

# Report of the Judicial Branch Detailing Reductions to Expenditures



July 15, 2011  
Submitted Pursuant to  
Public Act 11-1 of the  
*June Special Session*



STATE OF CONNECTICUT  
JUDICIAL BRANCH

CHAMBERS OF  
BARBARA M. QUINN, JUDGE  
CHIEF COURT ADMINISTRATOR

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HARTFORD, CT 06106

July 15, 2011

TO: Senator Donald E. Williams, Jr., Senate President Pro Tempore  
Representative Christopher G. Donovan, Speaker of the House

RE: Report on Judicial Branch's budget reductions

Pursuant to Section 13(b) of Public Act 11-1 of the *June Special Session*, I am submitting the Judicial Branch's plan that details the impact of the budget reductions contained in this act. This plan includes an annualized reduction to the Judicial Branch's expenditures of \$38,356,471, based on our FY12 appropriations.

This report provides the details of the cuts, which will have significant consequences. Four courthouses, one juvenile detention center, several offices and six law libraries will be closed; programs will be severely curtailed or eliminated; 452 valued employees will be laid off; and 150 unfilled positions will be eliminated for a total reduction of 602 employees and positions.

More than anything, the impending layoffs will severely compromise our ability to provide essential services to the residents of the State of Connecticut. In response, we are prioritizing the work that must be done and, in order to protect public safety and the constitutional rights of both defendants and victims, criminal matters must be our top priority. This means that we will make every attempt to have criminal cases presented and resolved in a timely fashion.

With this emphasis on the criminal caseload and the reassignment of court staff necessary to achieve this goal, our ability to adjudicate civil, family, housing and small claims matters will be greatly limited. In fact, every facet of civil litigation will be affected by delays in each step of the civil process. These delays will add significantly to the time it takes to resolve civil matters.

The reduction of our staff impacts other areas as well. For example, we will need to lay off 167 permanently assigned temporary assistant clerks and paralegals who cover 70% of the Judicial Branch's 240 courtrooms and hearing rooms. Although their title is "temporary," these individuals work full time and perform critical courtroom responsibilities that must be assumed by other employees. This means we will be trying to keep courtrooms open and operating with only 30% of the employees who normally do this work. To continue to be able to conduct proceedings, individuals who now work in the clerks' offices and who currently enter data into the Branch's computer system, and complete other paperwork, will need to be in court. With this in mind, we are closing our Judicial District clerks' offices earlier each day, so that staff has the time to process civil, family and some criminal case information.

It is important as well to note that the impact of these cuts extends beyond the courtroom. For example, members of the public will need to travel farther to court and to juvenile probation and support enforcement offices. Self-represented litigants will lose access to law libraries, and homeowners seeking to save their houses through the foreclosure mediation program will have longer waits. Additionally, police officers in some towns will need to travel longer distances to bring defendants to court and to file paperwork, leaving less time to patrol the streets of their respective communities. This is the direct result of courthouse closings and consolidations. I should also note that our drug court programs in Bridgeport, New Haven and Danielson are among the programs that will be eliminated. This is an unfortunate but necessary step because of the costs of running this particular program and the staff that is required.

We have made as many cuts as we possibly can to court operations and administrative functions. Therefore, we also must look to the Court Support Services Division (CSSD) for additional reductions.

In accordance with the legislation that was recently enacted, the reductions to CSSD's expenditures and staffing levels cannot exceed its pro rata share. Although the number of CSSD employees who will be laid off is less than the division's pro rata share, there still will be a significant reduction in the number of adult and juvenile probation officers. We will, of course, prioritize our remaining resources and programs to minimize negative effects, but we are concerned that this may impact public safety and will occur at a time when plans to close prisons to achieve budget savings in the Department of Correction's budget will significantly increase the number of offenders under probation supervision. The result is that the remaining probation officers will have higher caseloads and less time to closely supervise probationers.

Please be assured that we have carefully reviewed our operations to minimize the harm to the public to the extent possible, given the size and scope of the reductions. Unfortunately, cuts will be made to many of the programs that assist juvenile and adult offenders. This has been an extremely difficult process for the Judicial Branch because we have been forced to make cuts to services and programs that we know are effective and worthwhile.

Moreover, I believe you know how seriously we take our role to uphold the state and federal constitutions. A democracy depends on the courts to uphold the rule of law. In return, this compact relies upon the confidence of its citizens in a fair and impartial court system.

The Chief Justice presented her State of the Judiciary to you this past April. In her speech, she affirmed the Branch's commitment to three basic principles: access; the efficient resolution of cases; and finally, fairness. I can assure you that our commitment has not wavered. However, given the magnitude of these cuts and the fact that this is uncharted territory, we can no longer guarantee that we will continue to meet our constitutional and statutory responsibilities.

Very truly yours,



Barbara M. Quinn, Judge  
Chief Court Administrator

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# Introduction

On June 30, 2011, the General Assembly approved Public Act 11-1 of the *June Special Session*, which among other things reduced the previously enacted appropriations for fiscal years 2012 and 2013. The reductions will take effect unless an agreement is reached between the State Employees Bargaining Agent Coalition and the state by August 31, 2011.

Section 13(b) of Public Act 11-1 from the *June Special Session* reads:

*“Not later than July 15, 2011, the Chief Court Administrator shall submit a plan to the speaker of the House of Representatives and the president pro tempore of the Senate detailing any reductions to judicial branch expenditures said administrator deems necessary to make pursuant to subsection (c) of section 8 of this act for the biennium ending June 30, 2013. The speaker and the president pro tempore may refer any provision of such plan to the joint standing committee of the General Assembly having cognizance of matters relating to appropriations and the budgets of state agencies. The committee may hold a public hearing regarding such provisions and submit its findings to the speaker and president pro tempore not later than August 15, 2011. Not later than August 31, 2011, the General Assembly may call itself into special session and may enact legislation that adjusts expenditures for the biennium ending June 30, 2013, by an amount equal to the amount of reductions proposed in any such provision.”*

This report is being submitted pursuant to this section of the act.

## Savings Required of the Judicial Branch

Public Act 11-1 of the *June Special Session* requires the Judicial Branch to save \$43,205,632 in FY12 and \$42,961,413 in FY13. For purposes of this act the term “Judicial Branch” refers to both the Judicial Branch and the Public Defender Services Commission. **For purposes of this report, when “Judicial Branch” is used it does include the Public Defender Services Commission.**

The Judicial Branch’s share of this amount for FY12 is \$38,356,471, leaving the Public Defender Services Commission’s share for FY12 at \$4,849,161.

