

Justice Court

Department Overview

Gallatin County has two Justice Courts, Department 1 and Department 2, each one administered by a full-time Justice of the Peace Judge. Justice Court is the venue responsible for original jurisdiction of all civil and criminal cases outside the city limits of Bozeman. The two courts provide an effective and efficient court system for the residents of the County through dedicated staff and efficient management, while being fiscally responsible within the allocated budget.

Gallatin County Justice Court has three divisions: Criminal, Civil and Small Claims. Each Department handles all divisions. Below is a brief overview of each of the divisions:

The criminal division handles citations issued by the Gallatin County Sheriff's Office, Fish and Game, Highway Patrol, Airport and the Department of Transportation. The Court is also responsible for seeing people making their initial appearance on felony charges.

The civil division of Justice Court handles orders of protections, landlord/tenant disputes and contract disputes. The amount in dispute cannot exceed \$12,000.

Justice Court's small claims division handles contracts involving the recovery of money or recovery of specific personal property. The total amount cannot exceed \$7,000.

Department Goals

- Increase the quality of services through education, training, and technology.
- Ensure staff is helpful, friendly and accurate in their dealings with the public.
- More efficient use of video arraignments via VisionNet© using Polycom RealPresence©
- Increase training for department and perfecting the procedures manual.
- Move forward in implementing technology into the courts' operations as it becomes feasible and applicable.

Recent Accomplishments

- Increased productivity in all three divisions of Justice Court
 - Criminal - Increased use of video arraignments via VisionNet©.
 - Civil – There has been a 16% increase of civil cases filed. Justice Court has shortened turnaround time when filing documents.
 - Small Claims - There has been a continued increase in small claims filed, due to this increase in claims mediations will continue.
- Purging of old records whose retention schedules have passed.
- Continued success with the implementation of the following programs:
 - Order of Protection service
 - Overdue Processing
 - Online Citation payments

The Department's budget includes \$14,400 for copier maintenance and replacement funded in the Copier Revolving Fund.

GENERAL GOVERNMENT

Justice Court

Department Budget

Object of Expenditure	Actual FY 2018	Final FY 2019	Actual FY 2019	Start Up FY 2020	Request FY 2020	Preliminary FY 2020	Final FY 2020
Personnel	\$ 636,516	\$ 727,936	\$ 695,061	\$ 695,061	\$ 767,055	\$ 764,600	\$ 776,816
Operations	124,701	135,303	131,359	136,327	116,133	112,876	122,276
Debt Service	-	-	-	-	-	-	-
Capital Outlay	-	13,000	6,433	9,500	17,400	5,000	5,000
Transfers Out	-	-	-	-	-	-	-
Total	\$ 761,217	\$ 876,239	\$ 832,853	\$ 840,888	\$ 900,588	\$ 882,476	\$ 904,092

Budget by Fund Group

General Fund	\$ 759,117	\$ 864,489	\$ 830,603	\$ 829,138	\$ 886,188	\$ 868,076	\$ 889,692
Special Revenue Funds	-	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-	-
Internal Service Funds	2,100	11,750	2,250	11,750	14,400	14,400	14,400
Trust & Agency Funds	-	-	-	-	-	-	-
Total	\$ 761,217	\$ 876,239	\$ 832,853	\$ 840,888	\$ 900,588	\$ 882,476	\$ 904,092

Funding Sources

Tax Revenues	\$ 153,358	\$ 167,507	\$ 165,832	\$ 175,393	\$ 181,852	\$ 192,194	\$ 199,572
Non-Tax Revenues	621,099	597,691	609,645	598,728	592,458	569,207	599,819
Cash Reappropriated	(13,240)	111,041	57,376	66,767	126,278	121,075	104,701
Total	\$ 761,217	\$ 876,239	\$ 832,853	\$ 840,888	\$ 900,588	\$ 882,476	\$ 904,092

Department Personnel

No. of Positions	FT/PT	Title	FTE 2018	FTE 2019	FTE 2020
2	Full-Time	Justice of the Peace	2.00	2.00	2.00
0	Full-Time	Executive Assistant	1.00	1.00	0.00
1	Full-Time	Clerk of Justice Court	1.00	1.00	1.00
9	Full-Time	Justice Court Clerks	8.00	8.00	9.00
12		Total Program	12.00	12.00	12.00