serve as a basis for the development of future operational budgets.
  
- . Recommend a uniform reporting format which could be used by the District and County Courts to transmit annual financial information to the state level, while the fiscal responsibility remains at the county level.

This report represents the results of our study and we feel accomplishes those objectives. It is comprised of two sections, dealing with the separate objectives in turn.

II. ESTIMATED REVENUE AND EXPENDITURES

## II. ESTIMATED REVENUE AND EXPENDITURES

### Approach

#### General Summary

We determined that the best estimate of the finances involved in the operation of the court system would result from obtaining actual financial data from the counties for the year ending December 31, 1974. To accomplish this, we developed a Financial Information Questionnaire which we distributed to Clerks of Court and/or Court Administrators in each of the 87 counties.

The questionnaire requested detailed information on the receipts and expenditures of the District and County Court<sup>1</sup> systems in each of the counties for the year ending December 31, 1974.

The returned questionnaires were reviewed for reporting inconsistencies or irregularities which were then resolved through telephone communications with the Clerks of Court and/or Court Administrators who completed them. Time and budget constraints did not allow us to verify the accuracy of the information reported by the Clerks of Court and/or Court Administrators. We have relied upon them to have obtained accurate information from their financial records and to have reported it in the manner requested.

#### Questionnaire Development

The questionnaire we developed was very specific in the manner in which it requested the information to be reported. This was for two reasons:

---

<sup>1</sup>In Hennepin and Ramsey Counties, information was requested on the District, Municipal and Probate Court systems.

- . No uniform, state-wide definition existed specifying what operations were to be included in the "court system." The operations which one county considered as part of its court system were not necessarily those that another county included. Specifically, the treatment of such expenditure items as legal defense of indigents, court services, and bailiffs' and matrons' salaries varied significantly.

To merely request that the various counties provide us with summary financial information on the court systems as they defined them would have resulted in uncomparable data being reported from one county to the next. It would have been easier to ask for information in this fashion, and it would certainly have been easier for the Clerks of Court and/or Court Administrators to provide it, but the resulting information would have been subject to greater uncertainty.

- . We wanted financial information reported in a manner which would be of greatest use to the Select Committee, the Chief Justice and the State Court Administrator as a management tool. Summary financial information on the operations of the courts at the county level would be of some benefit to this objective, but far greater benefit would result from a knowledge of the detailed figures comprising the summary data.

In developing our questionnaire, we identified all receipt and expenditure categories which appeared relevant to the court system. This was accomplished by reviewing the revenue and

expenditure reports of the Hennepin and Ramsey Counties' court systems and consulting with District Court Administrators, Ruth S. Eppeland and A. Milton Johnson, concerning their knowledge of the operations of the courts in the smaller counties.

The resulting list of receipt and expenditure categories was then formulated into the Financial Information Questionnaire. Prior to its distribution, the questionnaire was reviewed by Mr. Austin Anderson, Project Director for the Select Committee; Mr. Richard E. Klein, State Court Administrator; and Mr. Milton Wideen, Director of County Audits for the Office of State Auditor.

The Financial Information Questionnaire is shown as Appendix A of this report.

#### Questionnaire Distribution

The questionnaire was distributed on a test basis to the Clerks of Court in Judicial Districts 5 and 8 to gauge its data gathering effectiveness prior to distribution to all counties throughout the State. With minimal modification based on the above, it was formally distributed to the Clerks of Court and/or Court Administrators in each of the 87 counties on January 31, 1975.

#### On-Site Visitations

On-site visitations were made to the offices of the Clerks of Court and/or Court Administrators in the Hennepin County District and Municipal Courts and the Ramsey County District and Municipal Courts. This was done in order to more fully explain the purpose of the questionnaire to insure the accuracy of the data reported from these statistically significant counties.

## Data Presentation

Exhibits I through XI summarize the financial data reported by the Clerks of Court and/or Court Administrators on the operations of the courts in the various counties during 1974. In several counties, the Clerks of Court and/or Court Administrators were unable to provide us with the actual revenue and expense figures for 1974, and were forced to make year-end estimates based on previous year or incomplete 1974 activity. In addition, the Clerks of Court of St. Louis and Crow Wing did not respond to our questionnaire and no information is reported for these two counties.

For ease of understanding, we chose to display the information in summary fashion rather than to show detailed line entries for each of the categories for which information was reported in the Financial Information Questionnaire (Appendix A). The purpose of collecting the information was to determine estimates of the overall revenues and expenditures of the total court systems. We feel the presentation of the information in a detailed fashion is unnecessary for this purpose and would serve only to confuse interpretation of the data.

If knowledge of the detailed information reported by the 87 counties for each of the categories shown on the Financial Information Questionnaire is desired, copies of the worksheets summarizing this information by county can be obtained from the Select Committee Staff Office.

## Revenue And Expenditure Categories

The revenue and expenditure categories used in Exhibits I through XI are defined below in the order in which they appear in the exhibits:

### District Court Revenue:

- . Fees (Case Related) - This category includes total fees received by District Court for such case-related services as:

- Filing of papers pertinent to civil cases (including any amount designated to the Law Library Fund).
- Filing of appeals.
- Issuance of subpoenas.
- Issuance of certified copies of court documents.
- Performance of judgment searches and issuance of certificates.

NOTE: Fees received for the performance of judgment searches were reported separately by some counties. We do not know if those counties which did not report them separately did so because they did not collect the fees or because their record systems did not permit them to separate this information.

. Fines And Forfeitures - This category includes:

- Total fine payments received by District Court (including any amount designated to the Sheriff's Contingency Fund).
- Total bail forfeited to District Court.

. Fees (Noncase Related) - This category includes the total fee payments received in District Court for such noncase-related services as:

- Issuance of marriage licenses.
- Issuance of certified copies of vital records (marriage, birth and death certificates).
- Issuance of driver's licenses. Only that portion retained by the county is included.
- Recording for public record such items as business name, notarial commissions, professional certificates, etc.
- Issuance of U.S. Passports (only that portion retained by the county is included).

- . Other Receipts - This category includes total payments received by District Court for reasons not specified in any of the above categories. Among these receipts are:
  - Payments received for providing legal defense of indigents.

County Court Revenue:

- . Fees (Case Related) - This category includes total fee payments received by County Court for:
  - Filing of papers pertinent to civil cases (including any amount designated to the Law Library Fund).
  - Filing of probate matters.
  - Filing of conciliation claims and counter-claims.
  - Filing of appeals.
  - Issuance of subpoenas.
  - Issuance of certified copies of court documents (civil, criminal, conciliation, juvenile, probate).
  - Performance of judgment searches and issuances of certificates.
  - Adoption fees.
  
- . Fines And Forfeitures (County's Share Only) - This category includes the county's share of fine payments and bail/bond forfeitures received in County Court for cases involving:
  - Criminal violations. This would also include any fines imposed by Juvenile Court and any amounts received designated to the Sheriff's Contingency Fund.

- Traffic violations (moving and parking). This would also include any court cost payments received pursuant to M.S. Section 487.31.
- Ordinance violations.
- Game and fish violations.
- Watercraft violations.

NOTE: Only that portion of total fines and forfeitures received in County Court which is retained by the county is included in this category. The amounts received in County Court which are in turn passed through to state agencies or municipal governments are excluded.

- . Other Receipts - This category includes total payments received by County Court for reasons not specified in any of the above categories. Among these receipts are:

- Payments received for providing legal defense to indigents.
- Payments received for performing medical or psychiatric examinations in conjunction with legal proceedings.

Expenditures - District And County Courts (Combined):

NOTE: District and County Court expenditure information is presented as combined totals due to the inability of many of the counties to segregate the information by court.

- . Salaries And Fees - This includes total salaries and fees paid by the county to full and part-time District and County Court personnel in the following position categories:

- Judges. This includes County Court Judges in 85 counties, and Municipal and Probate Court Judges in Hennepin and Ramsey Counties.

Supplemental salary payments made to District Court Judges by Hennepin and Ramsey Counties are also included as are payments made by any of the counties to retired judges or their families.

- Parajudicial. This includes Court Referees, Hearing Officers, Judicial Officers (M.S. Section 487.08); Court Commissioners (M.S. Section 489.01; and Law Clerks who act as legal researchers for judges.
  - Reporters. This includes both District and County Court Reporters and free-lance contractors employed to provide court reporting services.
  - Administrative and clerical. This includes the Clerk of Court, Court Administrator, Court Deputies, and any other office or clerical personnel comprising the staff of either the Clerk of Court or Court Administrator.
- . Fringe Benefits - This includes total fringe benefits paid by the court to District and County Court Judges, Reporters, Parajudicial, and Administrative and Clerical personnel, as defined above. Fringe benefits include such items as the county's contributions to FICA, PERA, and health and life insurance plans.

NOTE: The financial data reported on the questionnaire varied significantly from county to county for this category. It appears that many counties maintain records of fringe benefit payments only for the aggregate of all county employees and were unable to report this information for the court employees alone. It seems likely that in numerous counties the expenditures reported for this category are incomplete.

- . Operational Expenses - This category encompasses total other fees and expenses paid by the county for operation of District and

County Courts. This includes, but is not limited to, expenditures for the following reasons:

- Juror fees and expenses.
  - Witness fees and expenses.
  - Travel, lodging and subsistence allowances paid court personnel.
  - Communications expenses (telephone, telegraph, postage).
  - Equipment rentals.
  - Printing and binding of forms and documents.
  - Office supplies.
  - Subscriptions and dues.
  - Expenses related to attendance of conferences and seminars by court personnel.
  - Bond premiums for court personnel.
- . Capital Outlay - This comprises total expenditures made by the county for the purchase of capital items including:
- Equipment.
  - Furniture and fixtures.
  - Facilities and/or improvements thereto.
  - Law Library books.
- . Facilities Rental Expense - This includes total expenditures made by the county to private firms or other government agencies for rental of facilities used in the operation of the court system.

NOTE: These expenditures do not represent the facilities use costs of the District and County Court systems. They are only those

amounts paid as rents for those counties that rent facilities. Because most counties do not rent court system facilities and allocations of the cost to the county of owning those facilities are not readily determinable, the facilities rental expenditures are shown as a separate category from Operational Expenses to preserve comparability of the data from county to county.

- . Utilities Expense - This includes total expenditures made by the county to provide utility services to the District and County Court system.

NOTE: Many of the counties were unable to report this expense separately for the court system due to the fact that records were only maintained for the county as a whole. For those counties that were able to report, the information is presented in this separate category to preserve comparability of the data from county to county.

- . Repair And Maintenance Expense - This includes total expenditures made by the county for repair and maintenance of buildings, furniture and equipment used in the operation of the court system. Custodial service expenses are included in this category.

NOTE: Many of the counties were unable to report this expense separately for the court system due to the fact that records were only maintained for the county as a whole. For those counties that were able to report, the information is presented in the separate category to preserve comparability of the data from county to county.

- . Bailiffs And Matrons-Salaries And Fees - This category includes total salaries, fringe benefits and fees paid by county to provide

bailiffs and matrons during District and County Court proceedings.

• Legal Defense Of Indigents-Total Expenses -

This category includes total expenditures made by the county in order to provide legal defense for indigents in cases heard in both District and County Court. These expenditures include:

- Salaries and fringe benefits paid to the Public Defender and staff.
- Other expenses paid in conjunction with proper operation of Public Defender's Office.
- Fees and expenses paid to court-appointed attorneys (in lieu of Public Defender).
- Any other expenses incurred in providing legal defense of indigents. Costs of preparation of transcripts would be one such expense.

- Court Services-Total Expenses - This category includes total salaries, fringe benefits, fees and/or expenses paid by the county in order to provide court-ordered services or reports to District and County Court. These services include probation services, presentence investigations, medical examinations, divorce counseling, diversion programs, juvenile and domestic histories, psychiatric reports, interpreting services.

NOTE: The figures reported for this category varied significantly from county to county. We do not know if this variance is due to expenditure variations or reporting variations by the Clerks of Court and/or Court

Administrators. Since many of these expenditures are not considered part of the court system's budget in the county, it seems quite possible that the Clerks of Court and/or Court Administrators did not report them. It appears likely that in various counties the expenditures reported for this category are incomplete.

- State Of Minnesota Expenditures For District Court Judges - This category represents total expenditures made by the State to District Court Judges. These expenditures include salaries, fringe benefits, FICA contributions by the State, and judges' expenses reimbursed by the State.

NOTE: These figures were obtained from records of the State Court Administrator's Office.

## Exhibits

Exhibits I through XI, which appear on the following pages, present the county revenue and expenditure for the court systems in Minnesota for 1974. As has been previously stated, the information presented represents that reported by the various Clerks of Court and/or Court Administrators via the Financial Information Questionnaire. The figures have not been verified, and we express no opinion concerning the degree to which they fairly present operations of the Minnesota court system. They are meant to represent estimates of the revenues and expenditures associated with the operations of the State's court systems.

Exhibit I displays the county revenue and expenditures for the court systems included in the ten judicial districts, as well as the state-wide total. A line category showing the State expenditures for the ten District Courts is also displayed below the county totals. Exhibits II through XI depict the county revenues and expenditures for the courts in the counties comprising each of the ten judicial districts and the district totals.



1974 COUNTY REVENUE AND EXPENDITURES FOR  
THE COURTS COMPRISING THE  
STATE OF MINNESOTA COURT SYSTEM

Exhibit I

REVENUE (To County)	First Judicial District	Second Judicial District (1)	Third Judicial District	Fourth Judicial District (2)	Fifth Judicial District	Sixth Judicial District (3)	Seventh Judicial District	Eighth Judicial District	Ninth Judicial District (4)	Tenth Judicial District	State-Wide Total
<u>District Court</u>											
Fees (Case Related)	\$ 112,896	\$ 257,499	\$ 88,710	\$ 620,784	\$ 74,831	\$ 6,991	\$ 74,624	\$ 42,937	\$ 61,418	\$ 88,274	\$ 1,428,964
Fines And Forfeitures	12,005	1,015,392	15,140	936,166	13,663	500	7,135	4,348	32,531	31,348	2,068,228
Fees (Noncase Related)	54,016	93,270	138,541	349,001	123,015	19,112	142,728	71,456	95,983	87,622	1,174,744
Other Receipts	8,919	10,402	6,676	32,117	3,780	332	4,070	2,118	15,333	3,556	87,303
Total District Court	187,836	1,376,563	249,067	1,938,068	215,289	26,935	228,557	120,859	205,265	210,800	4,759,239
<u>County Court</u>											
Fees (Case Related)	116,120	-	127,218	-	114,545	13,682	105,532	58,741	74,994	141,184	752,016
Fines And Forfeitures (County's Share Only)	654,200	-	707,827	-	550,816	135,157	737,007	472,315	565,447	828,063	4,650,832
Other Receipts	5,965	-	3,594	-	97,976	240	7,183	17,397	11,082	4,669	148,106
Total County Court	776,285	-	838,639	-	763,337	149,079	849,722	548,453	651,523	973,916	5,550,954
Total District And County Courts	\$ 964,121	\$1,376,563	\$1,087,706	\$ 1,938,068	\$ 978,626	\$176,014	\$1,078,279	\$ 669,312	\$ 856,788	\$1,184,716	\$10,310,193 (5)
<u>EXPENDITURES</u>											
<u>District And County Courts (Combined)</u>											
Salaries And Fees:											
Judges	\$ 376,058	\$ 372,376	\$ 410,705	\$ 578,875	\$ 380,720	\$ 57,084	\$ 388,937	\$ 362,669	\$ 337,331	\$ 393,460	\$ 3,658,215
Parajudicial	38,371	223,455	71,918	413,150	99,039	14,835	17,937	28,139	62,332	3,937	973,113
Reporters	208,292	487,204	195,583	718,093	248,037	29,878	127,499	51,289	123,554	224,419	2,413,848
Administrative And Clerical	670,628	1,453,661	751,042	2,684,645	643,441	121,046	528,491	433,714	543,804	665,647	8,496,119
Total Salaries And Fees	1,293,349	2,536,696	1,429,248	4,394,763	1,371,237	222,843	1,062,864	875,811	1,067,021	1,287,463	15,541,295
Fringe Benefits	104,863	323,871	107,119	605,885	103,986	25,777	96,390	62,828	75,747	130,804	1,637,270
Operational Expenses	256,863	428,361	260,847	560,281	252,547	37,804	233,655	144,786	209,331	254,564	2,639,039
Capital Outlay	30,790	79,825	38,044	82,825	402,670	8,752	17,160	1,022,209	296,150	710,240	2,688,665
Subtotal	1,685,865	3,368,753	1,835,258	5,643,754	2,130,440	295,176	1,410,069	2,105,634	1,648,249	2,383,071	22,506,269
Facilities Rental Expense	26,475	42,893	600	172,594	5,850	1,800	715	-	-	28,862	279,789
Utilities Expense	-	3,800	6,455	-	23,889	5,000	16,673	6,208	6,807	2,717	71,549
Repair And Maintenance Expense	9,293	6,886	9,494	26,209	32,308	7,690	31,822	1,175	17,442	8,525	150,844
Bailiffs And Matrons - Salaries And Fees	56,467	2,827	30,524	225,072	24,567	2,202	28,751	8,086	9,009	22,317	409,822
Legal Defense Of Indigents - Total Expenses	191,897	275,779	211,375	831,056	90,524	24,832	72,693	59,564	147,261	106,620	2,011,601
Court Services - Total Expenses	125,343	1,338,475	213,324	3,165,619	197,598	25,293	274,615	42,070	124,852	257,522	5,764,711
Total District And County Courts	\$2,095,340	\$5,039,413	\$2,307,030	\$10,064,304	\$2,505,176	\$361,993	\$1,835,338	\$2,222,737	\$1,953,620	\$2,809,634	\$31,194,585
State Of Minnesota Expenditures For District Courts	\$ 176,536	\$ 405,778	\$ 212,684	\$ 638,977	\$ 182,729	\$208,180	\$ 143,422	\$ 108,065	\$ 222,599	\$ 210,845	\$ 2,509,815
Total Expenditures For Court System (By Counties And State)	\$2,271,876	\$5,445,191	\$2,519,714	\$10,703,281	\$2,687,905	\$570,173	\$1,978,760	\$2,330,802	\$2,176,219	\$3,020,479	\$33,704,400

- (1) The revenue shown for the Second Judicial District as District Court revenue represents the combined total of revenue from Ramsey County District Court, Ramsey County Municipal Court, and Ramsey County Probate Court. The expenditures shown as District and County Courts (Combined) represent the combined total of expenditures for these same District, Municipal and Probate Courts. Actual 1974 revenue and expenditure figures were not available for Ramsey County Municipal Court. The figures reported represent estimates of 1975 operations for the court. (See footnote to Exhibit III for further explanation.)
- (2) The revenue shown for the Fourth Judicial District as District Court revenue represents the combined total of revenue from Hennepin County District Court, Hennepin County Municipal Court, Hennepin County Probate Court, and the Hennepin County License Bureau. The expenditures shown as District and County Courts (Combined) represent the combined total of expenditures for these same District, Municipal, Probate Courts and License Bureau. (See footnote to Exhibit V for further explanation regarding the inclusion of the License Bureau figures.)