The Judicial Branch’s share of this amount for FY13 is \$38,188,918, leaving the Public Defender Services Commission with \$4,772,495 of required savings.

The act also requires the Judicial Branch and the Division of Public Defender Services to lapse \$254,913 in the Banking Fund and \$3,545,000 in the General Fund. Please note that the Public Defender Services Commission’s share of the General Fund lapse is \$397,871, and the Judicial Branch’s share of the General Fund lapse is \$3,147,129 for FY12.

### **The Judicial Branch’s share of FY 12 Budget Reductions Total is \$41,758,513**

Reduction to the Branch’s budget	\$38,356,471
General Fund Lapse	\$3,147,129
Banking Fund Lapse	\$254,913

## **Court Support Services Division's Pro Rata Share of Savings**

Section 8 (c) (1) of Public Act 11-1 from the *June Special Session* reads:

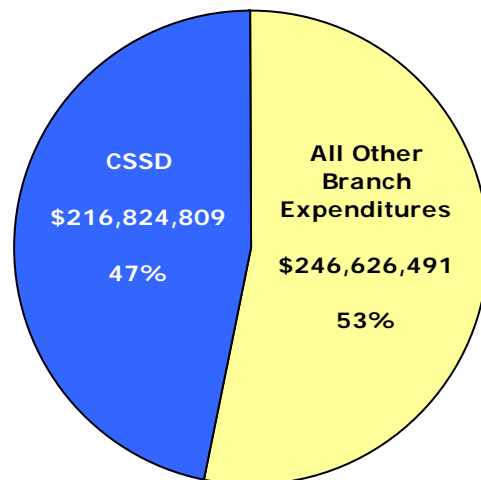
*“The Chief Court Administrator shall monitor the expenditures of the judicial branch during the fiscal years ending June 30, 2012, and June 30, 2013, and shall reduce expenditures as approved by the Chief Justice during such fiscal years by the amount of judicial branch budget savings and employee reductions in section 1 of this act during each such fiscal year, provided reductions made to expenditures for the Court Support Services Division shall be limited to the division's pro rata share of said budget savings and employee reductions.”*

To comply with this legislation, it was necessary to calculate the Court Support Services Division's (CSSD's) pro rata share of the budget savings and employee reductions.

As part of this calculation, it was necessary to delineate which functions are under CSSD. Because judges are an integral part of the entire Branch and not connected to any one division, the costs associated with judges were not included in the Judicial Branch's overall budget for this calculation. It should also be noted that judges are constitutional officers not subject to layoffs. Using this revised calculation, the base budget for purposes of these reductions is \$463,451,300 in FY12.

Within this amount, funding for CSSD is \$216,824,809, which makes the funding for the balance of the Judicial Branch \$246,626,491. This means that CSSD represents 47% of the expenditures of the Judicial Branch budget.

### **CSSD's Pro Rata Share of Budget Savings in FY12**



Based on the annualized savings requirement of \$38,356,471 and CSSD's share of expenditures of 47%, CSSD's annualized pro rata share of budget savings is \$18,027,541.

## ***Court Support Services Division's Pro Rata Share of Employee Reductions***

Based on the Office of Policy and Management's analysis of savings, the Judicial Branch's share of the position reductions is 450, including the position reductions for the Public Defender Services Commission. The Judicial Branch's share of the position reduction has been calculated to be 405. Unfortunately, in order to meet the required annualized FY12 savings of \$38,356,471, the Judicial Branch must reduce its workforce by 452 employees, eliminate an additional 150 full-time vacancies and make other budget reductions.

Section 8 (c) (1) of Public Act 11-1 from the *June Special Session* limits the employee reductions for CSSD to the division's pro rata share. To comply with this legislation, it is necessary to calculate CSSD's pro rata share of the employee reductions.

The Judicial Branch had 3,856 filled full-time positions as of May 31, 2011, excluding judges. The Court Support Services Division had 1,345 of these positions.

***This means CSSD represents 35% of Judicial Branch positions and therefore its pro rata share is a maximum of 35% of all position reductions.***

### **Total Judicial Position Reduction is 602**

Maximum CSSD Position Reduction	Remaining Position Reduction
211	391
35%	65%



## Challenges in Achieving Savings

### ***Annualized General Fund savings of \$38,356,471 in FY12***

It is extremely difficult for the Judicial Branch to save \$38,356,471 in the General Fund in FY12. The problem is compounded by several factors including:

1. The Judicial Branch's budget for FY12 has already been substantially reduced by savings the Branch offered to the Office of Policy and Management and the Governor's office in our current services budget request, including more than \$7 million in Personal Services reductions. The final budget adopted by the Legislature imposed other reductions including the loss of funding and positions associated with 17 judges and 17 support staff.
2. The pro rata limitations contained in Public Act 11-1 of the *June Special Session* placed constraints on the Judicial Branch that were not imposed on the Executive Branch.
3. Both personnel and programmatic reductions will be in effect for only part of the year, making the savings more difficult to achieve. **This is a problem for all three branches, and we have proceeded on the basis of annualized savings of \$38.5 million.**
4. Some of the measures used to achieve the savings required in FY12 are not available in FY13.

### ***Banking Fund Lapse of \$254,913 in FY12***

The Judicial Branch will achieve the lapse of \$254,913 in FY12 and will transfer from the Banking Fund to the General Fund \$968,720 associated with the salary/fringe costs of laid-off employees who are paid from the Banking Fund.

### ***General Fund Lapse of \$3,147,129 in FY12***

The Branch is unable to lapse an additional \$3,147,129 in the General Fund for two reasons:

1. This lapse was already taken, as part of the current services reductions of \$7,300,000 in FY12 and FY13. As noted in the Appropriations Committee budget, this reduction was intended: "to reflect the reallocation of the lapse reductions to the Judicial Department. These include management, contract and general allotment savings." Requiring it again constitutes a double counting of the same dollars.
2. The cumulative effect of the budget constraints inherent in the adopted budget plus the additional \$38,356,471 in budget savings leaves no account from which the lapse can be achieved.

## How the Judicial Branch will Achieve Required Savings

Achieving an annualized budget savings of \$38,356,471 requires a combination of reductions including layoffs, savings from other Judicial Branch expenditures and cuts to programs.

In making these reductions, the Judicial Branch relied upon its priority list of responsibilities for the Superior Court Operations Division and guiding principles for the Court Support Services Division. (Please see *Appendix A* for the Superior Court Operation Division's priority list and page 16 for the guiding principles.)

