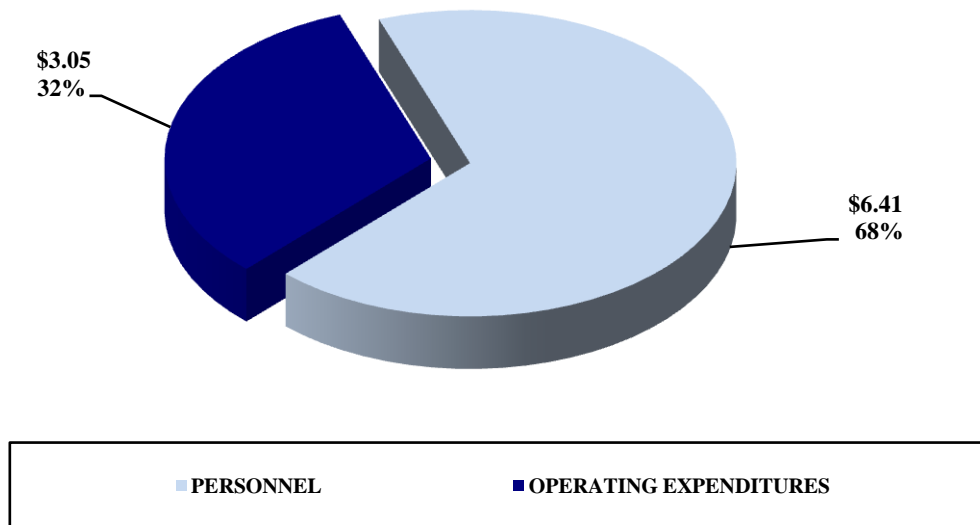


## PROBATE COURT

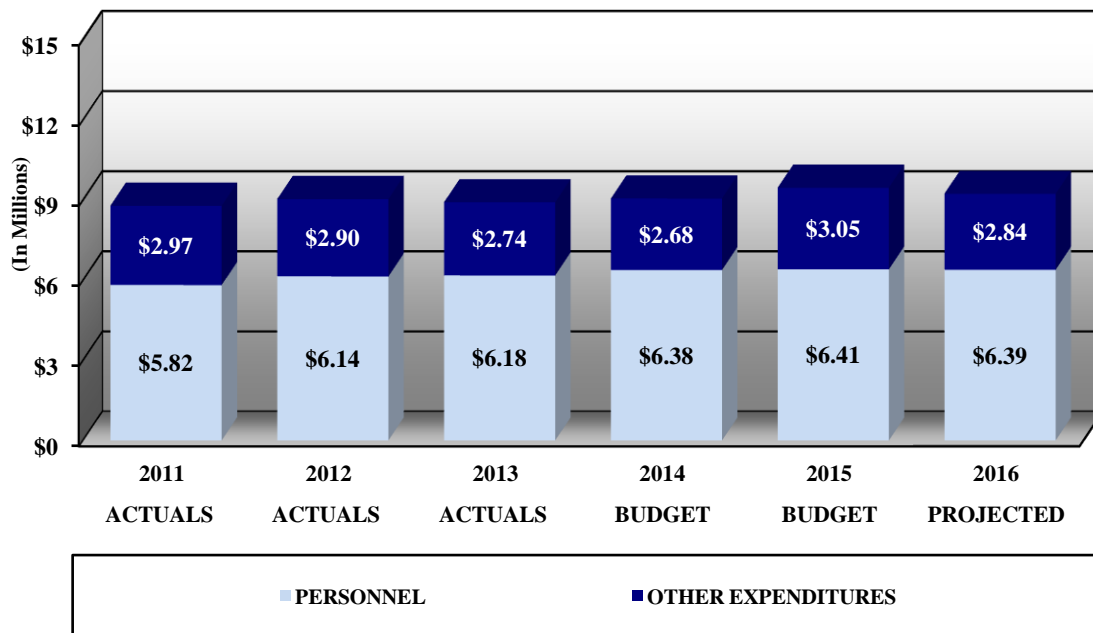


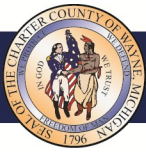
**The above sculpture, located in the courtroom of Wayne County Probate Court's Chief Judge, Milton L. Mack, Jr., was created by the same artist that created "The Spirit of Detroit" located on the west end of the Coleman A. Young Municipal Center, Marshall Fredericks. This sculpture symbolizes the Court's mission which includes administering justice with fairness, equality, and integrity.**