- (3) The figures reported for the Sixth Judicial District do not include amounts for Saint Louis County.
- (4) The figures reported for the Ninth Judicial District do not include amounts for Crow Wing County.
- (5) This figure represents the state-wide total of county revenue received through the court systems. It does not represent the total receipts of the court systems which include an additional \$8,369,383 of receipts contributing to municipal and state revenue.



1974 COUNTY REVENUE AND EXPENDITURES FOR  
DISTRICT AND COUNTY COURTS OF THE  
FIRST JUDICIAL DISTRICT

REVENUE (To County)	Carver	Dakota	Goodhue	LeSueur	McLeod	Scott	Sibley	District Total
<u>District Court</u>								
Fees (Case Related)	\$ 7,567	\$ 66,814	\$ 9,579	\$ 7,466	\$ 6,069	\$ 12,010	\$ 3,391	\$ 112,896
Fines And Forfeitures	1,400	4,735	600	965	300	4,005	-	12,005
Fees (Noncase Related)	9,410	(1)	13,894	7,379	10,600	7,062	5,671	54,016
Other Receipts	-	(1)	8,628	-	205	50	36	8,919
Total District Court	<u>18,377</u>	<u>71,549</u>	<u>32,701</u>	<u>15,810</u>	<u>17,174</u>	<u>23,127</u>	<u>9,098</u>	<u>187,836</u>
<u>County Court</u>								
Fees (Case Related)	9,900	56,852	14,331	7,360	12,429	9,441	5,807	116,120
Fines And Forfeitures (County's Share Only)	56,484	287,559	62,254	33,274	83,237	107,021	24,371	654,200
Other Receipts	1,076	2,688	160	240	645	798	358	5,965
Total County Court	<u>67,460</u>	<u>347,099</u>	<u>76,745</u>	<u>40,874</u>	<u>96,311</u>	<u>117,260</u>	<u>30,536</u>	<u>776,285</u>
Total District And County Courts	<u>\$ 85,837</u>	<u>\$418,648</u>	<u>\$109,446</u>	<u>\$ 56,684</u>	<u>\$113,485</u>	<u>\$140,387</u>	<u>\$ 39,634</u>	<u>\$ 964,121</u>
<u>EXPENDITURES</u>								
<u>District And County Courts (Combined)</u>								
Salaries And Fees:								
Judges	\$ 58,000	\$145,000	\$ 26,042	\$ 22,103	\$ 39,106	\$ 59,765	\$ 26,042	\$ 376,058
Parajudicial	-	7,900	11,250	4,888	5,208	9,125	-	38,371
Reporters	23,805	116,900	11,252	13,010	10,930	28,362	4,033	208,292
Administrative And Clerical	86,588	201,285	138,436	43,113	58,939	100,720	41,547	670,628
Total Salaries And Fees	168,393	471,085	186,980	83,114	114,183	197,972	71,622	1,293,349
Fringe Benefits	15,683	37,918	21,494	1,881	10,188	14,521	3,178	104,863
Operational Expenses	32,369	98,404	34,028	14,539	23,249	41,404	12,870	256,863
Capital Outlay	3,836	6,352	4,297	1,092	9,165	1,789	4,259	30,790
Subtotal	220,281	613,759	246,799	100,626	156,785	255,686	91,929	1,685,865
Facilities Rental Expense	-	26,475	-	-	-	-	-	26,475
Utilities Expense	-	-	-	-	-	-	-	-
Repair And Maintenance Expense	-	7,870	599	-	495	-	329	9,293
Bailiffs And Matrons - Salaries And Fees	3,929	26,103	2,130	1,035	6,826	15,484	960	56,467
Legal Defense Of Indigents - Total Expenses	50,691	94,245	12,536	8,708	7,345	14,128	4,244	191,897
Court Services - Total Expenses	<u>2,500</u>	<u>52,875</u>	<u>9,963</u>	<u>19,387</u>	<u>14,796</u>	<u>7,461</u>	<u>18,361</u>	<u>125,343</u>
Total District And County Courts	<u>\$277,401</u>	<u>\$821,327</u>	<u>\$272,027</u>	<u>\$129,756</u>	<u>\$186,247</u>	<u>\$292,759</u>	<u>\$115,823</u>	<u>\$2,095,340</u>

(1) Included in Fees (Case Related).



COUNTY REVENUE AND EXPENDITURES  
FOR THE COURTS OF THE  
SECOND DISTRICT

REVENUE (To County)	Ramsey County			District Court
	Probate Court	Municipal Court (1)	District Court	
Fees (Case Related)	\$ 19,495	\$ 75,198	\$ 162,806	\$ 257,499
Fines And Forfeitures	-	974,802	40,590	1,015,392
Fees (Noncase Related)	-	-	93,270	93,270
Other Receipts	10,402	-	-	10,402
<b>Total</b>	<b>\$ 29,897</b>	<b>\$1,050,000</b>	<b>\$ 296,666</b>	<b>\$1,376,563</b>
<b>EXPENDITURES</b>				
Salaries And Fees:				
Judges	\$ 33,500	\$ 319,000	\$ 19,876	\$ 372,376
Parajudicial	40,467	-	182,988	223,455
Reporters	16,996	208,912	261,296	487,204
Administrative And Clerical	199,021	674,786	579,854	1,453,661
<b>Total Salaries And Fees</b>	<b>289,984</b>	<b>1,202,698</b>	<b>1,044,014</b>	<b>2,536,696</b>
Fringe Benefits	14,710	156,350	152,811	323,871
Operational Expenses	14,472	210,500 (2)	203,389	428,361
Capital Outlay	4,391	53,500	21,934	79,825
<b>Subtotal</b>	<b>323,557</b>	<b>1,623,048</b>	<b>1,422,148</b>	<b>3,368,753</b>
Facilities Rental Expense	3,300	37,000	2,593	42,893
Utilities Expense	3,800	-	-	3,800
Repair And Maintenance Expense	739	2,500	3,647	6,886
Bailiffs And Matrons - Salaries And Fees	2,827	-	-	2,827
Legal Defense Of Indigents - Total Expenses	16,360	142,858	116,561	275,779
Court Services - Total Expenses	21,085	10,000	1,307,390	1,338,475
<b>Total</b>	<b>\$371,668</b>	<b>\$1,815,406</b>	<b>\$2,852,339</b>	<b>\$5,039,413</b>

(1) These figures represent 1975 budget estimates prepared by the Court Administrator. The Ramsey County Municipal Court commenced operations on January 1, 1975. Prior to that date, six separate municipal courts, together with numerous Justices of the Peace, conducted court operations of the county. Detailed 1974 information was not available for those operations.

(2) Includes \$100,000 contingency reserve.



1974 COUNTY REVENUE AND EXPENDITURES FOR  
DISTRICT AND COUNTY COURTS OF THE  
THIRD JUDICIAL DISTRICT

Exhibit IV

REVENUE (To County)	Dodge	Fillmore	Freeborn	Houston	Mower	Olmsted	Rice	Steele	Wabasha	Waseca	Winona	District Total
<u>District Court</u>												
Fees (Case Related)	\$ 4,082	\$ 7,018	\$ 10,899	\$ 6,712	\$ 11,526	\$ 13,832	\$ 6,328	\$ 13,402	\$ 4,751	\$ 4,513	\$ 5,647	\$ 88,710
Fines And Forfeitures	200	-	-	950	300	7,390	5,450	100	-	200	550	15,140
Fees (Noncase Related)	3,712	7,807	17,274	6,815	8,558	33,224	18,358	12,004	7,406	7,411	15,972	138,541
Other Receipts	1,194	253	-	968	150	605	635	772	-	1,601	498	6,676
Total District Court	<u>9,188</u>	<u>15,078</u>	<u>28,173</u>	<u>15,445</u>	<u>20,534</u>	<u>55,051</u>	<u>30,771</u>	<u>26,278</u>	<u>12,157</u>	<u>13,725</u>	<u>22,667</u>	<u>249,067</u>
<u>County Court</u>												
Fees (Case Related)	5,426	9,523	15,696	9,538	9,693	28,848	9,668	12,438	7,323	8,490	10,575	127,218
Fines And Forfeitures (County's Share Only)	20,804	27,577	93,945	27,984	63,078	191,004	43,838	113,671	28,539	15,371	82,016	707,827
Other Receipts	151	-	-	50	-	-	650	-	1,358	1,370	15	3,594
Total County Court	<u>26,381</u>	<u>37,100</u>	<u>109,641</u>	<u>37,572</u>	<u>72,771</u>	<u>219,852</u>	<u>54,156</u>	<u>126,109</u>	<u>37,220</u>	<u>25,231</u>	<u>92,606</u>	<u>838,639</u>
Total District And County Courts	<u>\$ 35,569</u>	<u>\$ 52,178</u>	<u>\$137,814</u>	<u>\$ 53,017</u>	<u>\$ 93,305</u>	<u>\$274,903</u>	<u>\$ 84,927</u>	<u>\$152,387</u>	<u>\$ 49,377</u>	<u>\$ 38,956</u>	<u>\$115,273</u>	<u>\$1,087,706</u>
<u>EXPENDITURES</u>												
<u>District And County Courts (Combined)</u>												
Salaries And Fees:												
Judges	\$ 10,417	\$ 26,420	\$ 65,500 (1)	\$ 23,539	\$ 50,400	\$ 67,483	\$ 26,737	\$ 26,042	\$ 36,042	\$ 26,042	\$ 52,083	\$ 410,705
Parajudicial	1,800	-	-	15	293	3,634	29,198	16,395	3,504	6,504	10,575	71,918
Reporters	7,137	5,955	29,800 (1)	5,977	25,242	38,356	12,748	25,164	8,135	6,605	30,464	195,583
Administrative And Clerical	<u>23,049</u>	<u>33,315</u>	<u>76,100 (1)</u>	<u>44,966</u>	<u>54,400</u>	<u>224,997</u>	<u>74,807</u>	<u>64,364</u>	<u>43,627</u>	<u>35,667</u>	<u>75,750</u>	<u>751,042</u>
Total Salaries And Fees	42,403	65,690	171,400 (1)	74,497	130,335	334,470	143,490	131,965	91,308	74,818	168,872	1,429,248
Fringe Benefits	4,203	2,189	15,774 (1)	6,229	9,464	29,838	17,235	3,557	7,182	5,552	5,896	107,119
Operational Expenses	11,117	10,222	31,900 (1)	16,542	25,393	52,553	28,280	22,803	19,358	13,730	28,949	260,847
Capital Outlay	854	1,277	6,600 (1)	546	2,439	5,249	5,103	827	2,607	2,654	9,888	38,044
Subtotal	58,577	79,378	225,674 (1)	97,814	167,631	422,110	194,108	159,152	120,455	96,754	213,605	1,835,258
Facilities Rental Expense	600	-	-	-	-	-	-	-	-	-	-	600
Utilities Expense	-	-	-	-	-	-	6,455	-	-	-	-	6,455
Repair And Maintenance Expense	-	-	900 (1)	380	491	-	7,535	188	-	-	-	9,494
Bailiffs And Matrons - Salaries And Fees	180	476	11,000 (1)	380	3,420	2,085	2,880	2,380	5,038	210	2,475	30,524
Legal Defense Of Indigents - Total Expenses	5,469	2,327	20,000 (1)	4,347	34,183	57,788	22,269	15,295	6,536	14,698	28,463	211,375
Court Services - Total Expenses	<u>9,346</u>	<u>5,081</u>	<u>33,670 (1)</u>	<u>655</u>	<u>1,771</u>	<u>87,820</u>	<u>-</u>	<u>22,133</u>	<u>6,313</u>	<u>104</u>	<u>46,431</u>	<u>213,324</u>
Total District And County Courts	<u>\$ 74,172</u>	<u>\$ 87,262</u>	<u>\$291,244 (1)</u>	<u>\$103,576</u>	<u>\$207,496</u>	<u>\$569,803</u>	<u>\$233,247</u>	<u>\$199,148</u>	<u>\$138,342</u>	<u>\$111,766</u>	<u>\$290,974</u>	<u>\$2,307,030</u>

(1) Budgeted for 1974, not actual expenditure figure.



1974 COUNTY REVENUE AND EXPENDITURES  
FOR THE COURTS OF THE  
FOURTH DISTRICT

REVENUE (To County)	Hennepin County				License Bureau	District Total Plus License Bureau
	Probate Court	Municipal Court	District Court	District Total		
Fees (Case Related)	\$ 46,193	\$ 158,487	\$ 416,104	\$ 620,784	\$ -	\$ 620,784
Fines And Forfeitures	-	882,545	53,621	936,166	-	936,166
Fees (Noncase Related)	-	-	- (1)	-	349,001	349,001
Other Receipts	-	-	1,495	1,495	30,622	32,117
<b>Total</b>	<b>\$ 46,193</b>	<b>\$1,041,032</b>	<b>\$ 471,220</b>	<b>\$1,558,445</b>	<b>\$379,623</b>	<b>\$ 1,938,068</b>
<b>EXPENDITURES</b>						
Salaries And Fees:						
Judges	\$ 33,500	\$ 516,875	\$ 28,500	\$ 578,875	\$ -	\$ 578,875
Parajudicial	81,202	51,308	280,640	413,150	-	413,150
Reporters	19,568	287,525	411,000	718,093	-	718,093
Administrative And Clerical	248,614	1,238,680	872,752	2,360,046	324,599	2,684,645
<b>Total Salaries And Fees</b>	<b>382,884</b>	<b>2,094,388</b>	<b>1,592,892</b>	<b>4,070,164</b>	<b>324,599</b>	<b>4,394,763</b>
Fringe Benefits	48,357	237,818	270,352	556,527	49,358	605,885
Operational Expenses	37,931	219,970	265,766	523,667	36,614	560,281
Capital Outlay	8,055 (2)	20,525 (2)	44,125 (2)	72,705	10,120	82,825
<b>Subtotal</b>	<b>477,227</b>	<b>2,572,701</b>	<b>2,173,135</b>	<b>5,223,063</b>	<b>420,691</b>	<b>5,643,754</b>
Facilities Rental Expense	-	105,243	37,056	142,299	30,295	172,594
Utilities Expense	-	-	-	-	-	-
Repair And Maintenance Expense	806	11,104	10,800	22,710	3,499	26,209
Bailiffs And Matrons - Salaries And Fees	-	- (3)	225,072	225,072	-	225,072
Legal Defense Of Indigents - Total Expenses	- (3)	- (3)	831,056	831,056	-	831,056
Court Services - Total Expenses	188,574	544,469	2,432,576	3,165,619	-	3,165,619
<b>Total</b>	<b>\$666,607</b>	<b>\$3,233,517</b>	<b>\$5,709,695</b>	<b>\$9,609,819</b>	<b>\$454,485</b>	<b>\$10,064,304</b>

(1) Hennepin County District Court receives no noncase related fee revenue. By statute, a separate License Bureau has been established in Hennepin County to perform all licensing, recording and certificate functions performed by the District Court in the other 86 counties. For comparability purposes, the relevant revenue and expenditures of the License Bureau are also presented in this table, together with District Total Plus License Bureau figures.

(2) Does not include cost of Hennepin County Government Center.

(3) Included in expenditures figure of District Court.



