



## Budget Change Request

### Change request information

Title Access to Justice Package  
Number B-06-01 Department 06 - Superior Court  
Requester Georgia Christian  
Published by Jennifer Smith Publish Date 2023-08-22  
Change Type Policy Change

### Board outcome *(to be entered by budget after Board action)*

Board Decision  
Board Changes

### Funds affected

Fund 0010 - General Fund  
General Fund Affected? Yes More Than One Fund Affected? No

### Policy request priority and connection to the strategic plan

Priority # 1 Strategic Plan Responsive Law,

### Does this request include federal, state, or private grants?

Grant Funded? None  
Grantor and timeframe

### Does this request affect current positions or propose new positions?

HR Payroll e-mailed? Yes Position Impact Adds Position(s)  
Current position numbers affected

### What do you need and why? Include any unexpected and external requirements.

Statement of Need

Add one Assistant Court Administrator, three Judicial Assistants and one Family Court Facilitator -

County population growth and changes to state law have put new pressures on the Court. The Court's caseload is growing in many areas while also becoming more complex. The Court has a duty to provide timely administration of justice. The constitutional right of access to the courts is impaired when case resolutions are delayed. This package identifies positions that will allow the Court to meet this duty for our current caseload and help us to meet this duty in the future. It also supports the Superior Court's mission which is to serve the public through the prompt resolution of civil and criminal cases in a manner that ensures access and fair treatment.

Add an Assistant Court Administrator - this position will support the Superior Court Administrator, our nine elected Judges, and all staff in meeting obligations of the Court. The position will assist with the administrative and management functions of the Superior Court by providing leadership and support of the Court's executive functions, including strategic planning, systems development, support and implementation, and policy development.

Add three Judicial Assistants - Without these positions, the judicial officers do not have sufficient support to manage their courtrooms and caseloads. With the addition of these three permanent positions, our ratio of judicial assistant staff to judicial officers will be 10 staff to 12.2 judicial officers. While not fully achieving a 1:1 ratio for all the Court's judicial officers, it will move us in the direction of achieving an appropriate support to judicial officer ratio. This step will allow us to provide a 1:1 ratio for our nine elected judges.

Add one Family Court Facilitator - This position supports compliance with our local rule that requires review of final orders by a legal professional before presentation to the Court. This position will allow Family and Juvenile Court to operate in a more streamlined fashion by helping self-represented parties and their cases progress through the court system more quickly and minimize parties having to return to Court multiple times because forms are not completed correctly or because proposed orders have not been prepared. Often self-represented parties do not know how and cannot afford to hire an attorney to prepare final orders on their behalf. The court facilitator will support achieving case resolution timelines, reduce calendar congestion, and improve access to justice for self-represented parties.

## How will this change the performance of your office or department?

### Statement of Need

Allows timely resolution of criminal and civil cases and provides access to justice for the residents of Thurston County.

## Expenditure, FTE and revenue assumptions plus current budget level

### Assumptions

Adds:  
Salary and benefits, 2024:  
1 FTE, Assistant Court Administrator - \$172,204  
3 FTE, Judicial Assistants - \$296,055  
1 FTE, Family Court Facilitator - \$93,539  
Other, computers, furniture, supplies - \$29,000  
Total - \$590,798

### Current Budget Level

Salaries and Benefits:  
2024: 0106A638 - \$2,439,173  
2024: 0106A610 - \$2,814,639

## What happens if this isn't funded? Are there other options?

### Impacts and Alternatives

Access to courts will be impaired. Without these positions, resolution of all case types will be delayed.

## How does this request affect other offices and departments?

Impact to Other Departments

Other Services/Staff Time

Which Other Departments are Affected? IT, Facilities

Operating Transfer Needed? Yes

Operating Transfer Coding and Amount 5260040 535000 - \$19,000 ITPC Reserve  
 5260G040 397001 - \$19,000

**Personnel Information**

FTE	Number	Name	Start Date	End Date
1.00	@ Assistant Court Administrator / atw700	ASSISTANT COURT ADMINISTRATOR	2024-01-01	
1.00	@ Family Court Facilitator / 618u09	FAMILY COURT FACILITATOR	2024-01-01	
1.00	@ Judicial Asst - Superior Court / nonu10	JUDICIAL ASST - SUPERIOR COURT	2024-01-01	
1.00	@ Judicial Asst - Superior Court / nonu10	JUDICIAL ASST - SUPERIOR COURT	2024-01-01	
1.00	@ Judicial Asst - Superior Court / nonu10	JUDICIAL ASST - SUPERIOR COURT	2024-01-01	
5.00	<b>&lt; Total</b>			

**Operating Revenue Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
5260G040	397001	O/T-GENERAL FUND		19,000	-
			<b>Total:</b>	<b>19,000.00</b>	<b>-</b>

**Capital Revenue Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
----------	-------------	--------------------	--------------	------	------

**Operating Expenditure Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
0106A610	510000	SALARIES		56,856	58,572.00
0106A610	521000	SOCIAL SECURITY		4,349	4,480.00
0106A610	522000	RETIREMENT		5,339	5,500.00
0106A610	523000	MEDICAL/DENTAL/LIFE		26,016	27,276.00
0106A610	524000	WORKERS COMPENSATION-L&I		360	360.00
0106A610	525000	UNEMPLOYMENT COMPENSATION		171	176.00
0106A610	526000	PAID FAMILY MEDICAL LEAVE		124	128.00
0106A610	527000	LONG TERM DISABILITY		324	334.00
0106A610	531000	SUPPLIES		1,000	1,000.00
0106A610	535000	SMALL TOOLS & MINOR EQUIPMENT		1,500	-
0106A610	599526	O/T-IT RESERVE		4,000	-
0106A638	510000	SALARIES		183,636	189,144.00

0106A638	510000	SALARIES		123,522	127,228.00
0106A638	521000	SOCIAL SECURITY		14,049	14,469.00
0106A638	521000	SOCIAL SECURITY		9,449	9,733.00
0106A638	522000	RETIREMENT		17,244	17,760.00
0106A638	522000	RETIREMENT		11,599	11,947.00
0106A638	523000	MEDICAL/DENTAL/LIFE		78,048	81,828.00
0106A638	523000	MEDICAL/DENTAL/LIFE		26,016	27,276.00
0106A638	524000	WORKERS COMPENSATION-L&I		360	360.00
0106A638	524000	WORKERS COMPENSATION-L&I		1,080	1,080.00
0106A638	525000	UNEMPLOYMENT COMPENSATION		371	382.00
0106A638	525000	UNEMPLOYMENT COMPENSATION		552	567.00
0106A638	526000	PAID FAMILY MEDICAL LEAVE		203	203.00
0106A638	526000	PAID FAMILY MEDICAL LEAVE		399	411.00
0106A638	527000	LONG TERM DISABILITY		684	684.00
0106A638	527000	LONG TERM DISABILITY		1,047	1,077.00
0106A638	531000	SUPPLIES		1,000	1,000.00
0106A638	535000	SMALL TOOLS & MINOR EQUIPMENT		6,500	-
0106A638	599526	O/T-IT RESERVE		15,000	-
5260G040	535000	SMALL TOOLS & MINOR EQUIPMENT		4,000	-
5260G040	535000	SMALL TOOLS & MINOR EQUIPMENT		15,000	-
			<b>Total:</b>	<b>609,798.00</b>	<b>582,975.00</b>

### Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
----------	-------------	--------------------	--------------	------	------