**WAYNE COUNTY  
PROBATE COURT**  
EXPENDITURE ANALYSIS  
FISCAL YEAR 2014-2015  
In Millions



**EXPENDITURE TREND ANALYSIS  
FISCAL YEARS 2010-2011 THROUGH 2015-2016**





**Wayne County Government**  
**Adopted Budget FY 2014-2015 and Projected FY 2015-2016**

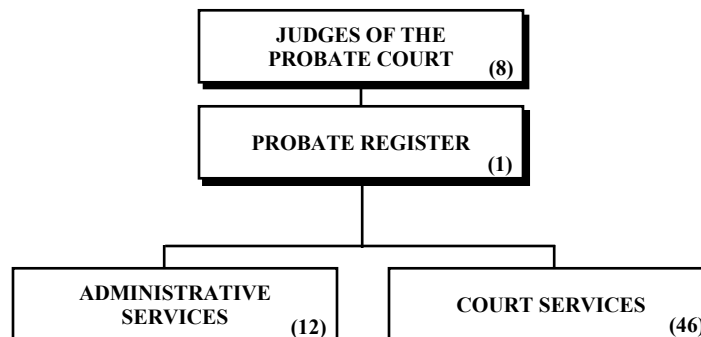
**PROBATE COURT**

**MISSION**

The Mission of the Wayne County Probate Court is to administer justice with fairness, equality, and integrity. To resolve matters before the court in a timely manner with trained and motivated staff, and to provide courteous and prompt service in a manner that inspires public trust and confidence. The vision of the Wayne County Probate Court is to provide leadership for the continuous improvement of a justice system that is responsive to the diverse and changing needs of the public and accountable for the efficient and effective use of public resources.

<b>BUDGET SUMMARY ALL FUNDS</b>				
	<b>FY 2012-2013 Budget</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2014-2015 Budget</b>	<b>FY 2015-2016 Projected Budget</b>
<b>Total Departmental Expenditures</b>	<b>\$13,892,412</b>	<b>\$9,058,711</b>	<b>\$9,462,878</b>	<b>\$9,236,678</b>
<b>Departmental Revenue</b>				
State Grants and Contracts	1,186,700	1,185,100	1,191,500	1,191,500
Local Grants and Contracts*	6,315,406	0	0	0
Charges, Fees, and Fines	844,500	932,000	948,000	948,000
Interest Income	400	100	0	0
Other Financing	131,000	71,400	52,200	1,000
Operating Transfers In	140,000	0	7,271,178	7,096,178
<b>Total Revenues</b>	<b>\$8,618,006</b>	<b>\$2,188,600</b>	<b>\$9,462,878</b>	<b>\$9,236,678</b>
<b>General Fund General Purpose</b>	<b>\$5,274,406</b>	<b>\$6,870,111</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Budgeted Positions</b>	<b>67</b>	<b>67</b>	<b>67</b>	<b>67</b>
<p style="text-align: center;">Contact: <b>Judge Milton L. Mack, Jr.</b>  1219 Coleman A. Young Municipal Center, Two Woodward • Detroit, MI 48226 • Phone: (313) 224-5672</p>				

\* Note: The data above excludes the grant from the General Fund in order to present the proper department expenditures. Also, as a result of GASB 61 regarding component units, the Courts are no longer presented as component units and are recorded as part of the General Fund relative to the CAFR. However, for budgetary purposes, the Courts are presented separately.





**Wayne County Government**  
**Adopted Budget FY 2014-2015 and Projected FY 2015-2016**

**PROBATE COURT**

**MAJOR ACTIVITIES AND DESCRIPTIONS**

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The Probate Court has jurisdiction in all matters relating to: settlement of estates of all deceased persons residing or leaving property in Wayne County, with or without a will; settlement of trusts; appointment of trustees; appointment of guardians and conservators of minors who reside or are found in Wayne County; appointment of guardians and conservators of adults who are legally incapacitated or developmentally disabled and reside or

are found in Wayne County; involuntary commitment or assisted out-patient treatment of mentally ill persons for treatment; issuance of secret marriages; ordering treatment for minors who have substance abuse problems; adjudicating child custody actions brought by a minor's guardian; and resolving disputes regarding durable powers of attorney for health care.