1974 COUNTY REVENUE AND EXPENDITURES FOR  
DISTRICT AND COUNTY COURTS OF THE  
FIFTH JUDICIAL DISTRICT

REVENUE (To County)	Blue Earth	Brown	Cottonwood	Faribault	Jackson	Lincoln	Lyon	Martin	Murray	Nicollet	Nobles	Pipestone	Redwood	Rock	Watonwan	District Total
<u>District Court</u>																
Fees (Case Related)	\$ 11,730	\$ 6,506	\$ 4,582	\$ 4,006	\$ 2,034	\$ 1,677	\$ 7,217	\$ 3,231	\$ 4,448 (1)	\$ 3,775	\$ 7,334	\$ 1,360	\$ 5,480	\$ 2,308	\$ 9,143	\$ 74,831
Fines And Forfeitures	6,845	550	400	-	750	-	-	1,410	282	586	-	200	140	-	2,500	13,663
Fees (Noncase Related)	21,467	6,774	6,974	7,785	6,284	3,793	10,386	9,574	5,112	7,844	10,670	5,862	8,486	5,810	6,194	123,015
Other Receipts	1,532	-	163	100	671	-	150	32	462	218	350	27	-	50	25	3,780
Total District Court	<u>41,574</u>	<u>13,830</u>	<u>12,119</u>	<u>11,891</u>	<u>9,739</u>	<u>5,470</u>	<u>17,753</u>	<u>14,247</u>	<u>10,304</u>	<u>12,423</u>	<u>18,354</u>	<u>7,449</u>	<u>14,106</u>	<u>8,168</u>	<u>17,862</u>	<u>215,289</u>
<u>County Court</u>																
Fees (Case Related)	19,261	9,163	4,344	9,137	3,993	3,290	12,602	16,359	1,709 (2)	7,000	9,994	2,489	5,501	3,930	5,773	114,545
Fines And Forfeitures (County's Share Only)	90,398	26,730	14,268	40,098	21,006	13,033	39,478	141,391	28,849	45,740	32,376	29,891	14,198	7,751	5,609	550,816
Other Receipts	888	-	375	-	-	293	-	87,184	9,057	-	179	-	-	-	-	97,976
Total County Court	<u>110,547</u>	<u>35,893</u>	<u>18,987</u>	<u>49,235</u>	<u>24,999</u>	<u>16,616</u>	<u>52,080</u>	<u>244,934</u>	<u>39,615</u>	<u>52,740</u>	<u>42,549</u>	<u>32,380</u>	<u>19,699</u>	<u>11,681</u>	<u>11,382</u>	<u>763,337</u>
Total District And County Courts	<u>\$152,121</u>	<u>\$ 49,723</u>	<u>\$ 31,106</u>	<u>\$ 61,126</u>	<u>\$ 34,738</u>	<u>\$ 22,086</u>	<u>\$ 69,833</u>	<u>\$259,181</u>	<u>\$ 49,919</u>	<u>\$ 65,163</u>	<u>\$ 60,903</u>	<u>\$ 39,829</u>	<u>\$ 33,805</u>	<u>\$ 19,849</u>	<u>\$ 29,244</u>	<u>\$ 978,626</u>
<u>EXPENDITURES</u>																
<u>District And County Courts (Combined)</u>																
<u>Salaries And Fees:</u>																
Judges	\$ 52,087	\$ 27,342	\$ 22,042	\$ 32,791	\$ 24,375	\$ 11,393	\$ 46,392	\$ 35,292	\$ - (3)	\$ 26,042	\$ 17,337	\$ 26,042	\$ 26,042	\$ 8,543	\$ 25,000	\$ 380,720
Parajudicial	15,000	25,205	-	103	-	15,000	-	-	18,500	1,350	11,081	-	-	12,800	-	99,039
Reporters	33,563	5,121	81,996	16,077	6,654	2,995	26,980	27,264	6,565	10,806	10,694	4,295	6,288	3,237	5,502	248,037
Administrative And Clerical	<u>90,856</u>	<u>48,547</u>	<u>38,504</u>	<u>53,241</u>	<u>36,305</u>	<u>26,825</u>	<u>41,025</u>	<u>55,358</u>	<u>21,700</u>	<u>54,822</u>	<u>43,047</u>	<u>30,321</u>	<u>47,825</u>	<u>23,260</u>	<u>31,805</u>	<u>643,441</u>
Total Salaries And Fees	191,506	106,215	142,542	102,212	67,334	56,213	114,397	117,914	46,765	93,020	82,159	60,658	80,155	47,840	62,307	1,371,237
Fringe Benefits	19,675	5,698	2,901	9,023	6,339	-	9,822	10,049	3,004	8,145	10,589	4,646	7,927	2,037	4,131	103,986
Operational Expenses	33,066	24,092	19,634	17,078	14,824	1,273	21,428	36,907	9,361	15,600	20,393	10,337	13,297	2,758	12,499	252,547
Capital Outlay	8,930	6,680	8,360	2,635	13,789	664	263,546	10,598	3,874	5,540	4,348	2,015	1,229	72	70,390	402,670
Subtotal	253,177	142,685	173,437	130,948	102,286	58,150	409,193	175,468	63,004	122,305	117,489	77,656	102,608	52,707	149,327	2,130,440
Facilities Rental Expense	-	-	-	-	-	-	2,000	-	-	2,280	-	1,570	-	-	-	5,850
Utilities Expense	-	-	1,500	-	15,721	-	2,400	-	846	1,358	1,903	161	-	-	-	23,889
Repair And Maintenance Expense	1,423	7,264	16,700	446	1,876	-	210	306	3,244	200	284	-	130	-	225	32,308
Bailiffs And Matrons - Salaries And Fees	8,437	5,517	600	1,365	862	45	680	2,985	345	1,035	1,200	341	495	30	630	24,567
Legal Defense Of Indigents - Total Expenses	8,991	7,052	3,354	5,246	3,315	2,954	14,854	8,703	3,864	10,183	8,636	3,130	5,437	2,022	2,783	90,524
Court Services - Total Expenses	<u>39,572</u>	<u>11,181</u>	<u>-</u>	<u>28,413</u>	<u>10,752</u>	<u>-</u>	<u>17,357</u>	<u>57</u>	<u>63,349</u>	<u>959</u>	<u>2,628</u>	<u>4,092</u>	<u>3,149</u>	<u>7,161</u>	<u>8,928</u>	<u>197,598</u>
Total District And County Courts	<u>\$311,600</u>	<u>\$173,699</u>	<u>\$195,591</u>	<u>\$166,418</u>	<u>\$134,812</u>	<u>\$ 61,149</u>	<u>\$446,694</u>	<u>\$187,519</u>	<u>\$134,652</u>	<u>\$138,320</u>	<u>\$132,140</u>	<u>\$ 86,950</u>	<u>\$111,819</u>	<u>\$ 61,920</u>	<u>\$161,893</u>	<u>\$2,505,176</u>

(1) Includes County Court fees.  
(2) Conciliation and Probate fees only.  
(3) Lives in Pipestone, multi-county.



1974 COUNTY REVENUE AND EXPENDITURES FOR  
DISTRICT AND COUNTY COURTS OF THE  
SIXTH JUDICIAL DISTRICT

<u>REVENUE (To County)</u>	<u>Carlton</u>	<u>Cook</u>	<u>Lake</u>	<u>Saint Louis</u>	<u>District Total</u>
<u>District Court</u>					
Fees (Case Related)	\$ 5,466	\$ 527	\$ 998	\$	\$ 6,991
Fines And Forfeitures	-	-	500		500
Fees (Noncase Related)	12,329	1,546	5,237		19,112
Other Receipts	266	66	-		332
Total District Court	<u>18,061</u>	<u>2,139</u>	<u>6,735</u>		<u>26,935</u>
<u>County Court</u>					
Fees (Case Related)	8,073	1,623	3,986		13,682
Fines And Forfeitures (County's Share Only)	115,138	6,267	13,752		135,157
Other Receipts	-	240	-		240
Total County Court	<u>123,211</u>	<u>8,130</u>	<u>17,738</u>		<u>149,079</u>
Total District And County Courts	<u>\$141,272</u>	<u>\$ 10,269</u>	<u>\$ 24,473</u>	<u>\$</u>	<u>\$ 176,014</u>
<u>EXPENDITURES</u>					
<u>District And County Courts (Combined)</u>					
Salaries And Fees:					
Judges	\$ 26,042	\$ 5,000	\$ 26,042	\$	\$ 57,084
Parajudicial	3,900	10,935	-		14,835
Reporters	23,074	1,259	5,545		29,878
Administrative And Clerical	66,830	19,552	34,664		121,046
Total Salaries And Fees	119,846	36,746	66,251		222,843
Fringe Benefits	17,269	2,860	5,648		25,777
Operational Expenses	19,644	9,155	9,005		37,804
Capital Outlay	4,897	1,309	2,546		8,752
Subtotal	161,656	50,070	83,450		295,176
Facilities Rental Expense	-	1,800	-		1,800
Utilities Expense	5,000	-	-		5,000
Repair And Maintenance Expense	7,000	600	90		7,690
Bailiffs And Matrons - Salaries And Fees	2,142	60	-		2,202
Legal Defense Of Indigents - Total Expenses	16,119	3,885	4,828		24,832
Court Services - Total Expenses	7,882	3,593	13,818		25,293
Total District And County Courts	<u>\$199,799</u>	<u>\$ 60,008</u>	<u>\$102,186</u>	<u>\$</u>	<u>\$ 361,993</u>



1974 COUNTY REVENUE AND EXPENDITURES FOR  
DISTRICT AND COUNTY COURTS OF THE  
SEVENTH JUDICIAL DISTRICT

REVENUE (To County)	Becker	Benton	Clay	Douglas	Mille Lacs	Morrison	Otter Tail	Stearns	Todd	Wadena	District Total
<u>District Court</u>											
Fees (Case Related)	\$ 21,473	\$ 3,107	\$ 10,670	\$ 4,010	\$ 5,268	\$ 5,969	\$ 5,450	\$ 12,310	\$ 2,849	\$ 3,518	\$ 74,624
Fines And Forfeitures	-	650	-	1,070	1,700	-	1,000	1,700	500	515	7,135
Fees (Noncase Related)	9,635	5,299	20,242	9,952	6,335	11,551	14,707	47,543	8,010	9,454	142,728
Other Receipts	-	2	-	-	20	380	1,027	2,623	-	18	4,070
Total District Court	<u>31,108</u>	<u>9,058</u>	<u>30,912</u>	<u>15,032</u>	<u>13,323</u>	<u>17,900</u>	<u>22,184</u>	<u>64,176</u>	<u>11,359</u>	<u>13,505</u>	<u>228,557</u>
<u>County Court</u>											
Fees (Case Related)	6,310	5,088	27,338	7,562	4,515	9,062	13,142	21,008	8,049	3,458	105,532
Fines And Forfeitures (County's Share Only)	52,563	26,940	78,203	80,670	51,138	35,408	189,194	144,969	42,947	34,975	737,007
Other Receipts	-	-	-	-	-	1,253	-	1,061	-	4,869	7,183
Total County Court	<u>58,873</u>	<u>32,028</u>	<u>105,541</u>	<u>88,232</u>	<u>55,653</u>	<u>45,723</u>	<u>202,336</u>	<u>167,038</u>	<u>50,996</u>	<u>43,302</u>	<u>849,722</u>
Total District And County Courts	<u>\$ 89,981</u>	<u>\$ 41,086</u>	<u>\$136,453</u>	<u>\$103,264</u>	<u>\$ 68,976</u>	<u>\$ 63,623</u>	<u>\$224,520</u>	<u>\$231,214</u>	<u>\$ 62,355</u>	<u>\$ 56,807</u>	<u>\$1,078,279</u>
<u>EXPENDITURES</u>											
<u>District And County Courts (Combined)</u>											
Salaries And Fees:											
Judges	\$ 26,542	\$ 22,227	\$ 52,083	\$ 38,969	\$ 21,473	\$ 25,937	\$ 52,083	\$111,214	\$ 28,078	\$ 10,331	\$ 388,937
Parajudicial	-	-	-	-	-	9,937	-	-	-	8,000	17,937
Reporters	6,880	10,765	21,050	12,009	3,064	5,378	9,578	51,519	4,437	2,819	127,499
Administrative And Clerical	33,714	31,702	54,348	40,620	47,997	61,381	64,071	135,275	34,416	24,967	528,491
Total Salaries And Fees	67,136	64,694	127,481	91,598	72,534	102,633	125,732	298,008	66,931	46,117	1,062,864
Fringe Benefits	-	5,367	11,141	6,830	6,486	9,748	16,114	34,478	1,403	4,823	96,390
Operational Expenses	14,133	13,342	35,363	21,608	7,014	16,471	41,930	57,236	12,487	14,071	233,655
Capital Outlay	-	1,452	4,572	1,767	450	558	3,995	3,984	- (1)	382	17,160
Subtotal	81,269	84,855	178,557	121,803	86,484	129,410	187,771	393,706	80,821	65,393	1,410,069
Facilities Rental Expense	-	-	-	-	-	-	715	-	-	-	715
Utilities Expense	-	-	3,267	-	744	3,995	-	7,401	-	1,266	16,673
Repair And Maintenance Expense	-	-	15,596	-	900	1,486	-	12,909	-	931	31,822
Bailiffs And Matrons - Salaries And Fees	1,500	1,184	1,875	1,845	1,275	729	4,355	14,593	495	900	28,751
Legal Defense Of Indigents - Total Expenses	-	3,580	11,944	8,965	6,682	4,518	5,866	23,765	4,174	3,199	72,693
Court Services - Total Expenses	-	12,991	91,831	41,338	13,726	2,852	52,177	57,062	950	1,688	274,615
Total District And County Courts	<u>\$ 82,769</u>	<u>\$102,610</u>	<u>\$303,070</u>	<u>\$173,951</u>	<u>\$109,811</u>	<u>\$142,990</u>	<u>\$250,884</u>	<u>\$509,436</u>	<u>\$ 86,440</u>	<u>\$ 73,377</u>	<u>\$1,835,338</u>

(1) Included in operational expenses.



1974 COUNTY REVENUE AND EXPENDITURES FOR  
DISTRICT AND COUNTY COURTS OF THE  
EIGHTH JUDICIAL DISTRICT

REVENUE (To County)	Big Stone	Chippewa	Grant	Kandiyohi	Lac qui Parle	Meeker	Pope	Renville	Stevens	Swift	Traverse	Wilkin	Yellow Medicine	District Total
<u>District Court</u>														
Fees (Case Related)	\$ 813	\$ 5,048	\$ 1,840	\$ 9,567	\$ 2,290	\$ 2,288	\$ 6,265	\$ 5,500	\$ 1,264	\$ 1,545	\$ 1,198	\$ 2,104	\$ 3,215	\$ 42,937
Fines And Forfeitures	-	-	-	1,448	400	-	500	1,500	-	-	-	-	500	4,348
Fees (Noncase Related)	3,856	3,595	2,996	13,165	4,906	7,208	4,951	6,698	5,256	5,600	2,891	4,736	5,598	71,456
Other Receipts	209	-	204	1,158	-	-	-	146	-	34	27	-	340	2,118
Total District Court	<u>4,878</u>	<u>8,643</u>	<u>5,040</u>	<u>25,338</u>	<u>7,596</u>	<u>9,496</u>	<u>11,716</u>	<u>13,844</u>	<u>6,520</u>	<u>7,179</u>	<u>4,116</u>	<u>6,840</u>	<u>9,653</u>	<u>120,859</u>
<u>County Court</u>														
Fees (Case Related)	1,298	6,910	2,193	10,259	3,026	6,612	2,351	10,613	1,942	3,948	749	2,678	6,162	58,741
Fines And Forfeitures (County's Share Only)	34,622	23,025	6,489	84,352	17,012	51,516	72,318	18,339	37,326	39,311	9,559	43,197	35,249	472,315
Other Receipts	-	-	4,832	9,809	168	-	-	-	2,588	-	-	-	-	17,397
Total County Court	<u>35,920</u>	<u>29,935</u>	<u>13,514</u>	<u>104,420</u>	<u>20,206</u>	<u>58,128</u>	<u>74,669</u>	<u>28,952</u>	<u>41,856</u>	<u>43,259</u>	<u>10,308</u>	<u>45,875</u>	<u>41,411</u>	<u>548,453</u>
Total District And County Courts	<u>\$ 40,798</u>	<u>\$ 38,578</u>	<u>\$ 18,554</u>	<u>\$129,758</u>	<u>\$ 27,802</u>	<u>\$ 67,624</u>	<u>\$ 86,385</u>	<u>\$ 42,796</u>	<u>\$ 48,376</u>	<u>\$ 50,438</u>	<u>\$ 14,424</u>	<u>\$ 52,715</u>	<u>\$ 51,064</u>	<u>\$ 669,312</u>
<u>EXPENDITURES</u>														
<u>District And County Courts (Combined)</u>														
Salaries And Fees:														
Judges	\$ 31,607	\$ 27,095	\$ 17,547	\$ 26,041	\$ 39,500	\$ 25,000	\$ 24,000	\$ 33,430	\$ 30,260	\$ 26,988	\$ 15,074	\$ 38,383	\$ 27,744	\$ 362,669
Parajudicial	8,235	-	-	19,200	-	38	666	-	-	-	-	-	-	28,139
Reporters	2,489	1,250	4,103	20,462	3,484	5,081	-	4,736	1,907	1,759	1,438	1,659	2,921	51,289
Administrative And Clerical	18,517	59,950	25,688	61,268	28,026	47,975	23,126	35,527	23,328	31,540	20,536	28,899	29,334	433,714
Total Salaries And Fees	60,848	88,295	47,338	126,971	71,010	78,094	47,792	73,693	55,495	60,287	37,048	68,941	59,999	875,811
Fringe Benefits	4,982	-	4,814	13,636	4,609	12,395	2,500	4,878	3,374	1,435	108	5,893	4,204	62,828
Operational Expenses	5,918	11,997	8,600	35,339	8,340	15,664	7,034	14,302	10,408	7,839	2,921	8,981	7,443	144,786
Capital Outlay	1,446	4,422	709	1,308	1,067	1,001,839 (1)	495	2,000	-	7,422	121	1,024	356	1,022,209
Subtotal	73,194	104,714	61,461	177,254	85,026	1,107,992	57,821	94,873	69,277	76,983	40,198	84,839	72,002	2,105,634
Facilities Rental Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities Expense	-	-	-	-	-	1,040	-	5,000	-	-	168	-	-	6,208
Repair And Maintenance Expense	-	-	-	-	25	-	-	1,000	-	97	-	-	53	1,175
Bailiffs And Matrons - Salaries And Fees	50	220	420	4,913	160	540	443	480	20	160	200	260	220	8,086
Legal Defense Of Indigents - Total Expenses	1,554	3,768	3,890	24,026	1,885	5,404	907	4,918	-	2,864	132	7,308	2,908	59,564
Court Services - Total Expenses	5,542	20	-	6,128	2,742	4,849	-	6,317	300	6,494	-	8,958	720	42,070
Total District And County Courts	<u>\$ 80,340</u>	<u>\$108,722</u>	<u>\$ 65,771</u>	<u>\$212,321</u>	<u>\$ 89,838</u>	<u>\$1,119,825</u>	<u>\$ 59,171</u>	<u>\$112,588</u>	<u>\$ 69,597</u>	<u>\$ 86,598</u>	<u>\$ 40,698</u>	<u>\$101,365</u>	<u>\$ 75,903</u>	<u>\$2,222,737</u>

(1) New courthouse.