The Judicial Branch will achieve required savings by:

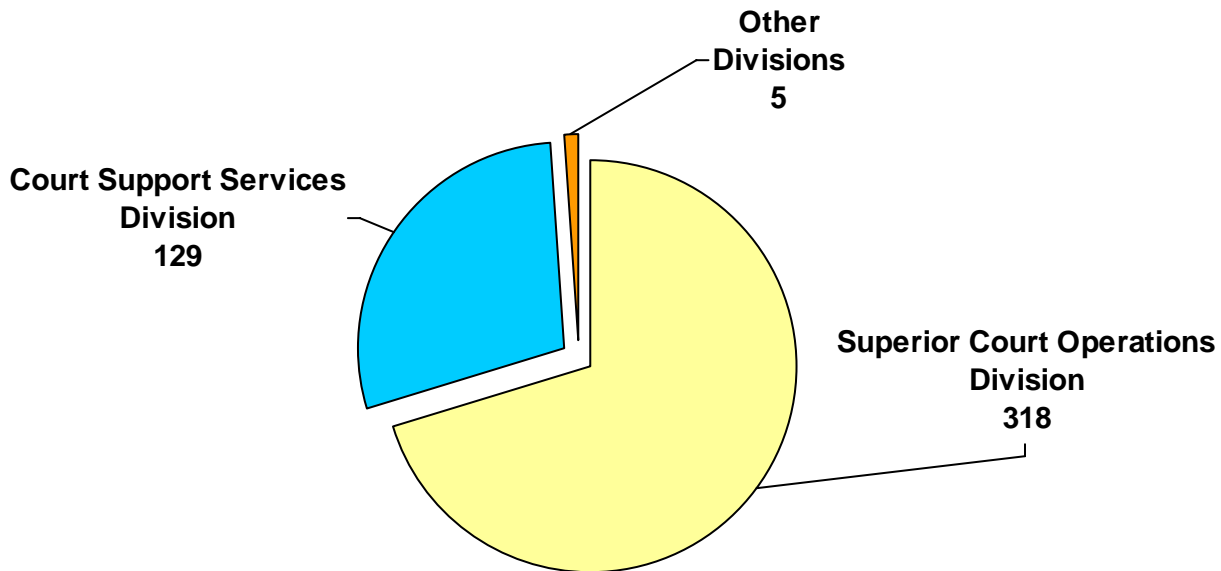
1. Employee Layoffs and Position Eliminations;
2. Personal services savings related to employee layoffs, position reductions and other measures;
3. Other savings;
4. Savings from programs administered by the Court Support Services Division;
5. Courthouse, facility, office closings and consolidations.

### ***Employee Layoffs and Position Eliminations***

It is necessary to lay off 452 Judicial Branch employees to achieve a portion of the savings allocated to the Judicial Branch. These layoffs will affect all Branch operations, but they fall most heavily on the Branch's two largest divisions, the Superior Court Operations Division and CSSD, because they represent the vast majority of Branch employees.

The Superior Court Operations Division will account for approximately 318, or 70% of all employee layoffs. CSSD will account for 129 reductions, or about 28.5% of the total. Please see *Appendix B* for the list of job titles and divisions affected by layoffs.

## Employee Layoffs by Division



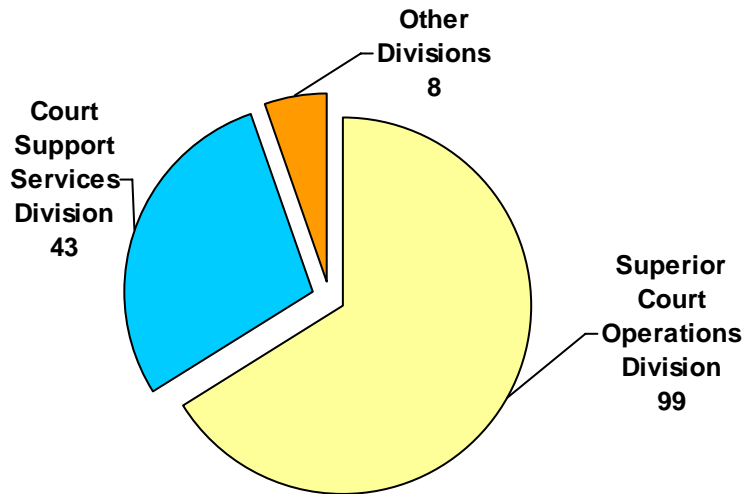
Temporary courtroom clerks (167), temporary court recording monitors (53), adult probation officers (49), judicial marshals (34) and office clerks (29) are the positions most affected by the layoffs. It should be noted that the layoffs are based on seniority and in accordance with applicable union rules.

In addition, a significant number of employees who work for non-profit providers operating many of the adult and juvenile programs may lose their jobs because of programmatic reductions.

In addition to the layoffs noted above, the Branch is proposing the elimination of 150 full-time vacancies, bringing the total position reduction in the plan to 602. The chart below reflects the distribution of vacancy eliminations by division. Please note that combining CSSD's employee layoffs of 129 with the division's position elimination of 43 equals 172, which is below its 35% pro rata share.

Please see Appendix C for a listing of eliminated positions by division.

## Elimination of Positions by Division



### ***Personal Services Savings Related to Employee Layoffs, Position Reductions and other Measures***

<i>Annualized Savings Associated with the 452 employee layoffs</i>	<i>\$17,500,994</i>
Court Operations Division            318 employees	\$10,319,005
Court Support Services Division    129 employees	\$ 7,013,775
Other Divisions                            5 employees	\$ 168,214
<i>Overtime</i>	<i>\$1,800,000</i>

The Judicial Branch currently operates juvenile detention centers in Hartford, New Haven, and Bridgeport. Closing the New Haven Juvenile Detention Center, which is the oldest of the three facilities, should result in significant overtime savings because, in addition to that center closing, the transfer of New Haven staff to the Bridgeport and Hartford centers should dramatically reduce overtime in those locations.

<i>Transfer to the General Fund the salary/fringe associated with layoffs of employees being paid from the Banking Fund</i>	<i>\$ 968,720</i>
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*Reduced expenditures for Judge Trial Referees* *\$1,000,000*

The staff reductions that must be implemented to achieve the over \$38 million in savings will severely limit the staff support available to judge trial referees. As a result, it is anticipated that judge trial referees will be unable to work as often as has been the case. The approximate \$3.3 million in judge trial referee- related expenditures will be significantly reduced.

*Other Personal Services savings within current services* *\$2,038,694*

Reflects the net amount available prior to the \$38.5 million savings requirement and incorporates retirement savings, attrition and a hiring freeze.

