



## **Justice Court**

**Karen Brisbin, Justice of the Peace**

**11750 SE 82<sup>nd</sup> Ave #D  
Happy Valley, Oregon 97086  
503-794-3800**

Website Address: <http://www.clackamas.us/justice/>



Department Mission/Purpose

The mission of the Justice Court is to promote justice in a fair and impartial forum; establishing public trust and confidence by providing citizens convenient access to justice and utilizing public resources efficiently and in a manner that demonstrates fiscal responsibility, accountability and sustainability.

General Overview of Programs

Justice Court operates two departments, criminal and civil, with one elected Justice Court Judge, one administrative services supervisor and four legal secretaries working 4.75 time.

Justice Court's criminal division adjudicates violations including traffic, marine, fish and wildlife, tobacco, drug and alcohol, federal weigh master, state park and Tri Met light rail. There are 43 law enforcement agencies citing violations to the court. Citizens have many options in resolving cases such as pleading not guilty or no contest at the court window with a clerk in the violations bureau, paying the fine in full or setting up a payment plan, seeing a judge in person at scheduled arraignments, or entering a no contest plea and paying the fine online. If a citizen enters a plea of not guilty by mail or in person, a trial is heard by the judge. At trial the citizen may appear before the judge or submit written testimony by declaration in lieu of personal appearance at trial.

Justice Court's civil division hears Forcible Entry and Unlawful Detainer (FED) Evictions, Small Claims, and civil cases up to \$10,000. The Court provides civil court services to local citizens at a reasonable cost providing access to justice. The Court pays county Resolution Services for the parties' cost of mandatory mediation in small claims' cases to assist citizens in resolving their civil disputes in an informal meeting prior to the trial date. For all civil cases, there is an opportunity for a citizen to resolve their individual case by agreement of the parties prior to a contested hearing or trial heard by the judge.

Significant Issues & Changes

Justice Court continues to make advances in its strategic plan of operating a paperless department by implementing new software and continuing to develop technology for court management to streamline case processing and enable the court to produce accurate reports to track data. A byproduct of the development of technology is a reduction in the overall number of staff needed to process cases.

Justice Court violation case filings remain steady with a projected number of 21,663 cases in FY18-19 compared to 20,749 cases filed in FY17-18. Most traffic violations are filed electronically by police agencies. As citations are filed, the court management system automatically creates a new electronic court file. If the citation results in a conviction, the conviction data is electronically transmitted to DMV. If payment of the fine is enforced through collections, the judgment is electronically transmitted to the collection agency and the satisfaction of judgment is electronically posted to the court case. Through advanced technology processes, staff time is significantly reduced, less paper is purchased, postage costs are lower, case processing is faster and more accurate. In FY 19-20 the Court plans to work with DMV to develop technology processes for transferring documents electronically between courts and DMV made possible by new DMV software.

Justice Court's civil department receives eviction, civil and small claims' filings for local disputes in the County. The Court is in the beginning phase of implementing electronic filing and processing of eviction cases. This project reduces staff time for all parties and eliminates the need for the plaintiff to drive to the Court office to file a case. In FY 19-20 the Court will explore expanding electronic filing to include small claims' cases.