1974 COUNTY REVENUE AND EXPENDITURES FOR  
DISTRICT AND COUNTY COURTS OF THE  
NINTH JUDICIAL DISTRICT

REVENUE (To County)	Aitkin	Beltrami	Cass	Clear-water	Crow Wing	Hubbard	Itasca	Kittson	Koochi-ching	Lake Of The Woods	Mahnomen	Marshall	Norman	Pennington	Polk	Red Lake	Roseau	District Total
<u>District Court</u>																		
Fees (Case Related)	\$ 2,217	\$ 7,555	\$ 4,112	\$ 3,500	\$	\$ 5,517	\$ 5,691	\$ 3,240	\$ 3,553	\$ 444	\$ 1,222	\$ 4,965	\$ 2,230	\$ 4,292	\$ 10,761	\$ 1,024	\$ 1,095	\$ 61,418
Fines And Forfeitures	1,200	3,041	610	650		170	-	-	13,685	3,000	-	1,800	2,000	1,300	4,075	-	1,000	32,531
Fees (Noncase Related)	5,453	9,385	5,318	4,386		5,558	17,566	3,272	7,893	2,105	2,830	4,128	3,848	7,851	8,969	2,182	5,239	95,983
Other Receipts	111	2,570	1,597	504		-	69	713	2,491	600	3	161	74	2,111	3,525	3	801	15,333
Total District Court	<u>8,981</u>	<u>22,551</u>	<u>11,637</u>	<u>9,040</u>		<u>11,245</u>	<u>23,326</u>	<u>7,225</u>	<u>27,622</u>	<u>6,149</u>	<u>4,055</u>	<u>11,054</u>	<u>8,152</u>	<u>15,554</u>	<u>27,330</u>	<u>3,209</u>	<u>8,135</u>	<u>205,265</u>
<u>County Court</u>																		
Fees (Case Related)	3,927	4,662	8,167	3,805		4,131	9,345	1,699	7,565	1,432	889	2,997	2,190	2,426	16,451	1,265	4,043	74,994
Fines And Forfeitures (County's Share Only)	38,986	50,841	54,756	27,095		27,324	46,288	17,656	27,630	9,084	11,019	46,032	17,885	60,425	89,428	10,240	30,758	565,447
Other Receipts	50	8,184	-	-		453	-	150	-	-	1,212	-	465	168	300	-	100	11,082
Total County Court	<u>42,963</u>	<u>63,687</u>	<u>62,923</u>	<u>30,900</u>		<u>31,908</u>	<u>55,633</u>	<u>19,505</u>	<u>35,195</u>	<u>10,516</u>	<u>13,120</u>	<u>49,029</u>	<u>20,540</u>	<u>63,019</u>	<u>106,179</u>	<u>11,505</u>	<u>34,901</u>	<u>651,523</u>
Total District And County Courts	<u>\$ 51,944</u>	<u>\$ 86,238</u>	<u>\$ 74,560</u>	<u>\$ 39,940</u>	<u>\$</u>	<u>\$ 43,153</u>	<u>\$ 78,959</u>	<u>\$ 26,730</u>	<u>\$ 62,817</u>	<u>\$ 16,665</u>	<u>\$ 17,175</u>	<u>\$ 60,083</u>	<u>\$ 28,692</u>	<u>\$ 78,573</u>	<u>\$133,509</u>	<u>\$ 14,714</u>	<u>\$ 43,036</u>	<u>\$ 856,788</u>
<u>EXPENDITURES</u>																		
<u>District And County Courts (Combined)</u>																		
Salaries And Fees:																		
Judges	\$ 26,042	\$ 26,042	\$ 13,683	\$ 23,500	\$	\$ 13,685	\$ 43,075	\$ 12,734	\$ 26,042	\$ 1,618	\$ 22,250	\$ 18,391	\$ 26,250	\$ 28,852	\$ 26,042	\$ 7,626	\$ 21,499	\$ 337,331
Parajudicial Reporters	-	37,185	8,652	352		5,600	2,700	-	517	120	170	-	-	400	6,474	162	-	62,332
Administrative And Clerical	9,079	13,112	9,040	3,277		5,449	29,300	2,859	7,159	1,662	2,634	6,483	4,240	6,327	15,626	2,393	4,914	123,554
Total Salaries And Fees	<u>31,311</u>	<u>56,677</u>	<u>45,220</u>	<u>22,202</u>		<u>26,465</u>	<u>73,190</u>	<u>24,310</u>	<u>36,787</u>	<u>14,905</u>	<u>11,660</u>	<u>27,925</u>	<u>32,742</u>	<u>34,952</u>	<u>60,506</u>	<u>14,040</u>	<u>30,912</u>	<u>543,804</u>
Fringe Benefits	66,432	133,016	76,595	49,331		51,199	148,265	39,903	70,505	18,305	36,714	52,799	63,232	70,531	108,648	24,221	57,325	1,067,021
Operational Expenses	7,849	21,052	2,948	498		-	2,500	2,409	7,542	-	2,313	2,720	1,197	2,333	16,003	3,088	3,295	75,747
Capital Outlay	10,483	32,066	17,270	6,482		9,841	27,817	5,231	17,985	7,431	6,165	11,035	10,004	10,349	25,893	2,187	9,092	209,331
Subtotal	<u>840</u>	<u>258,023</u>	<u>2,698</u>	<u>628</u>		<u>-</u>	<u>14,567</u>	<u>630</u>	<u>998</u>	<u>25</u>	<u>895</u>	<u>290</u>	<u>7,176</u>	<u>5,008</u>	<u>1,958</u>	<u>820</u>	<u>1,594</u>	<u>296,150</u>
Facilities Rental Expense	85,604	444,157	99,511	56,939		61,040	193,149	48,173	97,030	25,761	46,087	66,844	81,609	88,221	152,502	30,316	71,306	1,648,249
Utilities Expense	-	-	-	-		-	-	-	-	-	-	-	-	-	-	-	-	-
Repair And Maintenance Expense	-	4,227	-	-		-	-	-	-	-	-	-	2,580	-	-	-	-	6,807
Bailiffs And Matrons - Salaries And Fees	153	11,907	192	-		15	2,221	-	-	-	54	-	2,400	-	500	-	-	17,442
Legal Defense Of Indigents - Total Expenses	420	2,064	255	-		432	1,092	144	1,800	244	335	264	309	546	948	12	144	9,009
Court Services - Total Expenses	6,380	24,985	21,865	1,545		7,522	16,759	4,013	18,136	1,914	2,911	5,691	9,429	6,638	12,967	2,150	4,356	147,261
Total District And County Courts	<u>14,608</u>	<u>19,504</u>	<u>28,948</u>	<u>866</u>		<u>4,624</u>	<u>-</u>	<u>-</u>	<u>8,698</u>	<u>-</u>	<u>6,968</u>	<u>3,811</u>	<u>1,588</u>	<u>10,249</u>	<u>22,557</u>	<u>2,431</u>	<u>-</u>	<u>124,852</u>
Total District And County Courts	<u>\$107,165</u>	<u>\$506,844</u>	<u>\$150,771</u>	<u>\$ 59,350</u>	<u>\$</u>	<u>\$ 73,633</u>	<u>\$213,221</u>	<u>\$ 52,330</u>	<u>\$125,664</u>	<u>\$ 27,919</u>	<u>\$ 56,355</u>	<u>\$ 76,610</u>	<u>\$ 97,915</u>	<u>\$105,654</u>	<u>\$189,474</u>	<u>\$ 34,909</u>	<u>\$ 75,806</u>	<u>\$1,953,620</u>



1974 COUNTY REVENUE AND EXPENDITURES FOR  
DISTRICT AND COUNTY COURTS OF THE  
TENTH JUDICIAL DISTRICT

REVENUE (To County)	Anoka	Chisago	Isanti	Kanabec	Pine	Sherburne	Washington	Wright	District Total
<u>District Court</u>									
Fees (Case Related)	\$ 28,146	\$ 7,466	\$ 7,025	\$ 3,686	\$ 2,734	\$ 3,617	\$ 19,182	\$ 16,418	\$ 88,274
Fines And Forfeitures	12,395	6,900	1,035	1,113	1,700	2,930	4,425	850	31,348
Fees (Noncase Related)	26,233	6,268	8,177	4,259	6,567	6,605	12,930	16,583	87,622
Other Receipts	200	878	1,038	-	-	123	1,303	14	3,556
Total District Court	<u>66,974</u>	<u>21,512</u>	<u>17,275</u>	<u>9,058</u>	<u>11,001</u>	<u>13,275</u>	<u>37,840</u>	<u>33,865</u>	<u>210,800</u>
<u>County Court</u>									
Fees (Case Related)	62,941	7,366	4,400	4,152	7,365	5,818	26,983	22,159	141,184
Fines And Forfeitures (County's Share Only)	262,241	59,898	29,157	12,371	46,943	59,305	241,012	117,136	828,063
Other Receipts	980	-	2,095	-	-	650	844	100	4,669
Total County Court	<u>326,162</u>	<u>67,264</u>	<u>35,652</u>	<u>16,523</u>	<u>54,308</u>	<u>65,773</u>	<u>268,839</u>	<u>139,395</u>	<u>973,916</u>
Total District And County Courts	<u>\$393,136</u>	<u>\$ 88,776</u>	<u>\$ 52,927</u>	<u>\$ 25,581</u>	<u>\$ 65,309</u>	<u>\$ 79,048</u>	<u>\$306,679</u>	<u>\$173,260</u>	<u>\$1,184,716</u>
<u>EXPENDITURES</u>									
<u>District And County Courts (Combined)</u>									
Salaries And Fees:									
Judges	\$130,055	\$ 39,443	\$ 23,691	\$ 9,992	\$ 36,882	\$ 14,314	\$ 87,000	\$ 52,083	\$ 393,460
Parajudicial	-	-	-	3,377	-	-	560	-	3,937
Reporters	103,598	10,617	10,303	2,991	7,979	9,517	75,551	3,863	224,419
Administrative And Clerical	238,337	47,029	37,675	26,017	31,379	50,090	170,330	64,790	665,647
Total Salaries And Fees	471,990	97,089	71,669	42,377	76,240	73,921	333,441	120,736	1,287,463
Fringe Benefits	51,974	11,577	5,692	4,326	7,154	9,743	23,306	17,032	130,804
Operational Expenses	101,333	11,745	11,434	9,388	6,553	19,022	68,893	26,196	254,564
Capital Outlay	27,215	2,843	1,309	3,153	-	3,130	6,730	665,860 (1)	710,240
Subtotal	652,512	123,254	90,104	59,244	89,947	105,816	432,370	829,824	2,383,071
Facilities Rental Expense	12,012	-	-	-	-	-	16,850	-	28,862
Utilities Expense	-	-	-	-	-	2,717	-	-	2,717
Repair And Maintenance Expense	1,558	-	284	-	-	5,618	1,065	-	8,525
Bailiffs and Matrons - Salaries And Fees	9,072	1,144	320	1,845	1,303	1,065	5,280	2,288	22,317
Legal Defense Of Indigents - Total Expenses	57,792	4,155	6,177	2,328	2,348	9,263	16,630	7,927	106,620
Court Services - Total Expenses	217,569	1,320	9,679	10,112	-	3,444	13,779	1,619	257,522
Total District And County Courts	<u>\$950,515</u>	<u>\$129,873</u>	<u>\$106,564</u>	<u>\$ 73,529</u>	<u>\$ 93,598</u>	<u>\$127,923</u>	<u>\$485,974</u>	<u>\$841,658</u>	<u>\$2,809,634</u>

(1) New facilities.

III. FINANCIAL REPORTING FORM

### III. FINANCIAL REPORTING FORM

To satisfy the objective of recommending a uniform financial reporting format, we have developed a financial information reporting form to be utilized by the Minnesota court system. The form will provide a uniform means of reporting financial information on the operations of the county level courts to the state level. We recommend that it be prepared and submitted annually by the Clerks of Court and/or Court Administrators in the various counties and that they work closely with their County Auditors in obtaining the requested information.

The form is intended primarily to obtain information on the county revenues and expenditures of the courts. In addition, it will allow the Clerks of Court and/or Court Administrators to provide information on the municipal and state revenue which results from District and County Court receipts. This is the portion of fines and fees received at the county level but which is passed through to the municipalities and the state.

The form was designed to be compatible with the county financial record systems for the courts, as recommended by the Office of the State Auditor (formerly the Department of Public Examiner).<sup>2</sup> It also is similar to the reporting formats required by the Statewide Accounting System as described in the Accounting Procedures Statewide Accounting Manual. This would facilitate the conversion of the courts to that system should this ever become necessary.

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<sup>2</sup>Recommended Accounting Procedures For The Office Of Clerk Of The District Court (1966), Recommended Accounting Procedures For The Office Of The Clerk Of The County Court (1972), Classification Of Accounts And Official Form County Financial Statement (1968).

We have made provisions for separate data to be reported for District Court and County Court, if possible. We recommend that this not be insisted upon for all expenditure categories, as it may not be possible in certain counties without significant modifications to their bookkeeping system. We have made provisions whereby a combined total for both courts could alternatively be reported.

An explanation of the Financial Reporting Form precedes the presentation of the form in this report. This explanation is intended to be distributed to the Clerks of Court and/or Court Administrators along with the form. Its primary purpose is to explain the form to them and to aid them in properly completing the form.

MINNESOTA COURT SYSTEM  
FINANCIAL REPORTING FORM

EXPLANATION

The Financial Reporting Form has been designed as a means of allowing the Clerks of Court and/or Court Administrators in 87 counties to report annual financial information to the State Court Administrator on a uniform basis.

The form is comprised of three sections or "statements." They are entitled "Statement Of Revenue For District Court," "Statement Of Revenue For County Court" and "Statement Of Expenditures For District And County Courts."

Although the latter two statements refer only to "County Court," they are also applicable for use in reporting revenue and expenditure information for the Municipal and Probate Courts which exist in Hennepin and Ramsey Counties. The Clerks of Court and/or Court Administrators of the Probate and Municipal Courts should consider any reference to "County Court" as being a reference to their respective court.

On the following pages you will find, sections of the reporting form with definitions inserted after each revenue or expenditure category, specifying the information to be reported in each category. At the end of each large section, i.e., "Statement Of Revenue For District Court," "Statement Of Revenue For County Court" and "Statement Of Expenditures For District And County Courts," is a completed sample of that section. A blank reporting form is then provided for your use as a worksheet for your county.

MINNESOTA COURT SYSTEM  
FINANCIAL REPORTING FORM

STATEMENT OF REVENUE  
FOR  
DISTRICT COURT

County Of \_\_\_\_\_  
Year Ending \_\_\_\_\_  
Submitted By \_\_\_\_\_

The "Statement Of Revenue For District Court" provides a format for reporting county revenue resulting from receipts of the District Court during the year. It should be noted that it is to be a report of county revenue from District Court receipts, not of District Court receipts. The distinction is that some funds received by the District Court are not county revenue. For example, bail posted in District Court is a receipt of the court, but it is not considered county revenue unless or until it is forfeited. On Line 5, only the amount forfeited to the county is to be reported. Likewise, the total fees received for driver's licenses and U.S. Passports are not all county revenue, only a portion of it is. On Lines 10 and 11, however, we do request that the total amount of these fees received be reported in the space provided in addition to that portion of it which is revenue to the county.

The revenue categories are grouped into two sections, those which are related to District Court cases and those which are not. These revenue categories are defined below. In all definitions, the term "District Court" refers only to the District Court for the county preparing the report.

District Court Revenue -  
Case Related

1 Civil Division Fees \$ \_\_\_\_\_

Civil Division Fees include all fees collected by District Court in conjunction with civil court actions. Such fees include but are not limited to filing fees, subpoena fees, and fees for certified copies of case documents.

2 Law Library Fees \$ \_\_\_\_\_

Law Library Fees include all fees collected by District Court for credit to the county's Law Library Fund, if such a fund has been established by the county.

3 Judgment Search Fees \_\_\_\_\_

Judgment Search Fees include all fees collected by District Court for performance of judgment searches and the issuance of certificates thereto.

4 Court Fines \_\_\_\_\_

Court Fines represent all fines collected by District Court. These fines include any amounts received which are applied to the Sheriff's Contingency Fund and any bail funds which are applied as payments against fines imposed by the court.

5 Bail Forfeitures  
(Amount forfeited only) \_\_\_\_\_

Bail Forfeitures include that amount of total bail deposits in District Court which is forfeited to the county because of the defendant's failure to appear or because of his abandonment of the funds, according to M.S. Section 487.32.

6 Legal Service Fees \_\_\_\_\_

Legal Service Fees include the total amount of fees collected by District Court to defray the county's expenses of providing legal services to indigent defendants.

7 Other Case Related Revenue (Specify)

a.

\$ \_\_\_\_\_

b.

\_\_\_\_\_

c.

\_\_\_\_\_

Other Case Related Revenue includes any other funds received by District Court which are related to court cases but which are not classified by any of the categories provided in (1) through (6). The nature of this revenue should be specified.

8 TOTAL CASE RELATED REVENUE

\$ \_\_\_\_\_

Total Case Related Revenue is the total of Lines 1 through 7.

District Court Revenue -  
Noncase Related

9 Marriage License Fees \$ \_\_\_\_\_

Marriage License Fees include the total fees collected by District Court for the issuance of marriage licenses.