**Total annualized savings to the Personal Services line item** **\$23,308,408**

## Other Savings

*Close the New Haven Juvenile Detention Center* \$900,000\*

Based on a reduced population, it is feasible to close the New Haven Juvenile Detention Center, move the juveniles to Bridgeport and Hartford, transfer staff assigned to the New Haven facility to the Hartford and Bridgeport juvenile detention facilities, and eliminate excess positions that remain. Significant operating savings (building maintenance, food, medical services) can be achieved.

*\*An additional \$550,000 in PS savings associated with the closing are included in the layoff savings of \$17,500,994 above*

*Reduce facility costs through court closings and other efficiencies* \$900,000

Under this plan, several court facilities will be closed and several others will conduct more limited business than they currently do. Therefore, there will be savings in costs associated with heating/cooling as well as maintenance. In addition, some routine maintenance will be deferred at various facilities. It should be noted that the court, office and facility closings are necessitated by the reduction in staff.

*Reduce the pass-through funding to the Probate Courts* \$1,000,000

The Probate Courts will receive a state subsidy of \$7.3 million in FY12. At the end of FY11, the Probate Courts returned approximately \$3.5 million to the General Fund. The subsidy can be reduced by \$1 million, which will result in fewer surplus dollars being returned to the General Fund at the end of FY12. (Please see Appendix D for the calculations.)

*Reduce annual transfer to Probate from OE* \$125,000

This funding does not go the Probate Courts, but rather is used to provide supplemental funding to programs.

*Reduce the pass-through to the Connecticut Bar Foundation* \$500,000

Reduce the funding that is provided to Legal Aid organizations from \$1.5 million to \$1 million.

*Reduce law library expenditures* \$1,000,000

Six law libraries will be closed and the funding for the remaining libraries will be reduced.

*Eliminate funding for Children of Incarcerated Parents* \$350,000

*Eliminate State Police coverage outside certain courthouses* \$300,000

Years ago gang violence had reached a peak in our urban centers. The Branch contracted with the State Police to assign troopers to park outside of certain courthouses as a deterrent to gang violence. This coverage was eliminated in most locations but had continued outside certain court facilities in Hartford at significant expense. We recently ended this coverage and will realize a significant savings in our Other Expense line item.

*Eliminate water coolers in court facilities and misc. other reductions* \$228,064

*Reduce funding to the Justice Education Center* \$50,000

Reduce funding from to \$293,111 to \$243,111

*Further reduce fleet costs* \$110,000

The Branch has made substantial reduction in its motor vehicle fleet over the past two years. Additional savings will be realized in FY12.

*Savings in Information Technology* \$900,000

Reduce expenditures for various software licenses and maintenance agreements.

*Cut the Probate surplus fund distributions* \$325,000

Pursuant to Public Act 11-61, these surplus funds are used to fund such programs as Child Advocates of Connecticut, the Raphola Taylor Community Center YMCA, the Children in Placement expansion to Danbury and competency exams pursuant to Public Act 11-51.

*Victim security account* \$35,000

*Reduce General Fund equipment* \$15,000

*Reduce funding for the Juvenile Jurisdiction Policy and Operations Coordinating Council (JJPOC)* \$10,000

**Total of other savings** **\$6,748,064**

## ***Savings from Programs Administered by the Court Support Services Division***

To achieve cuts of this magnitude, it is necessary to reduce funding to the programs that CSSD administers. In making these cuts, we have relied on the following guiding principles for adult offenders:

Guiding principles for programs that serve adult offenders:

- *Preserve programs critical to ensuring public safety and reducing recidivism*
- *Preserve and minimize the impact on core programs used by the courts and probation*
- *Preserve programs needed to assist in the effort to reduce the prison population*
- *Eliminate new initiatives in order to minimize the reduction of services for high and medium risk offenders*

Guiding principles for programs that serve juveniles:

- *Preserve and minimize the impact on core programs used by the courts and probation*
- *Preserve evidence-based programs that positively affect behavior change and reduce recidivism*
- *Cancel new initiatives in order to minimize the impact on existing programs*
- *Preserve services made available through the Emily J. consent judgment*

While every effort was made to minimize the impact of these reductions to the community, the court system and the prison population, there will be an impact.

Treatment beds and slots will be reduced, thus increasing the wait time for offenders to receive services. Pre-trial and post-conviction programs will be affected, despite prioritizing the most important programs. In addition, staff employed by private non-profit providers that operate many of these programs will be laid off.



## Program Eliminations and Reductions affecting Adult Offenders

*Elimination of Drug Court Program* \$1,233,340

Drug court sessions are currently held in Bridgeport, New Haven and Danielson. They are not available statewide. Individuals charged with drug offenses may still receive services through the Alternative in the Community Centers (AICs) and the Adult Behavioral Health System (ABHS).

*Elimination of Community Mediation Program* \$612,666

This program is currently available only in Hartford, New Haven, Norwalk, Waterbury and Bridgeport. The program mediates minor criminal disputes for offenders.

*Elimination of Building Bridges Program* \$503,000

This program is designed for people who no longer can stay in shelters and provides 32 supportive housing beds in New Haven and Hartford.

*Reduction of Services needed for Intensive Probation Program* \$361,123

Because of the reduction of 49 probation officers through layoffs, it is not possible to implement, at this time, this new program.

*Elimination of STARS Program on October 31, 2011* \$350,000

The program funds a female Alternative in the Community (AIC) center in Bridgeport. Research indicates that women who attend the all-female AIC do not have a lower recidivism rate than women who attend co-ed programs. This program had been slated for elimination.

*Closing of the Community Service Offices in six locations* \$273,212

These centers provide individuals who are required to perform community service with options. They are not available statewide and do not serve offenders who would otherwise be incarcerated. The six locations are: Danbury, Meriden, New Haven, Norwalk, Stamford and New London.

*Elimination of funding for parents with child support obligations* \$225,000

This is a new program that the Legislature recently funded to assist child support obligors to obtain employment and has not started.

*Reduction in training for private contractor staff* *\$150,000*

Because private providers and CSSD will need to lay off staff to achieve savings, there will be fewer employees to train. This represents a 19% cut to the allocation.

*Reduction of 2.1% to the remaining adult offender programs* *\$939,659*

***Total annualized reduction to adult offender programs*** ***\$4,648,000***

## Program eliminations and reductions affecting Juvenile Offenders

*Cancellation of planned Mentoring Expansion* \$500,000

The program connects medium risk juvenile delinquents to positive adult role models to enhance pro social skill development and to reduce recidivism. The program was going to be expanded by 9 court locations. This expansion will not occur.