**Clackamas County, OR.  
Revenue and Expense Report**

	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	Change	Pct. Change
	Actual	Actual	Amended	Projected	Department	Proposed	from Prior	from Prior
Justice Court			Budget	Year End	Requested	Budget	Year Budget	Year Budget
<b>1147 Justice Court</b>								
<b>221 Justice Court</b>								
302001 Fund Bal at End of Prior Year	1,305,683	1,147,266	1,966,662	1,966,662	1,430,719	1,430,719	(535,943)	(27.25)
341880 Other Internal County Services	0	16,860	0	0	0	0	0	0.00
351010 Justice Court Fines	3,051,969	3,356,913	2,800,000	2,750,000	2,800,000	2,800,000	0	0.00
351011 Court Administrative Fee	113,375	92,838	95,000	89,802	97,500	97,500	2,500	2.63
351012 State Court Facilities Security Acct (S	3,009	1,757	3,000	500	3,500	3,500	500	16.67
351013 County Assessment - Restricted Funct	130,125	115,276	95,000	114,494	105,000	105,000	10,000	10.53
351014 Unitary Assessment	7,633	7,027	7,000	3,878	7,500	7,500	500	7.14
351015 Law Enforcement Medical Liability Ac	505	769	300	298	300	300	0	0.00
351016 Offense Surcharge	9,208	951	700	700	700	700	0	0.00
351018 Collection Fees & Interest	60,380	219,485	70,000	219,291	95,000	95,000	25,000	35.71
351019 State Criminal Fines & Assessments	519	199	400	400	350	350	(50)	(12.50)
351020 State Replacement Fine	557,989	642,974	550,000	613,022	600,000	600,000	50,000	9.09
351021 Civil Case Filing Fees	143,879	151,732	95,000	172,738	125,000	125,000	30,000	31.58
361000 Interest Earned	15,299	23,606	4,500	4,500	0	0	(4,500)	(100.00)
387000 NSF Clearing	(3,108)	0	0	0	0	0	0	0.00
388000 Overage & Shortage	541	0	100	0	0	0	(100)	(100.00)
<b>Total Revenue</b>	<b>5,397,008</b>	<b>5,777,653</b>	<b>5,687,662</b>	<b>5,936,285</b>	<b>5,265,569</b>	<b>5,265,569</b>	<b>(422,093)</b>	<b>(7.42)</b>
411100 Regular Full Time Employees	458,640	361,956	468,234	373,086	0	431,794	(36,440)	(7.78)
412100 Regular Part Time	0	24,205	0	29,120	0	45,504	45,504	0.00
413000 Temporary Workers	14,380	6,395	25,000	25,000	45,000	45,000	20,000	80.00
414030 Overtime	3,471	1,323	7,500	430	1,000	1,000	(6,500)	(86.67)
414040 Holiday Pay	0	0	250	0	250	250	0	0.00
414050 Vacation Sell-Back	1,010	0	2,500	0	2,500	2,500	0	0.00
415000 Fringe Benefits	296,640	261,225	336,721	252,000	0	382,177	45,456	13.50
415020 Worker Compensation	5,292	394	405	405	0	336	(69)	(17.04)
415030 Unemployment	912	1,457	689	689	0	507	(182)	(26.42)
421100 General Office Supplies	2,225	3,608	20,000	15,000	20,000	20,000	0	0.00
421110 Postage	2,684	1,783	3,500	2,500	3,500	3,500	0	0.00
421200 Computer Supplies	1,766	3,114	4,500	4,500	7,000	7,000	2,500	55.56
421210 Computer Non-Capital	3,503	1,969	25,000	25,000	35,000	35,000	10,000	40.00
422400 Food	0	0	300	0	300	300	0	0.00
422720 Uniforms/Clothing Expense	0	44	200	100	200	200	0	0.00
431000 Professional Services	78,050	73,491	95,000	92,500	110,000	110,000	15,000	15.79
431420 Legal Fees	37	62	500	450	500	500	0	0.00