10 Driver's License Fees  
Total: \$ \_\_\_\_\_, County Portion: \_\_\_\_\_

Driver's License Fees include those fees collected by District Court for the issuance of driver's licenses. Both the total amount of fees collected and that portion of the total which is retained by the county as revenue should be reported.

11 U.S. Passport Fees  
Total: \$ \_\_\_\_\_, County Portion: \_\_\_\_\_

U.S. Passport Fees include those fees collected by District Court for the issuance of U.S. Passports. Both the total amount of fees collected and that portion of the total which is retained by the county as revenue should be reported.

12 Certified Copy Fees \_\_\_\_\_

Certified Copy Fees include all fees collected by District Court for the issuance of certified copies of vital records (marriage certificates, birth certificates, death certificates, etc.).

13 Recording Fees \_\_\_\_\_

Recording Fees include all fees collected by District Court for recording such things into the public records as business names, notarial commissions, professional certificates, etc.

14 Other Noncase Related Revenue (Specify)

a.

\$ \_\_\_\_\_

b.

\_\_\_\_\_

c.

\_\_\_\_\_

Other Noncase Related Revenue includes any other funds received by District Court which are unrelated to court cases but which are not classified by any of the categories provided in (9) through (13). The nature of this revenue should be specified.

15 TOTAL NONCASE RELATED REVENUE

\$ \_\_\_\_\_

Total Noncase Related Revenue is the total of Lines 9 through 14.

16 TOTAL DISTRICT COURT REVENUE

\$ \_\_\_\_\_

Total District Court Revenue is the total of Line 8 plus Line 15.

MINNESOTA COURT SYSTEM  
FINANCIAL REPORTING FORM

STATEMENT OF REVENUE  
FOR  
DISTRICT COURT

County Of Example  
Year Ending 12/31/XX  
Submitted By Clerk Of Court

District Court Revenue -  
Case Related

1	Civil Division Fees	\$ 5,450	
2	Law Library Fees	0	
3	Judgment Search Fees	26	
4	Court Fines	1,342	
5	Bail Forfeitures (Amount forfeited only)	0	
6	Legal Service Fees	105	
7	Other Case Related Revenue (Specify)		
	a.	0	
	b.		
	c.		
8	TOTAL CASE RELATED REVENUE (Total of 1 through 7)		\$ <u>6,923</u>

District Court Revenue -  
Noncase Related

9	Marriage License Fees	\$ 2,860	
10	Driver's License Fees Total: \$ <u>25,690</u> , County Portion:	5,589	
11	U.S. Passport Fees Total: \$ <u>2,450</u> , County Portion:	368	
12	Certified Copy Fees	3,373	
13	Recording Fees	255	
14	Other Noncase Related Revenue (Specify)		
	a. Xerox Charges	142	
	b.		
	c.		
15	TOTAL NONCASE RELATED REVENUE (Total of 9 through 14)		\$ <u>12,587</u>
16	TOTAL DISTRICT COURT REVENUE (Total of 8 plus 15)		\$ <u>19,510</u>

STATEMENT OF REVENUE  
FOR  
COUNTY COURT

County Of \_\_\_\_\_  
Year Ending \_\_\_\_\_  
Submitted By \_\_\_\_\_

Statement Of Revenue  
For County Court

This statement provides a format for reporting county revenue resulting from receipts of the County Court during the year. The revenue categories are grouped into three sections: "County Court Fee Revenue," "County Court Fine And Forfeiture Revenue" and "Other Revenue Of County Court." These revenue categories are defined below.

County Court Fee Revenue

17 Civil Division Fees \$ \_\_\_\_\_

Civil Division Fees include all fees collected by County Court in conjunction with civil actions. Such fees include but are not limited to filing fees, subpoena fees, and fees for issuing certified copies of case documents.

18 Conciliation Division Fees \_\_\_\_\_

Conciliation Division Fees include all fees collected by County Court for the filing of conciliation court claims and counterclaims.

19 Probate Division Fees \_\_\_\_\_

Probate Division Fees include all fees collected by County Court in conjunction with probate matters. Such fees include filing fees, fees for certified copies of probate documents, and other probate related receipts.

20 Family Division Fees \$ \_\_\_\_\_

Family Division Fees include all fees collected by County Court pertaining to family court matters. Such fees include filing fees, fees for certified copies of case documents, and adoption fees, etc.

21 Judgment Search Fees \_\_\_\_\_

Judgment Search Fees include all fees collected by County Court for performance of judgment searches and the issuance of certificates thereto. If records are maintained in such fashion that these fees are included with those categories reported in (17) through (20), it is not necessary to report them separately in (21), but indicate where these fees (if any) are included.

22 TOTAL COUNTY COURT FEES \$ \_\_\_\_\_

Total County Court Fees is the total of Lines 17 through 21.

These fees include all fees collected by County Court. This summary category is provided for those counties which do not maintain separate fee records for the court divisions listed in (17) through (21). They need only show the total amount in (22) and can leave (17) through (21) blank.

23 Law Library Fees \_\_\_\_\_

Law Library Fees include all fees collected by County Court for credit to the county's Law Library Fund, if such a fund has been established.

24 Other Fees (Specify)

a.

\$ \_\_\_\_\_

b.

\_\_\_\_\_

c.

\_\_\_\_\_

Other Fees include any other fees collected by County Court which are revenue to the county and are not classified by any of the categories provided in (17) through (23). The nature of this revenue should be specified.

25 TOTAL COUNTY COURT FEES

\$ \_\_\_\_\_

Total County Court Fees is the total of Lines 22 through 24.

County Court Fine And  
Forfeiture Revenue

NOTE: We are requesting information on the total fines and court costs collected by County Court and on the state, municipal and county share of the total fines. Only the county share of the fine and any additional court costs represent revenue to the county. Court costs are those additional fees which are assessed by the court in cases pursuant to 1973 M.S. Section 487.31. These fees should be reported in the appropriate category, if applicable.

	<u>Total Collected</u> (1)	=	<u>State Share</u> (2)	+	<u>Munici- palities Share</u> (3)	+	<u>County Share</u> (4)	+	<u>Court Costs*</u> (5)
26 County Fines	\$ _____		\$N/A		\$ N/A		\$ _____		\$ _____

County Fines include all fines collected by County Court for violations of criminal statutes or county traffic ordinances. These fines include any amounts received which are specified for the Sheriff's Contingency Fund and any bail/bonds which are applied as payments of fines in these cases.

27 Minnesota Highway Patrol Fines	_____	_____	_____	_____	_____	_____	_____	_____	_____
-----------------------------------	-------	-------	-------	-------	-------	-------	-------	-------	-------

Minnesota Highway Patrol Fines include all fines collected by County Court for state traffic code violations which are reported by Minnesota Highway Patrol officers. These fines include any bail/bonds applied as payment for fines imposed by the court in these cases.

\*As per 1973 M.S. Section 487.31.

	<u>Total</u> <u>Collected</u> (1)	=	<u>State</u> <u>Share</u> (2)	+	<u>Munici-</u> <u>palities</u> <u>Share</u> (3)	+	<u>County</u> <u>Share</u> (4)	+	<u>Court</u> <u>Costs*</u> (5)
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28	Municipality Fines	\$ _____	=	\$N/A	+	\$ _____	+	\$ _____	+	\$ _____
----	-----------------------	----------	---	-------	---	----------	---	----------	---	----------

Municipality Fines include all fines collected by County Court for violations of municipal, criminal or traffic ordinances. These fines include any bail/bonds which are applied as payments of fines imposed by the court in these cases.

29	Parking Fines	_____	=	N/A	+	_____	+	_____	+	_____
----	---------------	-------	---	-----	---	-------	---	-------	---	-------

Parking Fines include all fines collected by County Court for parking ordinance violations.

30	Game And Fish Fines	_____	=	_____	+	_____	+	_____	+	_____
----	------------------------	-------	---	-------	---	-------	---	-------	---	-------

Game And Fish Fines include all fines collected by County Court for state game and fish violations.

31	Watercraft Fines	_____	=	_____	+	_____	+	_____	+	_____
----	---------------------	-------	---	-------	---	-------	---	-------	---	-------

Watercraft Fines include all fines collected by County Court for state watercraft violations.

32	Snowmobile Fines	_____	=	_____	+	_____	+	_____	+	_____
----	---------------------	-------	---	-------	---	-------	---	-------	---	-------

Snowmobile Fines include all fines collected by County Court for state snowmobile violations.

\*As per 1973 M.S. Section 487.31.

<u>Total</u> <u>Collected</u> (1)	=	<u>State</u> <u>Share</u> (2)	+	<u>Muncici-</u> <u>palties</u> <u>Share</u> (3)	+	<u>County</u> <u>Share</u> (4)	+	<u>Court</u> <u>Costs*</u> (5)
---	---	-------------------------------------	---	--	---	--------------------------------------	---	--------------------------------------

33 Other Fines  
(Specify)

a.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b.	_____	_____	_____	_____	_____
c.	_____	_____	_____	_____	_____

Other Fines include any other fines collected by County Court which are not classified by any of the categories provided in (26) through (32). The nature of the fine should be specified.

34 TOTAL COUNTY

COURT FINES	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
-------------	----------	----------	----------	----------	----------

Total County Court Fines is the total of Lines 26 through 33.

35 COUNTY REVENUE FROM TOTAL COUNTY COURT FINES

\$ \_\_\_\_\_

County Revenue From Total County Court Fines is the total of Column 4 plus Column 5 of Line 34.

36 Bail/Bond Forfeitures (Amount forfeited only)

\$ \_\_\_\_\_

Bail/Bond Forfeitures include that amount of total bail/bond deposits in County Court which is forfeited to the county because of the defendant's failure to appear or because of his abandonment of the funds, according to M.S. Section 487.32.

NOTE: Only those bail/bond funds which are forfeited are to be reported, not the total amount of bail/bond funds deposited with the court.

Other Revenue  
Of County Court

37 Legal Service Fees \$ \_\_\_\_\_

Legal Service Fees include the total amount of fees collected by County Court to defray the county's expenses of providing legal services to indigent defendants.

38 Medical/Psychiatric Examination Fees \_\_\_\_\_

Medical/Psychiatric Examination Fees include the total amount of fees collected by County Court to defray the county's expenses of providing medical and/or psychiatric examinations in cases requiring them.

39 Other Revenue (Specify) \_\_\_\_\_

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

Other Revenue includes any other receipts of County Court which are not classified by the categories provided in (37) and (38).

40 TOTAL OTHER REVENUE \$ \_\_\_\_\_

Total Other Revenue is the total of Lines 37 through 39.

41 TOTAL COUNTY COURT REVENUE \$ \_\_\_\_\_

Total County Court Revenue is the total of Lines 24 + 35 + 36 + 40.

42 TOTAL COUNTY AND DISTRICT COURT REVENUE \$ \_\_\_\_\_

Total County And District Court Revenue is the total of Lines 16 plus 41.

STATEMENT OF REVENUE  
FOR  
COUNTY COURT

County Of Example  
Year Ending 12/31/XX  
Submitted By Clerk Of Court

County Court Fee Revenue

17	Civil Division Fees	\$ <u>3,516</u>	
18	Conciliation Division Fees	<u>1,335</u>	
19	Probate Division Fees	<u>3,288</u>	
20	Family Division Fees	<u>987</u>	
21	Judgment Search Fees	<u>3,560</u>	
22	TOTAL COUNTY COURT FEES (Total of 17 through 21)		\$ <u>12,686</u>
23	Law Library Fees		<u>2,118</u>
24	Other Fees (Specify)		
	a.		<u>0</u>
	b.		<u>          </u>
	c.		<u>          </u>
25	TOTAL COUNTY COURT FEES (Total of 22 through 24)		\$ <u>14,804</u>

County Court Fine And  
Forfeiture Revenue

	<u>Total Collected</u> (1)	=	<u>State Share</u> (2)	+	<u>Munici- palities Share</u> (3)	+	<u>County Share</u> (4)	+	<u>Court Costs*</u> (5)
26	County Fines	\$ <u>106,206</u>	\$ <u>N/A</u>		\$ <u>N/A</u>		\$ <u>103,860</u>		\$ <u>2,346</u>
27	Minnesota Highway Patrol Fines	<u>211,446</u>	<u>131,352</u>		<u>0</u>		<u>78,811</u>		<u>1,283</u>
28	Municipality Fines	<u>30,190</u>	<u>N/A</u>		<u>14,829</u>		<u>14,829</u>		<u>532</u>
29	Parking Fines	<u>0</u>	<u>N/A</u>		<u>0</u>		<u>0</u>		<u>0</u>

\*As per 1973 M.S. Section 487.31.

(EXAMPLE OF COMPLETED FORM)

(3)

	<u>Total Collected</u> (1)	=	<u>State Share</u> (2)	+	<u>Municipalities Share</u> (3)	+	<u>County Share</u> (4)	+	<u>Court Costs*</u> (5)
30 Game And Fish Fines	\$ <u>1,120</u>		\$ <u>560</u>		\$ <u>N/A</u>		\$ <u>560</u>		\$ <u>0</u>
31 Watercraft Fines	<u>274</u>		<u>137</u>		<u>N/A</u>		<u>137</u>		<u>0</u>
32 Snowmobile Fines	<u>50</u>		<u>25</u>		<u>N/A</u>		<u>25</u>		<u>0</u>
33 Other Fines (Specify)									
a.	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
b.	<u>          </u>		<u>          </u>		<u>          </u>		<u>          </u>		<u>          </u>
c.	<u>          </u>		<u>          </u>		<u>          </u>		<u>          </u>		<u>          </u>
34 TOTAL COUNTY COURT FINES (Total of 26 through 33)	\$ <u>349,286</u>		\$ <u>132,074</u>		\$ <u>14,829</u>		\$ <u>198,222</u>		\$ <u>4,161</u>
35 COUNTY REVENUE FROM TOTAL COUNTY COURT FINES (Col. 4 + Col. 5 of 34)									\$ <u>202,383</u>
36 Bail/Bond Forfeitures (Amount forfeited only)									\$ <u>494</u>
<u>Other Revenue Of County Court</u>									
37 Legal Service Fees							\$ <u>327</u>		
38 Medical/Psychiatric Examination Fees							<u>50</u>		
39 Other Revenue (Specify)									
a.							<u>0</u>		
b.							<u>          </u>		
c.							<u>          </u>		
40 TOTAL OTHER REVENUE (Total of 37 through 39)									\$ <u>377</u>
41 TOTAL COUNTY COURT REVENUE (Total of 25 + 35 + 36 + 40)									\$ <u>218,058</u>
42 TOTAL COUNTY AND DISTRICT COURT REVENUE (Total of 16 + 41)									\$ <u>237,568</u>

\*As per 1973 M.S. Section 487.31.

STATEMENT OF EXPENDITURES  
FOR  
DISTRICT AND COUNTY COURTS

County Of \_\_\_\_\_

Year Ending \_\_\_\_\_

Submitted By \_\_\_\_\_

This statement provides a format for reporting county expenditures for the operation of the District and County Courts during the year. For each of the expenditure categories identified, space is provided to report that portion which is applicable to District Court operations, that portion which is applicable to County Court operations, and the combined total. The allocation of the combined total between the respective District and County Court shares need only be reported if the information is readily available from the county's financial records. When it is not available, it is only necessary to provide information for the combined total.

The expenditure categories are grouped into four of the major object classifications prescribed for the counties' financial record maintenance by the Office of the State Auditor: "Personal Services," "Other Services And Charges," "Supplies" and "Capital Outlay."

PERSONAL SERVICES

Personal Services categorizes those expenditures paid to and for county employees as compensation for the services they perform. These include salaries and wages, employment costs and fringe benefits.

Salaries And Wages

Salaries And Wages include total gross salaries and wages paid by the county to regular and temporary employees of the County and District Courts. Court employee position categories are specified in (43) through (51). The total amounts paid to all individuals classified by these position categories are to be reported. These

amounts should represent the particular county's share of salaries and wages paid. For example, in a multi-county judicial district, the amount reported for court reporters in (45) under District Court (Column 1) should represent only that portion of the total court reporters' salaries which is the expense of the particular county submitting the report. If one county in the district pays the salary and is reimbursed by the other counties comprising the district, the correct amount for that county to report would be only its proportionate share of the total salary. The position categories are defined as follows:

District Court	County Court	Combined Total
(1)	(2)	(3)

43 Judges	\$ _____	\$ _____	\$ _____
-----------	----------	----------	----------

Judges include all active and retired judges and their families (if applicable) in County and District Courts. Salaries would only be paid to District Court judges by the county in those counties with population in excess of 200,000.

44 Judicial Officers And Court Referees	_____	_____	_____
---	-------	-------	-------

Judicial Officers And Court Referees who are salaried, county employees. If these individuals are paid on a fee basis, the payment should be reported in Line 64.

45 Court Reporters	_____	_____	_____
--------------------	-------	-------	-------

Court Reporters in County and District Courts who are salaried employees paid by the county. If free-lance reporters paid on a fee basis are used, the amount paid should be reported in Line 60.

46 Clerk Of Court Or Court Administrator	_____	_____	_____
--	-------	-------	-------

Clerk Of Court Or Court Administrator if the latter is the chief administrative officer of the court system in the county.

<u>District Court</u> (1)	+	<u>County Court</u> (2)	=	<u>Combined Total</u> (3)
----------------------------------	---	--------------------------------	---	----------------------------------

47 Administrative And Clerical Personnel	\$	_____	\$	_____	\$	_____
--	----	-------	----	-------	----	-------

Administrative And Clerical Personnel of the offices of Clerk of Court and/or Court Administrator. This includes all court deputies, clerks, secretaries, bookkeepers, etc.

48 Bailiffs And Matrons (If part of court budget)		_____		_____		_____
---	--	-------	--	-------	--	-------

Bailiffs And Matrons - Self-explanatory. Only include these salaries if they are part of the court budget in the county.