**FISCAL YEAR 2013-2014 ACCOMPLISHMENTS AND HIGHLIGHTS**

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Wayne County Probate Court's investment in technology has continued to pay huge dividends. Because of technology and innovation, the Court has withstood a budget reduction from \$12.3 million to under \$9.0 million, and a reduction of the number of full-time employees from 107 to 62.

In an effort to provide employees with the most current information when servicing customers, the Court continues the process of updating all policies & procedures contained in the Court's "Electronic User Guide" (EUG). In addition, all policies and procedures have been assigned to a specific supervisor to ensure they are reviewed and updated (if necessary) annually.

The Probate Court continues to expand the use of email to improve efficiency and reduce paper and mailing costs. In 2013, the Court's Budget Department began emailing monthly payment remittances to all attorneys. In addition, courtrooms utilize email to communicate and send documents to attorneys. The use of email continues to reduce the cost of personnel, supplies and postage.

As a result of continuing budget reductions, effective December 1, 2012, Probate Court temporarily suspended County payments for indigent adult guardianship review attorney assignments. However, these reviews continue through a Court operated program in which attorneys volunteer their time. Attorneys receive assignments for both indigent and non-indigent cases. For the indigent cases, services are provided pro bono. For non-indigent cases, attorneys directly bill the estate for services rendered.

Since 2001, Wayne County Probate Court has conducted mental health hearings using interactive video technology (IVT). In October 2013, the technology was upgraded (at no cost to Wayne County) to provide split screen images that provide the probate court judge continuous visual contact with the patient while simultaneously hearing testimony from doctors and lawyers.

In fiscal-year 2013-14 two new initiatives were implemented to reduce due process cost. These include:

- Attorney fee costs - Effective February 2014, Probate Court implemented a new attorney fee approval procedure. This process requires both the attorney and the Court to be more proactive in the determination of an estate's ability to pay for legal services.
- Legal Publication Costs - Effective October 2013, Probate Court implemented a new process in determining a petitioner's ability to pay for legal publication as required by law. In the first five months publication costs have reduced by over 50%. This reduction is still being evaluated to determine if it is solely a result of the new procedure for determining indigency.

The Court was selected by State Court Administrative Office to participate in the development of an application that would allow clients to check-in for court hearings using their mobile device. This project was authorized based on a suggestion made by the Wayne County Probate Court.



**Wayne County Government**  
**Adopted Budget FY 2014-2015 and Projected FY 2015-2016**

**PROBATE COURT**

**NEW INITIATIVES FOR FISCAL YEAR 2014-2015**

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With the economic challenges facing Wayne County in fiscal year 2014-15, the Wayne County Probate Court will continue to strive to be an effective steward of County funds while providing quality customer service. The Court will continue to look for every opportunity to increase efficiency while reducing costs to the residents of Wayne County. Through the use of technology, the Court continues to strive towards the goal of less paper in the workplace.

**New initiatives include:**

**RESTRUCTURE COURT:** As a result of the financial problems facing Wayne County over the past decade, Probate Court's staffing has reduced by over 40%. Improved technology has been implemented in all areas of the Court to address staffing reductions; however, the basic structure of the Court has remained unchanged. In 2014 the Court began the process of evaluating how current resources are deployed and how efficiencies and improved customer services could be realized with a change in structure. Flexibility, coverage, training, employee turnover, improved accuracy, accountability, and employee morale are the key areas being considered in the evaluation process.

**CONTINUITY OF OPERATION PLAN (COOP):** To ensure Wayne County Probate Court continues to provide the services which are mandated by state law and court rule, the Court has begun the development of a COOP. This plan will address all issues ranging from court closures due to weather to closures related to catastrophic events.

**RELOCATE COURT DATA CENTER:** As a result of many electrical issues that have surfaced at the Coleman A. Young Municipal Center, Probate Court has contracted with Wayne County's Department of Technology to relocate the Court's data center to Secure/24. This contract provides the means for the Court and County to share resources and will result in no additional cost to Wayne County.