*Cancellation of Male Youth Leadership Program* \$500,000

Funding was provided for this new program. The program will be cancelled.

*Elimination of Coaching for Life Program* \$250,000

This program seeks to bring together coaches, athletes and juveniles to promote pro-social activities and will be eliminated.

*Elimination of Oversight of Girls and Educational Services* \$198,000

These services are designed to provide support and specific educational initiatives for girls in the juvenile detention centers.

*Reduction in training for private contractor staff* \$50,000

Because private providers and CSSD will need to lay off staff to achieve savings, there will be fewer employees to train. This represents a 20% cut in the allocation.

*Elimination of school-based mediation program in New Haven* \$27,015

This program is designed to mediate school-based disputes in one high school and will be eliminated.

*Reduction of 5.39% to juvenile offender programs* \$2,126,985

**Total annualized reduction to juvenile offender programs** **\$3,652,000**

## ***Courthouse, Facility and Office Closings and Consolidations listed by Judicial District***

Due to the significant reduction of Judicial Branch employees, the Branch must close facilities and consolidate operations. This will negatively impact access to the courts but will promote efficiency amid reduced resources. For a listing of these changes by closing, consolidation and change in function, please see Appendix E.

<b>Judicial District</b>	<b>Closings &amp; Consolidations</b>
<b>Ansonia-Milford</b>	<ul style="list-style-type: none"> <li>• Move Derby GA 5 criminal and court-required motor vehicle matters to the Milford Judicial District courthouse.</li> <li>• Use GA 5 facility as a regional infractions/small claims facility 3 days per week.</li> <li>• Hear GA 22's infractions and small claims cases at GA 5 in Derby.</li> <li>• Move Derby GA 5 support enforcement docket to 1 Lafayette Circle, Bridgeport.</li> </ul>
<b>Danbury Judicial District</b>	<ul style="list-style-type: none"> <li>• Close Juvenile Court and Support Enforcement offices at 71 Main Street.</li> <li>• Move Danbury juvenile court matters to Stamford and Waterbury juvenile courts.</li> <li>• Danbury support enforcement offices and docket will move to the Waterbury Judicial District courthouse.</li> </ul>
<b>Fairfield Judicial District</b>	<ul style="list-style-type: none"> <li>• Move some infractions and small claims matters to GA 2 in Bridgeport from the Stamford and Ansonia-Milford Judicial Districts.</li> </ul>
<b>Hartford Judicial District</b>	<ul style="list-style-type: none"> <li>• Close Enfield GA 13 court.</li> <li>• Move all Enfield GA 13 matters to Manchester GA 12 and Hartford GA 14.</li> <li>• COLP and the Records Center will remain in the facility.</li> </ul>
<b>Litchfield Judicial District</b>	<ul style="list-style-type: none"> <li>• Close Torrington juvenile courthouse.</li> <li>• Move Torrington juvenile court matters to the Waterbury juvenile court.</li> </ul>
<b>Middlesex Judicial District</b>	<ul style="list-style-type: none"> <li>• Move Middlesex support enforcement office and docket to New Britain Judicial District courthouse.</li> <li>• Move Middletown juvenile court matters into the Middlesex Judicial District courthouse.</li> </ul>

<b>New Britain Judicial District</b>	<ul style="list-style-type: none"> <li>• Move Bristol GA 17 criminal and court-required motor vehicle matters to New Britain GA 15.</li> <li>• Use GA 17 facility in Bristol for regional infractions and small claims court.</li> </ul>
<b>New Haven Judicial District</b>	<ul style="list-style-type: none"> <li>• Move all civil and family matters from the Meriden courthouse to the New Haven Judicial District courthouse. Close Meriden Judicial District clerk's office.</li> <li>• Meriden GA 7 matters are to remain in Meriden.</li> <li>• Move Meriden Miller Street infractions and small claims matters to Meriden GA 7.</li> <li>• Move Meriden Housing matters to New Haven GA 23 courthouse.</li> </ul>
<b>New London Judicial District</b>	<ul style="list-style-type: none"> <li>• Move all civil and family matters from the Norwich courthouse to the New London Judicial District courthouse.</li> <li>• Close Norwich Judicial District clerk's office.</li> <li>• Norwich GA 21 matters are to remain in Norwich along with family support matters.</li> <li>• Move Norwich Housing matters to New London GA 10.</li> </ul>
<b>Stamford-Norwalk Judicial District</b>	<ul style="list-style-type: none"> <li>• Move Norwalk GA 20 matters to the Stamford Judicial District courthouse.</li> <li>• Use Norwalk GA 20 facility two to three days per week as a regional infractions and small claims court.</li> <li>• Move Norwalk Housing court to Stamford Judicial District courthouse.</li> </ul>
<b>Tolland Judicial District</b>	<ul style="list-style-type: none"> <li>• Rockville Juvenile Court to close.</li> <li>• Move Rockville Juvenile Court matters to Willimantic and Hartford courthouses for juvenile matters.</li> </ul>
<b>Waterbury Judicial District</b>	<ul style="list-style-type: none"> <li>• Some Danbury juvenile court matters will be transferred to Waterbury.</li> <li>• Danbury Support Enforcement offices and docket will move to the Waterbury Judicial District courthouse.</li> <li>• Torrington Juvenile court matters will be transferred to the juvenile court.</li> </ul>
<b>Windham Judicial District</b>	<ul style="list-style-type: none"> <li>• Move Putnam civil and family matters to the Danielson GA 11 and to Willimantic Judicial District courthouse.</li> <li>• The Putnam facility will be used for infractions.</li> </ul>

## Fiscal Year 2013 General Fund Savings

Public Act 11-1 of the June 2011 special session requires Judicial Branch budget reductions in FY13 as well as in FY12. As is the case in FY12, the required savings for the “Judicial Branch” include reductions to both the courts and to the Public Defender Services Commission.

Total “Judicial Branch” reduction required	\$	42,961,413
<b>Judicial share</b>	<b>\$</b>	<b>38,188,918</b>
Public Defender share	\$	4,772,495
	\$	42,961,413

The majority of the savings required for FY13 will be based on a continuation of the savings realized in FY12. However, certain savings identified for FY12 will not be available in FY13. As well, under P.A.11-01 the limitations on CSSD’s share of overall Judicial Branch savings continue to apply. Listed below are the savings items for FY13, totaling approximately \$34 million, that can be quantified at present, as well as those items that are part of FY12 savings but are not available for FY13. The detail on the remaining \$4.15 million that must be saved to meet FY13 requirements will be identified as soon as possible.