49 Public Defender And Staff Personnel (If part of court budget)		_____		_____		_____
--	--	-------	--	-------	--	-------

Public Defender And Staff Personnel includes all salaried employees of the Public Defender's Office. These salaries need only be reported if the Public Defender's Office is considered part of the court system's budget. Fees charged by court-appointed attorneys who are not salaried employees of the county should be reported in Line 61.

50 Court Services Personnel (If part of court budget)		_____		_____		_____
---	--	-------	--	-------	--	-------

Court Services Personnel includes any salaried employee of the county who provides such services as probation, pre-sentence investigation, medical examinations, divorce counseling, diversion programs, juvenile and domestic histories, psychiatric reports, foreign language interpretations, etc. These salaries need only be reported if the individuals performing them are considered "court personnel" and are part of the court budget of the county.

District Court	County Court	Combined Total
(1)	(2)	(3)

51 Other Court Personnel (Specify Title)			
a.	\$ _____	\$ _____	\$ _____
b.	_____	_____	_____
c.	_____	_____	_____

Other Court Personnel includes any other salaried employees of the County and/or District Court system who are not classified by any of the position categories provided in (43) through (50). Law clerks who are legal researchers for judges, Title Examiners and Hearing Officers would be examples of "Other Court Personnel."

52 TOTAL SALARIES AND WAGES	\$ _____	\$ _____	\$ _____
-----------------------------	----------	----------	----------

Total Salaries And Wages are the totals of Lines 43 through 51.

Employment Costs And Fringe Benefits

Employment Costs And Fringe Benefits include those expenditures made by the county in order to obtain the services of all the court system employees in addition to the salaries and wages listed in (43) through (51). These expenditures are categorized in (53) through (57) and are self-explanatory. If it is not possible to determine the exact dollar figure that is applicable for court personnel in these categories, approximations may be reported.

53 FICA - Employer Contribution	\$ _____	\$ _____	\$ _____
54 PERA - Employer Contribution	_____	_____	_____
55 Workmen's Compensation	_____	_____	_____
56 Group Insurance - County Contribution	_____	_____	_____
57 Other (Specify)			
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

District Court	+	County Court	=	Combined Total
(1)		(2)		(3)

58 TOTAL EMPLOYMENT COSTS AND FRINGE BENEFITS

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Employment Costs And Fringe Benefits are the total of Lines 53 through 57.

59 TOTAL PERSONAL SERVICES

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Personal Services are the total of Lines 52 plus 58.

OTHER SERVICES AND CHARGES

Other Services And Charges include all expenditures, other than for salaries and wages, made by the county during the year to obtain services necessary for the operation of the District and County Courts, as defined by the county. These expenditures are specified in categories (60) through (79) and are self-explanatory.

	<u>District</u> <u>Court</u> (1)	+ <u>County</u> <u>Court</u> (2)	= <u>Combined</u> <u>Total</u> (3)
<u>Professional Service Fees</u>			
60 Court Reporting Services	\$ _____	\$ _____	\$ _____
61 Legal Defense Services	_____	_____	_____
62 Medical/Psychiatric Examinations	_____	_____	_____
63 Transcript Preparation	_____	_____	_____
64 Other (Specify Nature)			
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
65 TOTAL PROFESSIONAL SERVICES EXPENSES (Total of 60 through 64)	\$ _____	\$ _____	\$ _____
66 Jury Fees And Expenses	\$ _____	\$ _____	\$ _____
67 Witness Fees And Expenses	\$ _____	\$ _____	\$ _____
<u>Communications</u>			
68 Postage	\$ _____	\$ _____	\$ _____
69 Telephone	_____	_____	_____
70 Other (Specify)			
a.	_____	_____	_____
71 TOTAL COMMUNICATIONS (Total of 68 through 70)	\$ _____	\$ _____	\$ _____
72 Transportation And Travel	\$ _____	\$ _____	\$ _____
73 Printing And Binding	\$ _____	\$ _____	\$ _____
74 Bonds And Insurance	\$ _____	\$ _____	\$ _____
75 Repair And Maintenance Services	\$ _____	\$ _____	\$ _____
76 Utility Services	\$ _____	\$ _____	\$ _____

District Court	County Court	Combined Total
(1)	(2)	(3)

Lease And Rental Expenses

77	Equipment	\$ _____	\$ _____	\$ _____
78	Space	_____	_____	_____
79	Other Expenses (In court budget but not categorized elsewhere) (Specify)			
	a.	\$ _____	\$ _____	\$ _____
	b.	_____	_____	_____
	c.	_____	_____	_____
	d.	_____	_____	_____
	e.	_____	_____	_____
80	TOTAL OTHER SERVICES AND CHARGES (Total of 65 through 67 and 71 through 79)	\$ _____	\$ _____	\$ _____

SUPPLIES AND MATERIALS

Supplies And Materials include all expenditures made by the county during the year for purchase of supplies and materials required for the operation of the District and County Courts. Possible expenditures are classified in categories (81) through (83) and are self-explanatory.

	District Court <u>          </u> (1)	+	County Court <u>          </u> (2)	=	Combined Total <u>          </u> (3)
81 Office Supplies	\$ _____		\$ _____		\$ _____
82 Books And Other Publications	_____		_____		_____
<p><u>Books And Other Publications</u> refer to reading matter, not the registers or journals in which actions are recorded.</p>					
83 Other Operating Supplies	_____		_____		_____
84 TOTAL SUPPLIES AND MATERIALS (Total of 81 through 84)	\$ _____		\$ _____		\$ _____

CAPITAL OUTLAY

Capital Outlay includes all expenditures made by the county during the year for purchase of items specified in categories (85) through (88).

	<u>District Court</u> (1)	+	<u>County Court</u> (2)	=	<u>Combined Total</u> (3)
85 Furniture	\$ _____		\$ _____		\$ _____
86 Office Equipment	_____		_____		_____
87 Buildings And Improvements	_____		_____		_____
88 Books (Over \$50)	_____		_____		_____
89 TOTAL CAPITAL OUTLAY (Total of 85 through 88)	\$ _____		\$ _____		\$ _____
90 TOTAL EXPENDITURES (Total of 59 + 80 + 84 + 89)	\$ _____		\$ _____		\$ _____

STATEMENT OF EXPENDITURES  
FOR  
DISTRICT AND COUNTY COURTS

County Of Example  
Year Ending 12/31/XX  
Submitted By Clerk Of Court

District Court      County Court      Combined Total  
(1)      +      (2)      =      (3)

PERSONAL SERVICES

Salaries And Wages -  
Full-Time Employees

43	Judges	\$ <u>0</u>	\$ <u>26,042</u>	\$ <u>26,042</u>
44	Judicial Officers And Court Referees	<u>0</u>	<u>3,900</u>	<u>3,900</u>
45	Court Reporters	<u>9,780</u>	<u>11,715</u>	<u>21,495</u>
46	Clerk Of Court Or Court Administrator	<u>N/A</u>	<u>N/A</u>	<u>18,500</u>
47	Administrative And Clerical Personnel	<u>29,284</u>	<u>38,328</u>	<u>67,612</u>
48	Bailiffs And Matrons (If part of court budget)	<u>1,246</u>	<u>896</u>	<u>2,142</u>
49	Public Defender And Staff Personnel (If part of court budget)	<u>11,383</u>	<u>0</u>	<u>11,383</u>
50	Court Services Personnel (If part of court budget)	<u>N/A</u>	<u>N/A</u>	<u>7,983</u>
51	Other Court Personnel (Specify Title)			
	a.	<u>0</u>	<u>0</u>	<u>0</u>
	b.	<u>          </u>	<u>          </u>	<u>          </u>
	c.	<u>          </u>	<u>          </u>	<u>          </u>
52	TOTAL SALARIES AND WAGES (Total of 43 through 51)	\$ <u>N/A</u>	\$ <u>N/A</u>	\$ <u>159,057</u>

Employment Costs And Fringe Benefits

53	FICA - Employer Contribution	\$ <u>N/A</u>	\$ <u>N/A</u>	\$ <u>4,668</u>
54	PERA - Employer Contribution	<u>N/A</u>	<u>N/A</u>	<u>5,211</u>
55	Workmen's Compensation	<u>N/A</u>	<u>N/A</u>	<u>1,301</u>
56	Group Insurance - County Contribution	<u>N/A</u>	<u>N/A</u>	<u>3,181</u>

(EXAMPLE OF COMPLETED FORM)

(5)

	<u>District Court</u> (1)	+	<u>County Court</u> (2)	=	<u>Combined Total</u> (3)
57 Other (Specify)					
a.	\$ <u>0</u>		\$ <u>0</u>		\$ <u>0</u>
b.	<u>          </u>		<u>          </u>		<u>          </u>
c.	<u>          </u>		<u>          </u>		<u>          </u>
58 TOTAL EMPLOYMENT COSTS AND FRINGE BENEFITS (Total of 53 through 57)	<u>\$N/A</u>		<u>\$N/A</u>		\$ <u>14,361</u>
59 TOTAL PERSONAL SERVICES (Total of 52 + 58)	<u>\$N/A</u>		<u>\$N/A</u>		\$ <u>173,418</u>

OTHER SERVICES AND CHARGES

Professional Service Fees

60 Court Reporting Services	\$ <u>0</u>		\$ <u>0</u>		\$ <u>0</u>
61 Legal Defense Services	<u>0</u>		<u>4,736</u>		<u>4,736</u>
62 Medical/Psychiatric Examinations	<u>0</u>		<u>1,219</u>		<u>1,219</u>
63 Transcript Preparation	<u>2,350</u>		<u>436</u>		<u>2,786</u>
64 Other (Specify Nature)					
a.	<u>0</u>		<u>0</u>		<u>0</u>
b.	<u>          </u>		<u>          </u>		<u>          </u>
c.	<u>          </u>		<u>          </u>		<u>          </u>
65 TOTAL PROFESSIONAL SERVICES EXPENSES (Total of 60 through 64)	<u>\$ 2,350</u>		<u>\$ 6,391</u>		\$ <u>8,741</u>
66 Jury Fees And Expenses	<u>\$ 4,776</u>		<u>\$ 4,277</u>		\$ <u>9,053</u>
67 Witness Fees And Expenses	<u>\$ 0</u>		<u>\$ 100</u>		\$ <u>100</u>

Communications

68 Postage	<u>\$N/A</u>		<u>\$N/A</u>		\$ <u>1,232</u>
69 Telephone	<u>N/A</u>		<u>N/A</u>		<u>2,975</u>
70 Other (Specify)					
a.	<u>0</u>		<u>0</u>		<u>0</u>
71 TOTAL COMMUNICATIONS (Total of 68 through 70)	<u>\$N/A</u>		<u>\$N/A</u>		\$ <u>4,207</u>
72 Transportation And Travel	<u>\$ 792</u>		<u>\$ 1,292</u>		\$ <u>2,084</u>
73 Printing And Binding	<u>\$N/A</u>		<u>\$N/A</u>		\$ <u>2,901</u>

(EXAMPLE OF COMPLETED FORM)

(6)

	<u>District Court</u> (1)	+ <u>County Court</u> (2)	= <u>Combined Total</u> (3)
74 Bonds And Insurance	\$ <u>N/A</u>	\$ <u>N/A</u>	\$ <u>150</u>
75 Repair And Maintenance Services	\$ <u>N/A</u>	\$ <u>N/A</u>	\$ <u>3,352</u>
76 Utility Services	\$ <u>N/A</u>	\$ <u>N/A</u>	\$ <u>3,965</u>
<u>Lease And Rental Expenses</u>			
77 Equipment	\$ <u>0</u>	\$ <u>0</u>	\$ <u>587</u>
78 Space	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
79 Other Expenses (In court budget but not categorized elsewhere) (Specify)			
a.	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
b.	<u>          </u>	<u>          </u>	<u>          </u>
c.	<u>          </u>	<u>          </u>	<u>          </u>
d.	<u>          </u>	<u>          </u>	<u>          </u>
e.	<u>          </u>	<u>          </u>	<u>          </u>
80 TOTAL OTHER SERVICES AND CHARGES (Total of 65 through 67 and 71 through 79)	\$ <u>N/A</u>	\$ <u>N/A</u>	\$ <u>35,140</u>
<u>SUPPLIES AND MATERIALS</u>			
81 Office Supplies	\$ <u>1,426</u>	\$ <u>1,070</u>	\$ <u>2,496</u>
82 Books And Other Publications	<u>0</u>	<u>0</u>	<u>0</u>
83 Other Operating Supplies	<u>0</u>	<u>0</u>	<u>0</u>
84 TOTAL SUPPLIES AND MATERIALS (Total of 81 through 84)	\$ <u>1,426</u>	\$ <u>1,070</u>	\$ <u>2,496</u>
<u>CAPITAL OUTLAY</u>			
85 Furniture	\$ <u>455</u>	\$ <u>1,355</u>	\$ <u>1,810</u>
86 Office Equipment	<u>1,537</u>	<u>368</u>	<u>1,906</u>
87 Buildings And Improvements	<u>190</u>	<u>0</u>	<u>190</u>
88 Books (Over \$50)	<u>1,124</u>	<u>375</u>	<u>1,499</u>
89 TOTAL CAPITAL OUTLAY (Total of 85 through 88)	\$ <u>3,306</u>	\$ <u>2,098</u>	\$ <u>5,405</u>
90 TOTAL EXPENDITURES (Total of 59 + 80 + 84 + 89)	\$ <u>N/A</u>	\$ <u>N/A</u>	\$ <u>216,459</u>

MINNESOTA COURT SYSTEM  
FINANCIAL REPORTING FORM

STATEMENT OF REVENUE  
FOR  
DISTRICT COURT

County Of \_\_\_\_\_

Year Ending \_\_\_\_\_

Submitted By \_\_\_\_\_

District Court Revenue -  
Case Related

- 1 Civil Division Fees \$ \_\_\_\_\_
- 2 Law Library Fees \_\_\_\_\_
- 3 Judgment Search Fees \_\_\_\_\_
- 4 Court Fines \_\_\_\_\_
- 5 Bail Forfeitures  
(Amount forfeited only) \_\_\_\_\_
- 6 Legal Service Fees \_\_\_\_\_
- 7 Other Case Related Revenue (Specify) \_\_\_\_\_
- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

8 TOTAL CASE RELATED REVENUE  
(Total of 1 through 7) \$ \_\_\_\_\_

District Court Revenue -  
Noncase Related

- 9 Marriage License Fees \$ \_\_\_\_\_
- 10 Driver's License Fees  
Total: \$ \_\_\_\_\_, County Portion: \_\_\_\_\_
- 11 U.S. Passport Fees  
Total: \$ \_\_\_\_\_, County Portion: \_\_\_\_\_
- 12 Certified Copy Fees \_\_\_\_\_
- 13 Recording Fees \_\_\_\_\_
- 14 Other Noncase Related Revenue (Specify) \_\_\_\_\_
- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

15 TOTAL NONCASE RELATED REVENUE  
(Total of 9 through 14) \$ \_\_\_\_\_

16 TOTAL DISTRICT COURT REVENUE  
(Total of 8 plus 15) \$ \_\_\_\_\_

STATEMENT OF REVENUE  
FOR  
COUNTY COURT

County Of \_\_\_\_\_  
Year Ending \_\_\_\_\_  
Submitted By \_\_\_\_\_

County Court Fee Revenue

17	Civil Division Fees	\$ _____	
18	Conciliation Division Fees	_____	
19	Probate Division Fees	_____	
20	Family Division Fees	_____	
21	Judgment Search Fees	_____	
22	TOTAL COUNTY COURT FEES (Total of 17 through 21)		\$ _____
23	Law Library Fees	_____	
24	Other Fees (Specify)		
	a.	_____	
	b.	_____	
	c.	_____	
25	TOTAL COUNTY COURT FEES (Total of 22 through 24)		\$ _____

County Court Fine And  
Forfeiture Revenue

	<u>Total Collected</u> (1)	=	<u>State Share</u> (2)	+	<u>Munici- palities Share</u> (3)	+	<u>County Share</u> (4)	+	<u>Court Costs*</u> (5)
26	County Fines	\$ _____	\$ <u>N/A</u>		\$ <u>N/A</u>		\$ _____		\$ _____
27	Minnesota Highway Patrol Fines	_____	_____		_____		_____		_____
28	Municipality Fines	_____	<u>N/A</u>		_____		_____		_____
29	Parking Fines	_____	<u>N/A</u>		_____		_____		_____

\*As per 1973 M.S. Section 487.31.

	<u>Total Collected</u> (1)	=	<u>State Share</u> (2)	+	<u>Munici- palities Share</u> (3)	+	<u>County Share</u> (4)	+	<u>Court Costs*</u> (5)	
30 Game And Fish Fines	\$ _____		\$ _____		\$ _____		\$ _____		\$ _____	
31 Watercraft Fines	_____		_____		_____		_____		_____	
32 Snowmobile Fines	_____		_____		_____		_____		_____	
33 Other Fines (Specify)										
a.	_____		_____		_____		_____		_____	
b.	_____		_____		_____		_____		_____	
c.	_____		_____		_____		_____		_____	
34 TOTAL COUNTY COURT FINES (Total of 26 through 33)	\$ _____		\$ _____		\$ _____		\$ _____		\$ _____	
35 COUNTY REVENUE FROM TOTAL COUNTY COURT FINES (Col. 4 + Col. 5 of 34)										\$ _____
36 Bail/Bond Forfeitures (Amount forfeited only)										\$ _____
<u>Other Revenue Of County Court</u>										
37 Legal Service Fees							\$ _____			
38 Medical/Psychiatric Examination Fees							_____			
39 Other Revenue (Specify)							_____			
a.							_____			
b.							_____			
c.							_____			
40 TOTAL OTHER REVENUE (Total of 37 through 39)										\$ _____
41 TOTAL COUNTY COURT REVENUE (Total of 25 + 35 + 36 + 40)										\$ _____
42 TOTAL COUNTY AND DISTRICT COURT REVENUE (Total of 16 + 41)										\$ _____

\*As per 1973 M.S. Section 487.31.