**REIMBURSEMENT OF ATTORNEY FEES:** The Probate Court continues its efforts to generate additional revenue as allowed by state law. In the past two years, initiatives have been implemented that have generated over \$100,000 in additional revenue annually. Current initiatives include:

- Billing estates when assets are discovered after attorney fees have already been paid by the County.
- Collection of attorney fees paid on indigent guardianships if decedent estate is filed with available funds.

**STAFF TRAINING:** With reductions in the number of Court employees, it is imperative that the Court continues to remain diligent in providing staff with advanced customer service training. In times of economic challenge, staff training becomes an extremely effective tool in maintaining service levels.

**IMPACT ON OPERATIONS**

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**2015 Funding Impact**

Over the past several years Wayne County Probate Court has submitted Impact Statements reporting the effect of funding limitations on services mandated by the State of Michigan. Past statements have documented the following:

- Increased mandates resulting from 85 legislative changes:
- A 40% reduction in staffing
- Increased dependency on technology
- Revenue initiatives
- Focus on improved customer service
- Judicial Resources Reports that recommend in-

creased number of judges and staff

- Substandard performance and service levels as set by the State Court Administrative Office

Staffing reductions have created gaps in providing services to the residents of Wayne County. In 2015 Wayne County Probate Court will complete a major staffing restructure that realigns employees in an effort to maintain the delivery of service. The focus of this restructuring is to fill the service gaps created by reduced funding levels.



**Wayne County Government**  
**Adopted Budget FY 2014-2015 and Projected FY 2015-2016**

**PROBATE COURT**  
**Financial Report**

	<b>FY 2012-2013 Budget</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2014-2015 Budget</b>	<b>FY 2015-2016 Projected Budget</b>
<b>00101 General Fund</b>				
<b>148 Probate Court</b>				
<b>Revenues</b>				
State Grants and Contracts	0	1,185,100	0	0
Charges, Fees, and Fines	0	932,000	0	0
<b>Total Revenues</b>	<b>\$0</b>	<b>\$2,117,100</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Personnel	0	3,843,350	0	0
Fringe Benefits	0	1,593,264	0	0
Pension	0	944,272	0	0
Materials and Supplies	0	125,000	0	0
Services and Contractual Serv	0	1,708,934	0	0
Travel	0	40,200	0	0
Operating Expenses	0	234,165	0	0
Rentals	0	409,529	0	0
Other Charges	5,274,406	26,497	0	0
Non Capital Assets	0	62,000	0	0
<b>Total Expenditures</b>	<b>\$5,274,406</b>	<b>\$8,987,211</b>	<b>\$0</b>	<b>\$0</b>
<b>00837 Courts Capital Projects</b>				
<b>401 Probate Court Projects</b>				
<b>Revenues</b>				
Interest Income	400	100	0	0
Other Financing	50,000	71,400	52,200	0
<b>Total Revenues</b>	<b>\$50,400</b>	<b>\$71,500</b>	<b>\$52,200</b>	<b>\$0</b>
<b>Expenditures</b>				
Services and Contractual Serv	50,400	50,000	10,000	0
Non Capital Assets	0	21,500	42,200	0
<b>Total Expenditures</b>	<b>\$50,400</b>	<b>\$71,500</b>	<b>\$52,200</b>	<b>\$0</b>



**Wayne County Government**  
**Adopted Budget FY 2014-2015 and Projected FY 2015-2016**

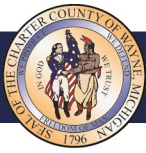
**PROBATE COURT**  
**Financial Report**