### Factors and considerations

**I.** Pro rated cap on CSSD savings of 47 % to be met in FY 13\*

FY 13 appropriations	\$	509,185,575
Minus cost of judges	\$	32,915,146
	\$	476,270,429
CSSD portion	\$	223,847,101
All other Judicial functions	\$	252,423,327
FY13 CSSD reduction (estimated)	\$	17,948,791
FY13 all other Judicial Branch functions	\$	20,240,126
	\$	38,188,918

\* 47 % figure was based in FY11 expenditures.

**II.** Continuation of FY12 savings

Layoff reductions	\$	17,500,000
Judge Trial Referee savings	\$	1,000,000
Elimination of rehired retirees	\$	78,000
Overtime reduction in Detention	\$	1,800,000
New Haven Detention closing	\$	900,000

Law Libraries	\$	1,000,000
Various OE reductions	\$	2,210,000
Equipment reduction	\$	15,000
CSSD contract reductions	\$	7,800,000
Justice Education Center	\$	50,000
Victim Security Account	\$	35,000
Children of Incarcerated Parents	\$	350,000
Banking Fund	\$	968,000
Probate Surplus	\$	<u>325,000</u>

FY12 savings continued to FY 13:	\$	34,031,000
FY13 savings required	\$	<u>38,188,918</u>
<b>FY13 additional savings TBD</b>	<b>\$</b>	<b><u>4,157,918</u></b>

**III.** Certain FY12 funds not available in FY13:

- Male Youth Leadership from PCAF	\$	500,000
- Funding to PCA -Ext. Family Guardianship	\$	100,000
- Probate subsidy	\$	<u>1,000,000</u>
	\$	1,600,000

**IV.** Availability of certain FY13 funds unknown at this point

- FY13 current services balance	TBD
- Timeliness of court closings within schedule	TBD
- Annualization of FY 12 attrition and retirement	TBD
- Implementation of FY 13 RTA appropriation	TBD
- Intensive Supervision Initiative	TBD

**V.** Additional future savings may be identified

- Possible reduction law clerks	TBD
- Possible savings relating to FTR initiative	TBD
- Population variances in detention population	TBD
- Other initiatives	TBD

### **FY 13 General Fund lapse**

Total reduction required	\$	5,400,672
Judicial share	\$	4,800,722
Public Defender share	\$	<u>599,950</u>
	\$	5,400,672

Similar to FY 12, the FY 13 unallocated lapse of \$4.8 million is not achievable. As in FY 12, it constitutes a “double count” of funds already taken during the budget process. The problem is exacerbated by an increase in this requirement by approximately \$1.9 M over FY 12.

### **FY 13 Banking Fund lapse**

Total reduction required	\$	63,729
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Similar to FY 12, the unallocated lapse of \$63,729 will be met. Note that this amount is addition to at least \$968,720 that will be available through layoffs of employees that are paid from this fund.



# ***APPENDICES***

## Appendix A

### Priority List Superior Court – Court Operations Clerk's Office

1A. Process criminal/motor vehicle matters (excluding infractions) and family matters that are time sensitive. Such matters include, but are not limited to:

- A. Arraignments of persons held in lieu of bond.
- B. Motions for speedy trial.
- C. Hearings to determine probable cause, pursuant to CGS §54-46a.
- D. Processing Protective Orders within prescribed time frames including, entry into CRMVS, entry into the Protective Order Registry and sending copies to law enforcement and victims.
- E. Hearings relating to competency exams, pursuant to CGS §54-56d.
- F. Hearings relating to persons committed to Whiting Forensic Institution, pursuant to CGS §17a-567.
- G. Hearings relating to Firearm Safety gun seizures, pursuant to CGS §29-38c.
- H. Hearings on seized property, In rem proceedings, pursuant to CGS §54-33g.
- I. Orders relating to the return of stolen property, pursuant to CGS §54-36a.
- J. Processing of release from jail forms for payments received for persons imprisoned in lieu of fine, pursuant to CGS §18-50.
- K. Hearings relating to family and family support magistrate matters, pursuant to statute or court order, where an obligor is in custody for contempt.

1B. Process juvenile matters that are time sensitive. Such matters include but are not limited to:

- A. Detention Hearings: Per P.B. §30-5, no child shall be held more than 24 hours excluding Saturdays, Sundays and holidays unless a delinquent petition has been filed and an order for continued detention is signed by the judge provided, however, there is a judicial finding of probable cause within 48 hours of the arrest including Saturdays, Sundays, and holidays. See also CGS §46b-133 and §46b-148. Per P.B. §30-8, where waivers are filed, ex parte detention orders are only valid for 10 days and cannot be renewed without a hearing.
- B. Detention Reviews: Per CGS §46b-133 and §30-10, detention reviews need to be held every 15 days while the juvenile is being detained.
- C. Preliminary OTC Hearing: Per CGS §46b-129 and §46b-149, preliminary OTC hearings need to be held

- within 10 calendar days of the OTC being filed.
- D. OTC Hearings: Per CGS §46b-129, hearings need to be held within 10 calendar days of preliminary OTC hearing. This includes contested OTC hearings.
  - E. TPRs: Per CGS §17a-122 and §45a-716, TPR's need to be scheduled within 30 days of petition being filed, or within 20 days if based on consent.
  - F. Post Disposition Detention: Per P.B. 30-11, a post disposition detention hearing must be held every 15 days while the juvenile is detained awaiting implementation of the order.

Additional proceedings may be required on an emergency basis, however the aforementioned matters will be the most time critical proceedings.

- 1C. Process applications for relief from physical abuse by family or household member.
- 2A. Process all other criminal/motor vehicle related matters (excluding infractions).
- 2B. Process all other juvenile matters that are not time-sensitive.
- 3. Date Stamp (time, if required) all documents received through the mail or in person.
- 4. Review all motions and documents filed. This is to be done by knowledgeable personnel to determine the impact on health and safety issues or for other good cause. If the document(s) meet this criteria, it is to be processed immediately.
- 5. Enter all writs and appearances.
- 6. Deposit funds.
- 7. Process all support enforcement and related matters.
- 8. Staff all courtrooms in accordance with establishes priorities.
- 9. Staff jury functions.
- 10. Process injunctions (special proceedings).
- 11. Process family court orders and executions.
- 12. Process pendente lite matters.
- 13. Process family contempt other than those addressed in number 7 above.
- 14. Process all other post judgment family matters (e.g. modifications, visitation).
- 15. Process appeals.
- 16. Perform required financial and administrative duties.
- 17. Process civil calendar results.
- 18. Process memoranda of decision for civil matters.
- 19. Issue subpoenas.