STATEMENT OF EXPENDITURES  
FOR  
DISTRICT AND COUNTY COURTS

County Of \_\_\_\_\_  
Year Ending \_\_\_\_\_  
Submitted By \_\_\_\_\_

District Court (1) + County Court (2) = Combined Total (3)

PERSONAL SERVICES

Salaries And Wages -  
Full-Time Employees

43	Judges	\$ _____	\$ _____	\$ _____
44	Judicial Officers And Court Referees	_____	_____	_____
45	Court Reporters	_____	_____	_____
46	Clerk Of Court Or Court Administrator	_____	_____	_____
47	Administrative And Clerical Personnel	_____	_____	_____
48	Bailiffs And Matrons (If part of court budget)	_____	_____	_____
49	Public Defender And Staff Personnel (If part of court budget)	_____	_____	_____
50	Court Services Personnel (If part of court budget)	_____	_____	_____
51	Other Court Personnel (Specify Title)			
	a.	_____	_____	_____
	b.	_____	_____	_____
	c.	_____	_____	_____
52	TOTAL SALARIES AND WAGES (Total of 43 through 51)	\$ _____	\$ _____	\$ _____

Employment Costs And Fringe Benefits

53	FICA - Employer Contribution	\$ _____	\$ _____	\$ _____
54	PERA - Employer Contribution	_____	_____	_____
55	Workmen's Compensation	_____	_____	_____
56	Group Insurance - County Contribution	_____	_____	_____

	<u>District Court</u> (1)	+ <u>County Court</u> (2)	= <u>Combined Total</u> (3)
57 Other (Specify)			
a.	\$ _____	\$ _____	\$ _____
b.	_____	_____	_____
c.	_____	_____	_____
58 TOTAL EMPLOYMENT COSTS AND FRINGE BENEFITS (Total of 53 through 57)	\$ _____	\$ _____	\$ _____
59 TOTAL PERSONAL SERVICES (Total of 52 + 58)	\$ _____	\$ _____	\$ _____
 <u>OTHER SERVICES AND CHARGES</u>			
<u>Professional Service Fees</u>			
60 Court Reporting Services	\$ _____	\$ _____	\$ _____
61 Legal Defense Services	_____	_____	_____
62 Medical/Psychiatric Examinations	_____	_____	_____
63 Transcript Preparation	_____	_____	_____
64 Other (Specify Nature)			
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
65 TOTAL PROFESSIONAL SERVICES EXPENSES (Total of 60 through 64)	\$ _____	\$ _____	\$ _____
66 Jury Fees And Expenses	\$ _____	\$ _____	\$ _____
67 Witness Fees And Expenses	\$ _____	\$ _____	\$ _____
 <u>Communications</u>			
68 Postage	\$ _____	\$ _____	\$ _____
69 Telephone	_____	_____	_____
70 Other (Specify)			
a.	_____	_____	_____
71 TOTAL COMMUNICATIONS (Total of 68 through 70)	\$ _____	\$ _____	\$ _____
72 Transportation And Travel	\$ _____	\$ _____	\$ _____
73 Printing And Binding	\$ _____	\$ _____	\$ _____

	<u>District Court</u> (1)	+ <u>County Court</u> (2)	= <u>Combined Total</u> (3)
74 Bonds And Insurance	\$ _____	\$ _____	\$ _____
75 Repair And Maintenance Services	\$ _____	\$ _____	\$ _____
76 Utility Services	\$ _____	\$ _____	\$ _____
<u>Lease And Rental Expenses</u>			
77 Equipment	\$ _____	\$ _____	\$ _____
78 Space	_____	_____	_____
79 Other Expenses (In court budget but not categorized elsewhere) (Specify)			
a.	\$ _____	\$ _____	\$ _____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____
80 TOTAL OTHER SERVICES AND CHARGES (Total of 65 through 67 and 71 through 79)	\$ _____	\$ _____	\$ _____
<u>SUPPLIES AND MATERIALS</u>			
81 Office Supplies	\$ _____	\$ _____	\$ _____
82 Books And Other Publications	_____	_____	_____
83 Other Operating Supplies	_____	_____	_____
84 TOTAL SUPPLIES AND MATERIALS (Total of 81 through 84)	\$ _____	\$ _____	\$ _____
<u>CAPITAL OUTLAY</u>			
85 Furniture	\$ _____	\$ _____	\$ _____
86 Office Equipment	_____	_____	_____
87 Buildings And Improvements	_____	_____	_____
88 Books (Over \$50)	_____	_____	_____
89 TOTAL CAPITAL OUTLAY (Total of 85 through 88)	\$ _____	\$ _____	\$ _____
90 TOTAL EXPENDITURES (Total of 59 + 80 + 84 + 89)	\$ _____	\$ _____	\$ _____

APPENDIX A

FINANCIAL INFORMATION QUESTIONNAIRE  
RECEIPTS AND EXPENDITURES

INTRODUCTION

We are asking your assistance in completing this questionnaire by providing the appropriate financial information on the County and District Courts' operations in your county during the year ended December 31, 1974. These questionnaires are being sent to Clerks of Court and/or Court Administrators in each county in Minnesota. The aggregate of data provided through the questionnaire will thus furnish us with an estimate of the financial operations of the total court system in Minnesota.

Questionnaires requesting financial information have undoubtedly been received by you in prior years. The information which resulted from these questionnaires has been of limited usefulness, however, because the composition of much of the data reported was unknown. The reporting systems utilized by the various counties were dissimilar, having been developed independently, and it was not clear if comparable data were reported from county to county.

The questionnaire we are asking you to complete is more specific in the manner in which it categorizes information to be reported. It will, therefore, provide well-defined information which will be of much greater use to us in making decisions aimed at improving the functioning of the court system in the state.

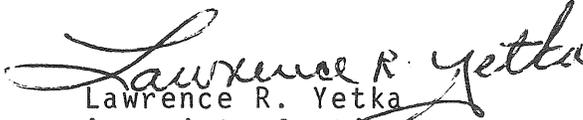
More detailed information may be requested than you are accustomed to reporting, or information may be requested on activities which your county does not classify as part of the court budget (e.g.: Public Defender's Office Expenses). Every effort should, nonetheless, be made to obtain the information in the detail and form requested, even if you do not consider it part of the court's operation. This will probably require that you consult your County Auditor (or other County official) to assist you in gathering the appropriate information.

If you find that the information is not obtainable in the detail or form requested, show what is available and indicate the discrepancies. If no information is available or if the category is not applicable to the court system in your county, please so indicate. Understand that this questionnaire attempts to account for all situations which may exist in the various counties throughout the state. Not all categories will apply to every county.

We realize that the detailed nature of this questionnaire will probably require much effort on your part to provide the information as requested. We feel, however, that this information is essential for our study purposes. The contribution you can make will be of lasting benefit to our court system and is in the best interest of us all. If problems arise in the process of completing this questionnaire, which you are unable to resolve, please feel free to call Steve Muth or Sue Beerhalter Soule collect at 612-296-7031, in the office of the Select Committee on the Judicial System.

Please make a copy of the completed questionnaire to retain for your reference. We may call you concerning the data reported.

Very truly yours,

  
Lawrence R. Yetka  
Associate Justice  
Minnesota Supreme Court

LRY:nkr

## RECEIPTS

Directions: The Receipts section of the questionnaire is intended to gather information on the total amount of funds received by the County and District Courts of Minnesota during calendar year 1974. It is divided into two parts: District Court and County Court. Each part lists the various court divisions and account receipt categories we have identified as applicable to the respective courts.

In the space provided with each receipt category, enter the appropriate amount. This amount should represent the total dollars collected by the court in your county applicable to that category. Since we are attempting to provide categories which will meet the receipt possibilities of all courts throughout the state, not all categories will be applicable to the courts in every county. PLEASE DO NOT LEAVE ANY BLANK SPACES. ENTER "\$0" WHENEVER NO RECEIPTS EXIST FOR A PARTICULAR CATEGORY.

It is also possible that not enough specific receipt categories have been provided to classify all types of funds received. In that case include the amount as part of the OTHER RECEIPTS category (either #17 on Page R-3 or #21 on Page R-8) and specify the nature of the funds received.

The total of all receipt categories should equal the total receipts for the court in your county.

Please read through the entire Receipts section before attempting to complete it, as this may eliminate certain questions which might otherwise arise.

NAME OF COUNTY \_\_\_\_\_

NAME OF INDIVIDUAL  
COMPLETING QUESTIONNAIRE \_\_\_\_\_

TITLE \_\_\_\_\_

RECEIPTS - DISTRICT COURT

CIVIL DIVISION

1. Civil Court Fees \$ \_\_\_\_\_

Total fees received by District Court in your county during 1974 in conjunction with civil court actions. This total should include, but not be limited to, fees received for filings, appeals, subpoenas, certified copies of legal documents.

2. Law Library Fees \$ \_\_\_\_\_

Total fees received by District Court in your county during 1974 credited to Law Library Fund.

3. Judgment Search & Certificate Fees \$ \_\_\_\_\_

Total fees received by District Court in your county during 1974 for judgment searches and certificates.

4. TOTAL CIVIL DIVISION RECEIPTS \$ \_\_\_\_\_

Total of amounts shown in 1, 2 and 3 above.

CRIMINAL DIVISION

5. Criminal Court Fines \$ \_\_\_\_\_

Total payments received by District Court in your county during 1974 for fines imposed in criminal cases. Fines received to be credited to the Sheriff's Contingency Fund should not be included in this category.

6. Sheriff's Contingency Fund Receipts \$ \_\_\_\_\_

Total amount received by District Court in your county during 1974 credited to the Sheriff's Contingency Fund.

7. Forfeited Bail \$ \_\_\_\_\_  
 Total amount of bail funds deposited with the District Court in your county and then forfeited to the county during 1974.
8. Public Defender/Court Appointed Attorney Fees \$ \_\_\_\_\_  
 Total amount of funds received by the District Court in your county intended as reimbursements to the county for expenses incurred in providing legal defense for indigents.
9. TOTAL CRIMINAL DIVISION RECEIPTS \$ \_\_\_\_\_  
 Total of amounts shown in 5, 6, 7 and 8 above.

ASSOCIATED COURT ACTIVITIES

10. Marriage License Fees \$ \_\_\_\_\_  
 Total fees received by District Court in your county during 1974 in conjunction with issuance of Marriage Licenses.
11. Fees For Certified Copies Of Vital Records \$ \_\_\_\_\_  
 Total fees received by District Court in your county during 1974 for certified copies of vital records. These records could include: marriage certificates, birth certificates, death certificates, and others of a similar nature.
12. Recording Fees \$ \_\_\_\_\_  
 Total fees received by District Court in your county during 1974 for recordings. These recordings could include: certificates of business name, notarial commissions, professional certificates, and others.
13. Driver's License Fees \$ \_\_\_\_\_  
 Total fees received by District Court in your county during 1974 for issuance of Driver's Licenses. Include only that portion of total fees received which is retained by the county.

14. Automobile License Plate Fees \$ \_\_\_\_\_  
Total fees received by District Court in your county during 1974 for issuance of Automobile License Plates. Include only that portion of total fees received which is retained by the county.
15. U.S. Passport Fees \$ \_\_\_\_\_  
Total fees received by District Court in your county during 1974 for issuance of U.S. Passports. Include only that portion of total fees received which is retained by the county.
16. TOTAL ASSOCIATED COURT ACTIVITIES RECEIPTS \$ \_\_\_\_\_  
Total of amounts shown in 10-15 above.
17. OTHER RECEIPTS \$ \_\_\_\_\_  
Total other receipts by District Court in your county during 1974 not classified into any of the above categories. Specify the source of these receipts below.
18. TOTAL RECEIPTS OF DISTRICT COURT DURING 1974 \$ \_\_\_\_\_  
Total of amounts shown in 4, 9, 16 and 17.

NAME OF COUNTY \_\_\_\_\_  
NAME OF INDIVIDUAL  
COMPLETING QUESTIONNAIRE \_\_\_\_\_  
TITLE \_\_\_\_\_

RECEIPTS - COUNTY COURT

CIVIL DIVISION

1. Civil Court Fees \$ \_\_\_\_\_  
Total fees received by County Court in your county during 1974 in conjunction with civil court actions. This total should include, but not be limited to, fees received for filings, appeals, subpoenas, certified copies of legal documents, adoption fees.
  
2. Law Library Fees \$ \_\_\_\_\_  
Total fees received by County Court in your county during 1974 credited to the Law Library Fund.
  
3. Judgment Search & Certificate Fees \$ \_\_\_\_\_  
Total fees received by County Court in your county during 1974 for judgment searches and certificates.
  
4. TOTAL CIVIL DIVISION RECEIPTS \$ \_\_\_\_\_  
Total of amounts shown in 1, 2 and 3 above.

CONCILIATION DIVISION

5. Conciliation Court Fees \$ \_\_\_\_\_  
Total fees received by County Court in your county during 1974 for conciliation court filings.

PROBATE DIVISION

6. Probate Court Fees

\$ \_\_\_\_\_

Total fees received by County Court in your county during 1974 in conjunction with probate court functions. This total should include, but not be limited to, fees received for probate filings and certified copies of probate documents.

7. Charges For Examination Of Mentally Ill And Alcoholic

\$ \_\_\_\_\_

Total payments received by County Court (probate court) in your county during 1974 for performing examinations to determine mental illness or inebriety in commitment proceedings.

8. TOTAL PROBATE DIVISION RECEIPTS

\$ \_\_\_\_\_

Total of amounts shown in 6 and 7 above.

JUVENILE DIVISION

9. Juvenile Court Fines

\$ \_\_\_\_\_

Total payments received by County Court in your county during 1974 for fines imposed in juvenile cases.

10. Fees For Certified Copies

\$ \_\_\_\_\_

Total fee payments received by County Court in your county during 1974 for certified copies of juvenile documents.

11. TOTAL JUVENILE DIVISION RECEIPTS

\$ \_\_\_\_\_

Total of amounts shown in 9 and 10 above.

CRIMINAL DIVISION

12. Criminal Court Fines \$ \_\_\_\_\_  
Total payments received by County Court in your county during 1974 for fines imposed in criminal cases. Fines received to be credited to the Sheriff's Contingency Fund should not be included in this category. Fines received for cases involving traffic violations should not be included. Include only that portion retained by the county.
13. Sheriff's Contingency Fund Receipts \$ \_\_\_\_\_  
Total payments received by County Court in your county during 1974 credited to Sheriff's Contingency Fund.
14. Forfeited Bail/Bond \$ \_\_\_\_\_  
Total amount of bail/bond funds deposited with County Court in your county and forfeited to the county during 1974.
15. Public Defender/Court Appointed Attorney Fees \$ \_\_\_\_\_  
Total amount of funds received by County Court in your county during 1974 intended as reimbursements to the county for expenses incurred in providing legal defense for indigents.
16. TOTAL CRIMINAL DIVISION RECEIPTS \$ \_\_\_\_\_  
Total of amounts shown in 12-15 above.

TRAFFIC DIVISION

17. Traffic Fines And Bail/Bond Forfeitures \$ \_\_\_\_\_

Total fine payments and bail/bond forfeitures received by County Court in your county during 1974 for traffic violations other than parking violations. Include in this total any court cost payments received pursuant to 1973 M.S. Section 487.31.

a. County's Share \$ \_\_\_\_\_  
portion of amount  
shown in 17 retained  
by county

b. Highway Patrol's Share \$ \_\_\_\_\_  
portion of amount  
shown in 17 allocated  
to Highway Patrol

c. Municipalities' Share \$ \_\_\_\_\_  
portion of amount  
shown in 17 allocated  
to various municipalities  
in county

18. Parking Fines \$ \_\_\_\_\_

Total fine payments received by County Court in your county during 1974 for parking violations.

a. County's Share \$ \_\_\_\_\_  
portion of amount  
shown in 18 retained  
by county

b. Municipalities' Share \$ \_\_\_\_\_  
portion of amount  
shown in 18 allocated  
to various municipalities  
in county

19. TOTAL TRAFFIC DIVISION RECEIPTS \$ \_\_\_\_\_

Total of amounts shown in 17 and 18 above.

20. Game And Fish/Watercraft/  
Snowmobile Fines \$ \_\_\_\_\_

Total fine payments received by  
County Court in your county  
during 1974 for violations involving  
game and fish, watercraft or snow-  
mobile violations.

a. County's Share \$ \_\_\_\_\_  
portion of amount  
shown in 20 retained  
by county

b. Department of Natural \$ \_\_\_\_\_  
Resources' Share  
portion of amount  
shown in 20 allocated  
to Department of  
Natural Resources

21. OTHER RECEIPTS \$ \_\_\_\_\_

Total other receipts by County Court  
in your county during 1974 not classified  
into any of the above categories. Specify  
the source of these receipts below:

22. TOTAL COUNTY COURT RECEIPTS IN 1974 \$ \_\_\_\_\_

Total of amounts shown in 4, 5, 8, 11,  
16, 19, 20 and 21.



## EXPENDITURES

Directions: The Expenditures section of the questionnaire is intended to gather information on the amount of money spent by your county during calendar year 1974 in the operation of the County and District Court systems. The categories for which information has been requested have been grouped according to the four major object classifications used by the State Auditor's Office: Personal Services, Other Services and Charges, Commodities, and Capital Outlay. We expect that an active involvement of your County Auditor's Office or County Treasurer's Office may be required to provide the information requested.

In the space provided with each expenditure category, enter the appropriate information requested. In most instances this will be the total amount spent by the county for the purpose specified by the category. Only include that amount expended which represents your county's share. For example, in a multi-county judicial district, the figure indicated in the District Court Reporter's salary category should represent only that portion of the court reporter's salary which was paid by your county. If one county in the district pays the salary and is reimbursed by the other counties comprising the district, the correct amount for that county to include would be the net amount paid after any reimbursement received.