**Clackamas County, OR.  
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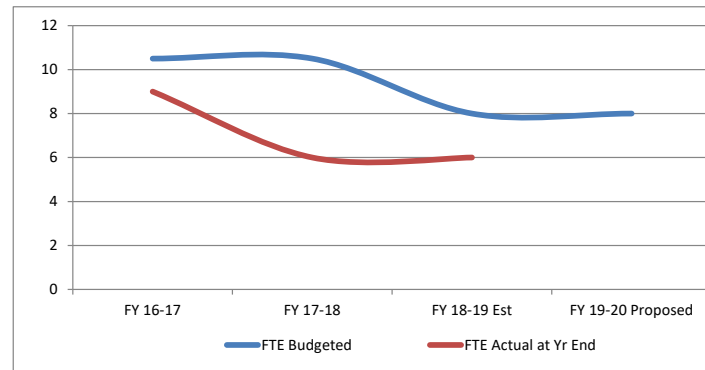
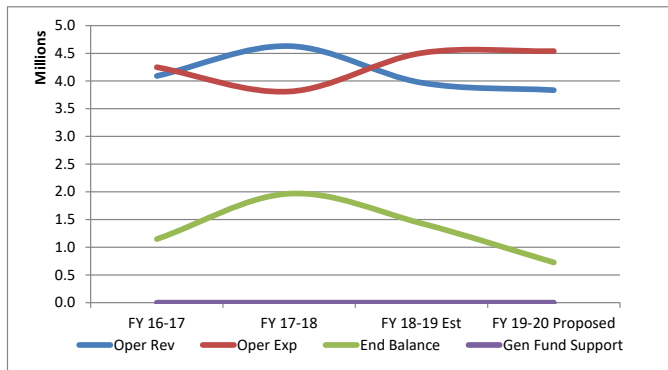
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	Change	Pct. Change
Justice Court	Actual	Actual	Amended Budget	Projected Year End	Department Requested	Proposed Budget	from Prior Year Budget	from Prior Year Budget
<b>1147 Justice Court</b>								
<b>221 Justice Court</b>								
431900 Contracted Services	6,693	8,821	8,500	5,500	10,000	10,000	1,500	17.65
431918 Internal County Contracted Svc	134,231	133,523	175,000	165,000	185,000	185,000	10,000	5.71
432100 Telephone	12,157	10,573	15,000	14,000	17,500	17,500	2,500	16.67
433100 Travel and Per Diem (no mileage)	295	1,130	7,500	7,000	7,500	7,500	0	0.00
433110 Mileage Reimbursement	501	654	2,500	2,500	3,500	3,500	1,000	40.00
434100 Printing & Duplicating Services	573	0	0	0	0	0	0	0.00
435180 Casualty Insurance	12,768	9,154	6,198	6,198	0	5,697	(501)	(8.08)
437100 Building Repairs & Maintenance	49	283	100	100	350	350	250	250.00
437231 Software Maintenance	60,466	57,682	125,000	125,000	140,000	140,000	15,000	12.00
437260 Office Furn & Equip Non-Capital	0	128	15,000	5,000	15,000	15,000	0	0.00
438110 Office Rental	136,608	140,464	170,000	165,000	185,000	185,000	15,000	8.82
438200 Office Equipment Rental	0	0	500	500	1,000	1,000	500	100.00
438220 Copier Rental	7,364	7,256	8,500	8,000	9,000	9,000	500	5.88
439100 Dues & Memberships	707	627	3,000	1,500	3,000	3,000	0	0.00
439200 Training & Staff Development	1,456	3,323	5,000	3,500	5,000	5,000	0	0.00
439940 Refunds	4,340	8,769	21,000	10,000	15,000	15,000	(6,000)	(28.57)
439953 Merchant Charge	24,122	27,418	25,000	26,000	28,500	28,500	3,500	14.00
439995 Distribution to Issuing Agency	1,007	0	0	0	0	0	0	0.00
465002 Payments to Local Governments	1,097,973	1,227,826	1,700,000	1,500,000	1,800,000	1,800,000	100,000	5.88
470100 I/F Transfer To General Fund	1,305,683	1,147,266	1,375,508	1,375,508	700,000	700,000	(675,508)	(49.11)
478101 Finance Alloc Cost	23,951	28,858	28,169	28,169	0	30,387	2,218	7.87
478102 Tech Svc Alloc Cost	120,319	126,808	123,096	123,096	0	118,982	(4,114)	(3.34)
478103 Building Maint Alloc Cost	66,984	77,468	63,347	63,347	0	80,977	17,630	27.83
478104 PGA Alloc Cost	6,789	6,923	2,833	2,833	0	6,048	3,215	113.48
478105 Records Mgt Alloc Cost	0	1,045	261	261	0	0	(261)	(100.00)
478106 Purchasing Alloc Cost	1,506	1,638	1,932	1,932	0	3,860	1,928	99.79
478107 Courier Alloc Cost	1,074	1,645	1,346	1,346	0	1,405	59	4.38
478111 Personnel Admin Alloc Cost	13,155	14,859	15,775	15,775	0	16,778	1,003	6.36
478112 County Admin Alloc Cost	5,214	5,512	5,317	5,317	0	4,829	(488)	(9.18)
478117 Mailroom Overhead Allocation	2,171	3,119	1,587	1,587	0	1,460	(127)	(8.00)
478201 Electric Utility Alloc	4,312	4,216	6,010	6,010	0	6,798	788	13.11
478202 Natural Gas Utility Alloc	700	758	2,597	2,597	0	2,790	193	7.43
478203 Water Utility Alloc	168	181	173	173	0	0	(173)	(100.00)
478204 Trash Removal Alloc	37	44	42	42	0	0	(42)	(100.00)
485320 Computer Software Purchases	327,757	11,995	11,995	11,995	48,995	48,995	37,000	308.46