20. Disburse funds held in trust.
21. Issue civil executions.
22. Produce civil trial lists.
23. Process prejudgment remedies.
24. Process all civil trial list claims, motions, short calendar reclaims and judgments.
25. Process civil default as time permits.
26. Process Practice Book Section 17-23 matters as time permits.
27. Process judgment files as time permits.
28. Process infractions.
29. Process small claims matters other than those covered by number 4 above.
30. Process housing matters other than those covered by number 4 above.
31. Perform ADR functions.
32. Prepare certified copies of court documents pursuant to written requests as time permits (excluding matters dealing with public safety).
33. Research court records pursuant to written request as time permits (excluding matters dealing with public safety).
34. Public/press inquiries and access to court records will be subject to operational priorities.

## Appendix B

### List of job titles and divisions affected by layoffs

<u>Title</u>	<u># of Employees</u>	<u>Division</u>
Administrative Clerk I	1	CSSD
Adult Probation Officer I	48	CSSD
Adult Probation Officer Trainee	1	CSSD
Bail Commissioner	3	CSSD
Bldg. Supervisor III – Juv. Detention	1	CSSD
Bldg. Supervisor I – Juv. Detention	1	CSSD
Clinical Coordinator	1	CSSD
Court Operations Assistant	1	Court Operations
CSSD Intake Assistant	4	CSSD
Family Relations Counselor I	12	CSSD
Family Relations Counselor Trainee	1	CSSD
Food Services Assistant	1	CSSD
IAR Specialist	6	CSSD
IAR Specialist Trainee	2	CSSD
Judicial Marshal	1	Court Operations
Judicial Marshal Trainee	33	Court Operations
Judicial Security Officer	4	Court Operations
Juv. Detention Classification & Prog. Officer	3	CSSD
Juv. Detention Program & Services Supvr	1	CSSD
Juv. Detention Officer Trainee Transportation	6	CSSD
Juvenile Probation Officer I	18	CSSD
Mediation Specialist I	4	Court Operations
Mediation Specialist II/Housing	1	Court Operations
Mediation Specialist Trainee	3	Court Operations
Office Clerk	29	Court Operations
Support Enforcement Assistant	1	Court Operations
Support Enforcement Officer	5	Court Operations
Support Enforcement Officer Trainee	1	Court Operations
Intern	3	Admin. Services
Temp. Administrative Clerk	20	CSSD - 18 Court Operations – 2
Temp. Assistant Clerk	119	Court Operations
Temp. Court Interpreter	12	Court Operations
Temp. Court Recording Monitor	53	Superior Court
Temp. Graphics Designer	1	External Affairs
Temp. Paralegal	48	Court Operations
Temp. Printer	1	Info. Technology
Temp. Security Officer	1	Court Operations
Temp. Juv. Detention Physical Ed. Teacher	1	CSSD
<b>Total:</b>	<b>452</b>	

#### **By Division**

Administrative Services	3
CSSD	129
External Affairs	1
Info Technology	1
Superior Court Operations	318

## Appendix C

### Elimination of Vacant Positions by Title and Division

<b><u>Title</u></b>	<b><u># of Employees</u></b>	<b><u>Division</u></b>
Accountant I	1	Court Operations
Accountant II	1	Admin. Services
Administrative Assistant	10	Court Operations CSSD
Administrative Clerk I*	2	Court Operations CSSD
Adult Probation Officer I	2	CSSD
Adult Probation Officer Trainee	4	CSSD
Assistant Clerk, JD/GA	4	Court Operations
Bail Commissioner	1	CSSD
Caseflow Coordinator II	1	Court Operations
Caseflow Coordinator Trainee	4	Court Operations
Chief Probation Officer I	4	CSSD
Chief Probation Officer II	1	CSSD
Compliance Specialist I	1	CSSD
Compliance Specialist II	1	CSSD
Compliance Specialist Trainee	1	CSSD
Court Interpreter I	2	Court Operations
Court Interpreter II	1	Court Operations
Court Officer, Judicial District	1	Court Operations
Court Operations Assistant	4	Court Operations
Court Planner II	2	Court Operations
Court Recording Monitor	11	Court Operations
Court Reporter	8	Court Operations
CSSD Intake Assistant	4	CSSD
Customer Services Specialist	2	Court Operations
Data Terminal Operator Trainee*	1	Court Operations
Deputy Chief Clerk for JD Matters	1	Court Operations
Deputy Director II	2	Info. Technology Court Operations
Family Relations Counselor Trainee	3	CSSD
Food Services Assistant	1	CSSD
Food Services Coordinator	1	CSSD
IAR Specialist Trainee	1	CSSD
Judicial Marshal	6	Court Operations
Judicial Marshal Trainee	12	Court Operations
Juvenile Detention Deputy Superintendent	1	CSSD
Juvenile Detention Officer	1	CSSD
Juvenile Detention Shift Supervisor	4	CSSD
Juvenile Detention Superintendent	1	CSSD
Juvenile Probation Officer Trainee	2	CSSD
Law Librarian II	1	Court Operations
Lead Judicial Marshal	5	Court Operations
Lead Juvenile Detention Officer	3	CSSD
Lead Support Enforcement Officer	1	Court Operations
Maintenance Service Worker II	1	Admin. Services
Manager of Administrative Services II	1	CSSD

MSW I-J.Det	2	CSSD
Office Clerk	3	Court Operations
Paralegal Specialist I	1	Supreme/Appellate
Program Manager I	4	CSSD
		Info. Technology
		Admin. Services
		Court Operations
Program Manager II	5	Court Operations
		Admin. Services
Research Attorney	1	Court Operations
Staff Development Officer	1	Court Operations
Supervising Judicial Marshal	4	Court Operations
Supervising Law Librarian	1	Court Operations
Support Enforcement Officer Trainee	1	Court Operations
Support Enforcement Services Supervisor	2	Court Operations
Systems Developer IV	1	Court Operations
Victim Services Advocate	1	Victim Services
Volunteer/Intern Program Coordinator	<u>1</u>	External Affairs

150

**By Division**

Administrative Services	4
External Affairs	1
Supreme/Appellate	1
Court Operations	99
CSSD	43
Information Technology	<u>2</u>
	<u>150</u>

## Appendix D

### Office of the Probate Court Administrator Savings

#### FY 12/13 Proposed Budget Reductions

	FYE	FYE	
(\$ in 000's)	2012	2013	
Defer Hartford Regional Children's Court	\$ 200	\$ -	(a)
Defer Bridgeport Regional Children's Court	-	200	(a)
Reduce Contingency for court expenditures	200	-	(b)
Reduce budget for court staff inequities	100	-	(c)
Eliminate vacant Administrative Clerk II position	67	67	(d)
Eliminate IT staff addition	85	85	(e)
	<u>\$ 652</u>	<u>\$ 352</u>	

Total appropriation cut of \$1.0M for FY 12 can be absorbed through \$652K expense reduction and \$348K reduction in projected net income. A further reduction in FY 13 appropriation is not recommended because projected net income is \$17K and is based on a sensitive assumption that revenue increases by \$1.0M from FY 12, and a contingency was not factored into the FY 13 budget.