In certain cases, the category for which information is requested may not be considered part of the "court budget" for the county. Since we are trying to obtain information on the total court system in the state, we want you to provide this information if expenditures falling into this category are made by the county. The total of all categories for which information is provided should represent the total amount spent by the county for the operation of what we seek to define as the court system in 1974. IF WE HAVE NOT SPECIFIED A CATEGORY FOR DISBURSEMENTS WHICH YOU FEEL IS AN EXPENSE OF THE COURT SYSTEM IN YOUR COUNTY, PLEASE INCLUDE IT UNDER OTHER COURT PERSONNEL (#14 on Page E-6) OR UNDER OTHER SERVICES AND CHARGES (#30 on Page E-14).

Since we are attempting to provide categories which will meet the expenditure possibilities of all courts throughout the state, not all categories will be applicable to the courts in every county. **PLEASE DO NOT LEAVE ANY BLANK SPACES. ENTER "\$0" WHENEVER NO EXPENSES EXIST FOR A PARTICULAR CATEGORY.**

For each disbursement category indicated, we also want to know the breakdown of the total amount between the portion attributed to District Court operations in the county and the portion attributed to County Court operations. We realize that it may be difficult for you to provide a breakdown between the costs associated to the two courts depending on the degree of integration of operations. You

should only provide this breakdown if your financial records are such that separate amounts can be readily attained. Do not make a special computation in order to merely estimate the amount attributable to each court; simply indicate the total amount disbursed by the county for both courts during 1974.

Please read through the entire Expenditures section before attempting to complete it, as it should eliminate certain questions which might otherwise arise.

NAME OF COUNTY \_\_\_\_\_

NAME OF INDIVIDUAL  
COMPLETING QUESTIONNAIRE \_\_\_\_\_

TITLE \_\_\_\_\_

EXPENDITURES

PERSONAL SERVICES - SALARIES  
AND FRINGE BENEFITS

Include total gross salaries and fringe benefits paid by the county during 1974 to individuals in the various court positions listed below. Include payments to both full and part-time employees. In addition, if fees were paid to independent contractors for providing services which might otherwise be provided by court employees, include the total fees paid in the appropriate category.

Fringe benefits should include such items as employer's FICA contributions, PERA contributions, health and life insurance contributions. If it is not possible to determine fringe benefits associated with the positions identified in each of the categories but only to determine the total fringe benefits for the entire court system, enter the total amount in #15 on Page E-7 and ignore "Total Fringe Benefits" part of the individual position categories.

1. County Court Judges

- a. Total Salaries \_\_\_\_\_ \$ \_\_\_\_\_  
paid by county to all active judges  
in 1974
- b. Number of judges represented in  
salary figure above \_\_\_\_\_
- c. Are payments made to retired judges  
or their families \_\_\_yes \_\_\_no
- d. If yes, total amount paid in 1974 \$ \_\_\_\_\_
- e. Total Fringe Benefits \$ \_\_\_\_\_  
paid by county to county court  
judges in 1974

2. District Court Judges

- a. Total Salaries \$ \_\_\_\_\_  
paid by county. This category  
should only be applicable in  
counties with population in  
excess of 200,000.

b. Number of judges represented in salary figure above \_\_\_\_\_

c. Total Fringe Benefits paid by county to district court judges in 1974 \$ \_\_\_\_\_

3. District Court Reporters

a. Total Salaries paid by county to all district court reporters in 1974 \$ \_\_\_\_\_

b. Number of reporters represented in salary figure above \_\_\_\_\_

c. Were any freelance reporters utilized during 1974 for district court and paid by the county \_\_\_yes \_\_\_no

d. If yes, total fees and expenses paid freelance reporters in 1974 \$ \_\_\_\_\_

e. Total Fringe Benefits paid by county to district court reporters in 1974 \$ \_\_\_\_\_

4. County Court Reporters

a. Total Salaries paid by county to all county court reporters in 1974 \$ \_\_\_\_\_

b. Number of reporters represented in salary figure above \_\_\_\_\_

c. Were any freelance reporters utilized during 1974 for county court and paid by the county \_\_\_yes \_\_\_no

d. If yes, total fees and expenses paid freelance reporters in 1974 \$ \_\_\_\_\_

e. Total Fringe Benefits paid by county to county court reporters in 1974 \$ \_\_\_\_\_

5. Clerk Of Court

a. Total Salary paid by county to Clerk of Court in 1974 \$ \_\_\_\_\_

District Court Portion portion of total salary attributed to District Court duties \$ \_\_\_\_\_

County Court Portion portion of total salary attributed to County Court duties \$ \_\_\_\_\_

b. Total Fringe Benefits paid by county to Clerk of Court in 1974 \$ \_\_\_\_\_

6. Clerk Of Court's Staff

a. Total Salaries paid by county to all staff members in 1974. For example, this should include salaries paid court deputies, office and clerical personnel, account clerks, bookkeepers, etc. \$ \_\_\_\_\_

District Court Portion portion of total salaries listed above attributed to District Court operations \$ \_\_\_\_\_

County Court Portion portion of total salaries listed above attributed to County Court operations \$ \_\_\_\_\_

b. Total Fringe Benefits paid by county in 1974 to all staff members whose salaries are included above \$ \_\_\_\_\_

7. Court Administrator (If Applicable)

a. Total Salaries paid by county to Court Administrator in 1974 \$ \_\_\_\_\_

District Court Portion portion of total salaries attributed to District Court duties \$ \_\_\_\_\_

County Court Portion  
portion of total salaries  
attributed to County Court  
duties

\$ \_\_\_\_\_

- b. Total Fringe Benefits  
paid by county to Court Administrator  
in 1974

\$ \_\_\_\_\_

8. Court Administrator's Staff  
(If Applicable)

- a. Total Salaries  
paid to Court Administrator's staff  
in 1974. For example, this should  
include deputies, office and clerical  
personnel, account clerks, etc.

\$ \_\_\_\_\_

District Court Portion  
portion of total salaries  
included above which is  
attributed to District  
Court operations

\$ \_\_\_\_\_

County Court Portion  
portion of total salaries  
included above which is  
attributed to County Court  
operations

\$ \_\_\_\_\_

- b. Total Fringe Benefits  
paid by county in 1974 to staff  
members whose salary is included  
above

\$ \_\_\_\_\_

9. Court Referee/Hearing Officer  
(If Applicable)

- a. Total Salaries and/or Fees  
paid by county to court referees/  
hearing officers in 1974

\$ \_\_\_\_\_

District Court Portion  
portion of total salaries and/or  
fees paid referees/hearing  
officers attributed to District  
Court operations

\$ \_\_\_\_\_

County Court Portion  
portion of total salaries and/or  
fees paid referees/hearing  
officers attributed to County  
Court operations

\$ \_\_\_\_\_

b. Is court referee/hearing officer paid \_\_\_\_\_ on fee basis \_\_\_\_\_ salary

c. Total Fringe Benefits paid by county to court referees/hearing officers during 1974 \$ \_\_\_\_\_

10. Judicial Officer (Office Created Pursuant to M.S. Section 487.08)

a. Total Salaries paid judicial officer(s) by county in 1974 \$ \_\_\_\_\_

b. Number of officers represented in above salary figure \_\_\_\_\_

c. Total Fringe Benefits paid by county to judicial officers in 1974 \$ \_\_\_\_\_

11. Court Commissioner (Office Created Pursuant To M.S. Section 489.01)

a. Total Salaries and/or Fees paid court commissioner by county in 1974 \$ \_\_\_\_\_

b. Is court commissioner paid \_\_\_\_\_ on fee basis \_\_\_\_\_ salary

12. Law Clerk(s) (Legal Researcher For Judge)

a. Total Salaries paid by county to all law clerks in 1974 \$ \_\_\_\_\_

District Court Portion portion of total salaries attributed to District Court \$ \_\_\_\_\_

County Court Portion portion of total salaries attributed to County Court \$ \_\_\_\_\_

b. Total Fringe Benefits paid by county to all law clerks \$ \_\_\_\_\_

13. Bailiffs And Matrons

a. Total Salaries paid bailiffs and matrons by county in 1974 \$ \_\_\_\_\_

District Court Portion portion of total salaries attributed to District Court operations \$ \_\_\_\_\_

County Court Portion portion of total salaries attributed to County Court operations \$ \_\_\_\_\_

b. Total Fringe Benefits paid to bailiffs and matrons by county in 1974 \$ \_\_\_\_\_

c. As part of what organization do bailiffs' and matrons' salaries appear for budget purposes in the county:

\_\_\_\_\_ Court  
\_\_\_\_\_ Sheriff's Department  
\_\_\_\_\_ Other \_\_\_\_\_

14. Other Court Personnel

Include in this category all personnel classified as court personnel in your county's court budget who are not covered by specific categories in this questionnaire.

a. Total Salaries paid by county to all personnel comprising this category \$ \_\_\_\_\_

Specify position and number of personnel included in this category: (Use back of page if necessary.)

Position                      Number

District Court Portion  
portion of total salaries  
shown above attributed to  
District Court operations \$ \_\_\_\_\_

County Court Portion  
portion of total salaries  
shown above attributed to  
County Court operations \$ \_\_\_\_\_

b. Total Fringe Benefits \$ \_\_\_\_\_  
paid by county to other court  
personnel whose salaries are  
included above

15. Total Fringe Benefits \$ \_\_\_\_\_  
(If Applicable)

If it is not possible to determine  
the extent to which fringe benefits  
are applicable to each of the cate-  
gories listed in numbers 1-14 above,  
include the total fringe benefits  
applicable to the court system.

OTHER SERVICES AND CHARGES -  
FEES AND EXPENSES

16. Legal Defense Of Indigents

a. By what means does your county provide  
for the legal defense of indigents:

\_\_\_\_\_ Public Defender's Office  
\_\_\_\_\_ Court Appointed Attorney

b. If defense is provided by Public  
Defender's Office:

Total Salaries \$ \_\_\_\_\_  
paid to Public Defender and all  
staff by county in 1974

Total Other Expenses \$ \_\_\_\_\_  
paid by county in conjunction with  
the proper performance of duties  
by the Public Defender's Office

Is Public Defender's Office considered part of court budget \_\_\_\_\_

If not, as part of what budget does it appear \_\_\_\_\_

Total Fringe Benefits paid by county to Public Defender and staff \$ \_\_\_\_\_

c. If defense is provide by Court Appointed Attorneys:

Total fees and expenses paid to Court Appointed Attorneys by county in 1974 \$ \_\_\_\_\_

District Court Portion portion of total fees and expenses paid to Court Appointed Attorneys attributed to District Court cases \$ \_\_\_\_\_

County Court Portion portion of total fees and expenses paid to Court Appointed Attorneys attributed to County Court cases \$ \_\_\_\_\_

d. Total Other Expenses paid by county in connection with providing for the legal defense of indigents. Transcript preparation costs should, for example, be included in this category. \$ \_\_\_\_\_

17. Court Services

a. Total Fees and/or Salaries paid by county in order to provide court ordered services or reports. For example, this would include expenditures made to provide probation services, presentence investigations, medical examinations, divorce counseling, diversion programs, juvenile and domestic histories, psychiatric reports, interpreting services, etc. \$ \_\_\_\_\_

District Court Portion  
portion of total fees and/or  
salaries attributed to  
District Court cases

\$ \_\_\_\_\_

County Court Portion  
portion of total fees and/or  
salaries attributed to  
County Court cases

\$ \_\_\_\_\_

List those court services included  
to arrive at the total fees and/or  
salaries figure shown above:

b. Total Expenses other than fees  
and/or salaries paid by county in  
order to provide court ordered  
services or reports listed above

\$ \_\_\_\_\_

District Court Portion  
portion of total expenses other  
than fees and/or salaries attri-  
buted to District Court cases

\$ \_\_\_\_\_

County Court Portion  
portion of total expenses other  
than fees and/or salaries attri-  
buted to County Court cases

\$ \_\_\_\_\_

18. Jurors

a. Total Fees and Expenses  
paid by county to and for jurors

\$ \_\_\_\_\_

District Court Portion  
portion of total fees and expenses  
attributed to District Court

\$ \_\_\_\_\_

County Court Portion  
portion of total fees and expenses  
attributed to County Court

\$ \_\_\_\_\_

19. Witnesses

- a. Total Fees and Expenses \$ \_\_\_\_\_  
paid by county to and for witnesses
  
- District Court Portion \$ \_\_\_\_\_  
portion of total fees and expenses  
attributed to District Court
  
- County Court Portion \$ \_\_\_\_\_  
portion of total fees and expenses  
attributed to County Court

20. Travel

- a. Total Expenditures \$ \_\_\_\_\_  
made by county for court related  
travel. This should include, for  
example, disbursements for auto,  
lodging and meal expenses of  
county court judges, and district  
and county court reporters, clerks  
and deputies. Do not include  
travel expenses incurred in connec-  
tion with attending conferences,  
seminars or conventions. These ex-  
penses are to be included in #27.
  
- District Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to District Court
  
- County Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to County Court

21. Communications

- a. Total Expenditures \$ \_\_\_\_\_  
made by county for court related  
communications. This should in-  
clude, for example, payments for  
telephone, telegraph, postage,  
etc.
  
- District Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to District Court
  
- County Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to County Court

22. Equipment Rental

a. Total Expenditures \$ \_\_\_\_\_  
made by county for rental of  
equipment used in the operation  
of the court system. For example,  
this might include rental payments  
for typewriters, duplicating  
machines, microfilm equipment,  
computer time. It should not in-  
clude any rental disbursements  
for building or office space.

District Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to District Court

County Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to County Court

23. Building Rental

a. Does your county expend any monies  
to private firms or other govern-  
mental agencies for space rental  
of court facilities     yes     no

If yes, what is the total yearly  
expenditure paid by the county for  
space rental \$ \_\_\_\_\_

District Court Portion \$ \_\_\_\_\_  
portion of total yearly expense  
listed above attributed to  
District Court operations

County Court Portion \$ \_\_\_\_\_  
portion of total yearly expense  
listed above attributed to  
County Court operations

b. What percentage (estimate) of  
the total space utilized by the  
court system does the rented  
space represent \_\_\_\_\_

24. Utilities

a. Total Expenditures \$ \_\_\_\_\_  
made by the county for payment of  
utility services provided to the  
court system in 1974. This should  
include expenditures for such ser-  
vices as heat, light, power and  
water.

District Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to District Court

County Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to County Court

25. Repair And Maintenance

a. Total Expenditures \$ \_\_\_\_\_  
made by county for repair and  
maintenance (including custodial  
services) of buildings, furniture  
and equipment used in the opera-  
tion of the court system in 1974

District Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to District Court

County Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to County Court

26. Printing And Binding

a. Total Expenditures \$ \_\_\_\_\_  
made by county for printing and  
binding of forms and documents  
used in the operation of the  
court system in 1974

District Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to District Court

County Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to County Court

27. Subscriptions And Dues

a. Total Expenditures \$ \_\_\_\_\_  
made by county in 1974 for  
subscriptions to books and  
other publications used by  
court personnel in conjunction  
with the operation of the  
court system or for membership  
dues of court personnel in  
authorized associations

District Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to District Court

County Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to County Court

28. Conferences And Seminars

a. Total Expenditures \$ \_\_\_\_\_  
made by county for tuition,  
registration fees, travel,  
subsistence and other ex-  
penses involved in attendance  
of authorized conferences and  
seminars by judicial and non-  
judicial court personnel

District Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to District Court

County Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to County Court

29. Bond Premiums

a. Total Expenditures \$ \_\_\_\_\_  
made by county as premiums to  
secure bonds for court personnel

District Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to District Court

County Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to County Court

30. Other Services And Charges

Include in this category all services and charges received or incurred by the court which could not be classified in any of the above categories.

a. Total Expenditures \$ \_\_\_\_\_  
made by county for other services and charges not classified elsewhere

List all services and charges comprising the total expenditure figure shown above:

District Court Portion \$ \_\_\_\_\_  
portion of total expenditures attributed to District Court

County Court Portion \$ \_\_\_\_\_  
portion of total expenditures attributed to County Court

COMMODITIES

31. Office Supplies

a. Total Expenditures \$ \_\_\_\_\_  
made by county for all office supplies required for the operation of the court system

District Court Portion \$ \_\_\_\_\_  
portion of total expenditures attributed to District Court

County Court Portion \$ \_\_\_\_\_  
portion of total expenditures attributed to County Court

CAPITAL OUTLAYS

32. Equipment

- a. Total Expenditures \$ \_\_\_\_\_  
made by county in 1974 for the  
purchase of equipment used in  
the operation of the court system
  - District Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to District Court
  - County Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to County Court
- b. List the equipment purchased  
comprising the total expendi-  
tures shown above:

33. Furniture

- a. Total Expenditures \$ \_\_\_\_\_  
made by county in 1974 for pur-  
chase of furniture used in the  
operation of the court system
  - District Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to District Court
  - County Court Portion \$ \_\_\_\_\_  
portion of total expenditures  
attributed to County Court

- b. List the furniture purchased comprising the total expenditures shown above:

34. Facility Improvements

- a. Total Expenditures \$ \_\_\_\_\_  
made by county in 1974 to improve or remodel the facilities utilized by the court system
- District Court Portion \$ \_\_\_\_\_  
portion of total expenditures attributed to District Court
- County Court Portion \$ \_\_\_\_\_  
portion of total expenditures attributed to County Court

35. Library Books

- a. Total Expenditures \$ \_\_\_\_\_  
made by county in 1974 for the purchase of books to be included in the court's library
- District Court Portion \$ \_\_\_\_\_  
portion of total expenditures attributed to District Court
- County Court Portion \$ \_\_\_\_\_  
portion of total expenditures attributed to County Court



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