**Clackamas County, OR.  
Revenue and Expense Report**

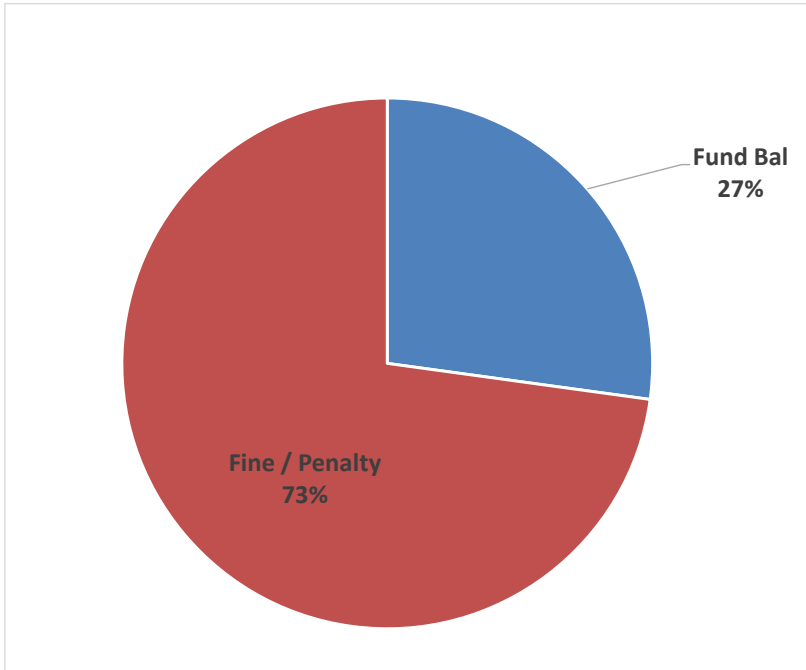
	2016-17 Actual	2017-18 Actual	2018-19 Amended Budget	2018-19 Projected Year End	2019-20 Department Requested	2019-20 Proposed Budget	Change from Prior Year Budget	Pct. Change from Prior Year Budget
<b>Justice Court</b>								
1147 Justice Court								
221 Justice Court								
499001 Contingency	0	0	769,577	0	725,645	725,645	(43,932)	(5.71)
<b>Total Expense</b>	<b>4,249,742</b>	<b>3,810,991</b>	<b>5,687,662</b>	<b>4,505,566</b>	<b>4,125,240</b>	<b>5,265,569</b>	<b>(422,093)</b>	<b>(7.42)</b>
<b>Total Justice Court</b>	1,147,266	1,966,662	0	1,430,719	1,140,329	0	0	0.00
<b>Total Justice Court</b>	1,147,266	1,966,662	0	1,430,719	1,140,329	0	0	0.00
<b>Grand Total</b>	1,147,266	1,966,662	0	1,430,719	1,140,329	0	0	0.00