#### Notes:

- (a) Delay opening six months to January 1 in each fiscal year.
- (b) FY 12 represents the first full year under the restructured probate court system. FY 12 budget included \$500K contingency to cover unanticipated expenditures; FY 13 includes no contingency provision. Proposal to reduce FY 12 contingency \$200K.
- (c) Court consolidation addressed Phase I of Compensation Plan which provided for uniform position classifications and salary ranges but did not adjust individual rates of pay within the ranges to reflect years of experience. Phase II is planned to correct inequities within pay ranges. Proposal to reduce FY 12 budget to \$200K and maintain FY 13 budget at \$200K.
- (d) Vacancy due to recent retirement. Represents base of \$42K plus fringe benefits (budgeted at 60%).
- (e) Eliminate proposed addition to IT staff. Base salary of \$53K plus fringe benefits (budgeted at 60%).



## **Appendix E**

### *Courthouse, Facility and Office Closings, Consolidations and Change of Function*

#### **Closings**

##### Danbury Juvenile Matters courthouse

- The 71 Main Street facility, which presently houses juvenile court and support enforcement offices, will close.
- Danbury juvenile court matters will be moved to Stamford juvenile court and Waterbury juvenile court.

##### Enfield GA 13

- The Enfield GA 13 will close.
- Move all Enfield GA 13 matters to Manchester GA 12 and Hartford GA 14.
- COLP and the Records Center will remain in the facility.

##### Juvenile Probation Offices

- The Danbury Juvenile Probation Office will close, as the office is located in the Danbury Juvenile Matters courthouse, which is closing.
- The Rockville Juvenile Probation Office will close, as the office is located in the Rockville Juvenile Matters courthouse, which is closing.
- The Torrington Juvenile Probation Office will close, as the office is located in the Torrington Juvenile Matters courthouse, which is closing.

##### Law Library Closings

- The law library located in the Danbury Judicial District courthouse will close.
- The law library located in the Hartford Judicial District courthouse will close.
- The law library located in the Litchfield Judicial District courthouse will close.
- The law library located in the Putnam courthouse will close.
- The law library located in the Willimantic courthouse will close.

- The law library located in the Tolland Judicial District courthouse will close.
- Please note that last year, due to budgetary cuts, the Milford and Norwich law libraries were closed.

#### Middletown Support Enforcement office

- The Middletown Support Enforcement office located at 484 Main Street will close.
- Middlesex support enforcement office and docket will move to the New Britain Judicial District courthouse.

#### Middlesex Juvenile Matters courthouse

- The Middletown Juvenile Matters facility located at 230 Main Street Extension will close.
- Middletown juvenile court matters will be moved into the Middlesex Judicial District courthouse located at 1 Court Street.

#### New Haven Juvenile Detention Center

- The New Haven Juvenile Detention Center located at 239 Whalley Avenue will close.
- Detainees will be housed in either the Hartford Juvenile Detention Center or the Bridgeport Juvenile Detention Center.
- The New Haven Juvenile Matters courthouse will remain open.

#### Rockville Juvenile Matters courthouse

- The Rockville Juvenile Matters courthouse located at 25 School Street in Rockville will close.
- Rockville Juvenile Court matters will be moved to the Willimantic and Hartford courthouses for Juvenile Matters.

#### Torrington Juvenile Matters courthouse

- The Torrington Juvenile Matters courthouse located at 410 Winsted Road in Torrington will close.
- Torrington juvenile court matters will be moved to the Waterbury Juvenile Matters courthouse located at 7 Kendrick Avenue in Waterbury.

## Altering Courthouse Functions

Derby GA 5 criminal and court-required motor vehicle matters will move to the Milford Judicial District courthouse.

- GA 5 facility to be used as a regional infractions/small claims facility three days per week. Milford GA 22's infractions and small claims cases will be heard at GA 5 in Derby.

Bristol GA 17 criminal and court-required motor vehicle matters will move to New Britain GA 15.

- The GA 17 facility in Bristol will be used as a regional infractions and small claims court.

Norwalk GA 20 criminal and court-required motor vehicle matters will move to the Stamford Judicial District courthouse

- The Norwalk GA 20 facility to be used two to three days per week as a regional infractions and small claims court

## Consolidations

Ansonia-Milford Judicial District support enforcement docket

- Move Derby GA 5 support enforcement docket to 1 Lafayette Circle, Bridgeport.

Danbury Judicial District Support Enforcement Office

- Danbury support enforcement office will be consolidated with the Waterbury Support Enforcement office.
- The Danbury support enforcement docket will be moved to the Waterbury Judicial District courthouse.

New Haven Judicial District

*Judicial District clerk's office in Meriden to close*

- Move all civil and family matters from the Meriden courthouse to the New Haven Judicial District courthouse.
- Move Meriden Miller Street infractions and small claims matters to Meriden G.A. 7

- Move Meriden Housing matters to New Haven GA 23 courthouse.
- Meriden GA 7 matters are to remain in Meriden.

#### New London Judicial District

##### *Judicial District clerk's office in Norwich to close*

- Move all civil and family matters from the Norwich courthouse to the New London Judicial District courthouse.
- Norwich GA 21 matters are to remain in Norwich along with family support matters.
- Move Norwich Housing matters to New London GA 10.

#### Stamford-Norwalk Judicial District

- Norwalk housing court to be moved to the Stamford Judicial District courthouse.

#### Windham Judicial District

- Move Putnam civil and family matters to the Danielson GA 11 courthouse and the Willimantic Judicial District courthouse.
- The Putnam facility will be used for infractions, small claims matters and family support matters.

### **Other Changes**

- Drug dockets will be eliminated in Bridgeport, New Haven and Danielson.