

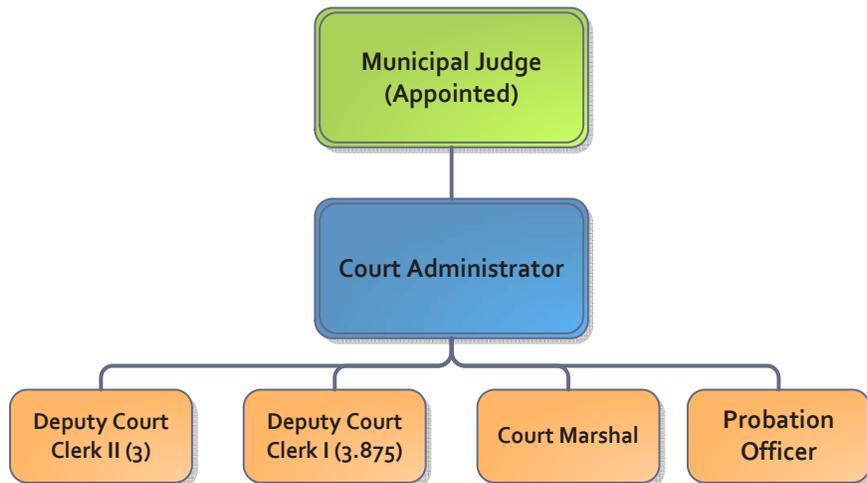
# Municipal Court

## About Municipal Court

The Municipal Court is a limited jurisdiction court of record established to hear and resolve City Charter and ordinance violations for the City of Wheat Ridge. The Court has jurisdiction over traffic violations and local ordinances that include theft, assault, damage to property, harassment, code and animal violations, and domestic violence matters. Most criminal matters carry up to a \$1000 fine and up to one year in jail. The Court Clerk’s Office is open full-time Monday through Friday. Court is in session three days per week, and trials to jury are in addition to regular Court days. The Court acts as a check and balance on the legislative and executive branches of government. The Court’s sentencing philosophy is to rehabilitate the defendant, to protect the public, and to provide restitution to victims.

**2013  
Budget  
Priorities**

- Implement technology upgrades
- Improve efficiency and ergonomics for office work stations
- Improve Courtroom work-space functionality



**MUNICIPAL  
COURT**

**Municipal Court**



## Municipal Court

### Core Business

- Adjudicate criminal, traffic, juvenile, domestic violence, nuisance, code, abatement, animal control, and sales tax case
- Conduct 146 Court sessions annually for various hearings; arraignments, pre-trials, trials by judge, trials by jury, probation, compliance, restitution, and sentencing
- Process domestic violence violations on a fast-track basis, and monitor state-mandated counseling program
- Monitor compliance with probation and sentencing conditions
- Collect revenues for fines, costs, outstanding judgments, defaults, direct services
- Collect and process escrow funds for restitution, jury demands, and bonds
- Create, maintain, and adjudicate approximately 6000 annual filings
- Process arrested defendants by video or in Court
- Monitor number of prisoners and length of prison sentences
- Issue bench warrants and outstanding judgment warrants
- Operate diversion program for first time juvenile drug and alcohol offenders

### 2012 Strategic Accomplishments

- Conducted Deputy Court Clerk I recruitment
- Enhanced audio-visual communication system for prisoner hearings between Municipal Court and Jefferson County Detention Facility
- Implemented IGA for access to the Department of Labor data base to assess actual income of parties requesting waiver of fees, court appointed attorneys, and/or extension of payments
- Developed and implemented uniform sentencing sheet to improve efficiency, accuracy, and consistency

### 2013 Strategic Priorities

- Upgrade web-based Court Management System, on-line payments, and flexibility of computerized form
- Improve the ergonomics and efficiency of office work areas
- Research and implement scanning of case files directly into Court Management Program
- Upgrade Courtroom to implement improvements regarding safety, lighting, and equipment

# Municipal Court

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Municipal Judge	Contracted	Contracted	Contracted	Contracted
Court Administrator	1	1	1	1
Deputy Court Clerk II	2.875	2.875	3	3
Deputy Court Clerk I	4	4	3.875	3.875
Probation Officer	1	1	1	1
Court Marshal	1	1	1.26	1.26
<b>TOTAL</b>	<b>9.875</b>	<b>9.875</b>	<b>10.135</b>	<b>10.135</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$658,068	\$694,491	\$687,806	\$703,742
Materials & Supplies	\$18,521	\$26,350	\$25,850	\$23,950
Other Services & Charges	\$16,141	\$30,400	\$28,900	\$26,850
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$692,730</b>	<b>\$751,241</b>	<b>\$742,556</b>	<b>\$754,542</b>

**Total 2013 Budget by Object**