**Justice Court  
Summary of Revenue and Expense**

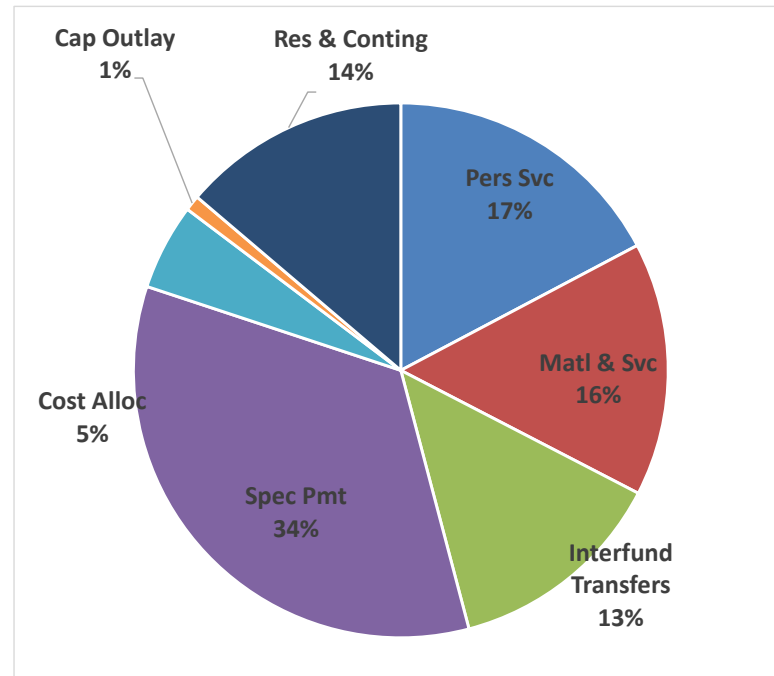
	FY 16-17	FY 17-18	FY 18-19 Amended Budgeted	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>1,305,683</b>	<b>1,147,266</b>	<b>1,966,662</b>	<b>1,966,662</b>	<b>1,430,719</b>	<b>-535,943</b>	<b>-27.3%</b>
Prior Year Revenue	0	0	0	0	0	0	0%
Taxes	0	0	0	0	0	0	0%
Licenses & Permits	0	0	0	0	0	0	0%
Federal Grants & Revenues	0	0	0	0	0	0	0%
State Grants & Revenues	0	0	0	0	0	0	0%
Local Grants & Revenues	0	0	0	0	0	0	0%
Charges for Service	0	16,860	0	0	0	0	0%
Fines & Penalties	4,078,593	4,589,921	3,716,400	3,965,123	3,834,850	118,450	3.2%
Other Revenues	12,732	23,606	4,600	4,500	0	-4,600	-100.0%
Interfund Transfers	0	0	0	0	0	0	0%
<b>Operating Revenue</b>	<b>4,091,325</b>	<b>4,630,387</b>	<b>3,721,000</b>	<b>3,969,623</b>	<b>3,834,850</b>	<b>113,850</b>	<b>3.1%</b>
% Change	NA	13.2%	-19.6%	-14.3%	-3.4%		
Personnel Services	780,345	656,953	841,299	680,730	909,068	67,769	8.1%
Materials & Services	491,604	493,876	736,798	684,848	807,547	70,749	9.6%
Special Payments	1,097,973	1,227,826	1,700,000	1,500,000	1,800,000	100,000	5.9%
Cost Allocation Charges	246,380	273,074	252,485	252,485	274,314	21,829	8.6%
Interfund Transfers	1,305,683	1,147,266	1,375,508	1,375,508	700,000	-675,508	-49.1%
Capital Outlay	327,757	11,995	11,995	11,995	48,995	37,000	308.5%
<b>Operating Expenditure</b>	<b>4,249,742</b>	<b>3,810,990</b>	<b>4,918,085</b>	<b>4,505,566</b>	<b>4,539,924</b>	<b>-378,161</b>	<b>-7.7%</b>
% Change	NA	-10.3%	29.1%	18.2%	0.8%		
Reserve for Future Expenditures	0	0	0	0	0	0	0%
Contingency	0	0	769,577	0	725,645	-43,932	-5.7%
<b>Total Expenditure</b>	<b>4,249,742</b>	<b>3,810,990</b>	<b>5,687,662</b>	<b>4,505,566</b>	<b>5,265,569</b>	<b>-422,093</b>	<b>-7.4%</b>
<b>Ending Balance (if applicable)</b> (includes Reserve & Contingency)	<b>1,147,266</b>	<b>1,966,663</b>	<b>769,577</b>	<b>1,430,719</b>	<b>725,645</b>	<b>-43,932</b>	<b>-5.7%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Full Time Equiv Positions (FTE) Budgeted	10.5	10.5	8.0		8.0	0.0	0%
Full Time Equiv Positions (FTE) Filled at Yr End	9.0	6.0		6.0			
Full Time Equiv Positions (FTE) Vacant at Yr End	1.5	4.5		2.0			



**Justice Court  
FY 19-20 Proposed Budget**



**Resources**



**Requirements**