	<b>FY 2012-2013 Budget</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2014-2015 Budget</b>	<b>FY 2015-2016 Projected Budget</b>
<b>00838 Probate Court</b>				
<b>148 Probate Court</b>				
<b>Revenues</b>				
State Grants and Contracts	1,186,700	0	1,191,500	1,191,500
Local Grants and Contracts	6,315,406	0	0	0
Charges, Fees, and Fines	844,500	0	948,000	948,000
Other Financing	81,000	0	0	1,000
Operating Transfers In	140,000	0	7,271,178	7,096,178
<b>Total Revenues</b>	<b>\$8,567,606</b>	<b>\$0</b>	<b>\$9,410,678</b>	<b>\$9,236,678</b>
<b>Expenditures</b>				
Personnel	3,833,586	0	3,827,163	3,790,906
Fringe Benefits	1,590,722	0	1,609,586	1,636,464
Pension	854,389	0	971,343	965,000
Materials and Supplies	93,000	0	126,000	127,000
Services and Contractual Serv	1,653,444	0	2,084,487	1,823,210
Travel	0	0	40,500	40,500
Operating Expenses	117,803	0	233,175	246,722
Rentals	414,662	0	473,654	497,277
Other Charges	0	0	32,770	47,600
Capital	0	0	0	0
Non Capital Assets	10,000	0	12,000	61,999
<b>Total Expenditures</b>	<b>\$8,567,606</b>	<b>\$0</b>	<b>\$9,410,678</b>	<b>\$9,236,678</b>
<b>TOTAL DEPARTMENTAL REVENUES</b>	<b>\$8,618,006</b>	<b>\$2,188,600</b>	<b>\$9,462,878</b>	<b>\$9,236,678</b>
<b>TOTAL DEPARTMENTAL EXPENDITURES</b>	<b>\$13,892,412</b>	<b>\$9,058,711</b>	<b>\$9,462,878</b>	<b>\$9,236,678</b>

**Summary of Positions**

	<b>FY 2012-2013 Budget</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2014-2015 Budget</b>	<b>FY 2015-2016 Projected Budget</b>
<b>101 PROBATE COURT</b>				
<b>148 PROBATE COURT</b>				
ELECTED AND EXECUTIVE	0	11	0	0
SUPERVISORY AND PROFESSIONAL	0	17	0	0
SUPPORT STAFF	0	39	0	0
<b>TOTAL POSITIONS</b>	<b>0</b>	<b>67</b>	<b>0</b>	<b>0</b>
<b>838 PROBATE COURT</b>				
<b>148 PROBATE COURT</b>				
ELECTED AND EXECUTIVE	11	0	11	11
SUPERVISORY AND PROFESSIONAL	16	0	17	17
SUPPORT STAFF	40	0	39	39
<b>TOTAL POSITIONS</b>	<b>67</b>	<b>0</b>	<b>67</b>	<b>67</b>
<b>TOTAL DEPARTMENTAL POSITIONS</b>	<b>67</b>	<b>67</b>	<b>67</b>	<b>67</b>





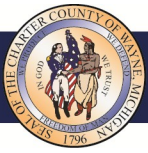
**Wayne County Government**  
**Adopted Budget FY 2014-2015 and Projected FY 2015-2016**

**PROBATE COURT**

**BUDGET CHANGE AND HIGHLIGHTS FY 2014-2015**

<b>Increase / (Decrease) from 2013-2014 Adopted Budget</b>		<b>Description of Change</b>
<b>REVENUES</b>		
State Grants and Contracts	6,400	Projected increase relative to judges salaries.
Charges, Fees, and Fines	16,000	Projected increase in court fees.
Interest Income	(100)	Decrease in bond insurance.
Other Financing	(19,200)	Eliminated one-time retirement credit.
Operating Transfers	7,271,178	Revenue increased to fund the accumulated deficit in the Fund 838.
<b><u>TOTAL REVENUES</u></b>	<b><u>\$7,274,278</u></b>	
<b>EXPENDITURES</b>		
Personnel	(16,187)	Projected turnover savings.
Fringe Benefits	16,322	Increased to health care rate.
Pension	27,071	Reflects increase in retirement rate.
Materials and Supplies	1,000	Increase in postage & offices supplies.
Services and Contractual Services	335,553	Increase due to implementation of computer monitoring /service contract, and Ombudsman program; to provide a system to receive, review, and resolve complaints.
Travel	300	Increase in travel to provide funding for required judicial conferences for 8 Probate Court Judges.
Operating Expenses	(990)	Decrease in equipment repair and maintenance.
Rentals	64,125	Increased rent for CAYMC Building.
Other Charges	6,273	Decrease transfer expenditure relative to Fund 838.
Non Capital Assets	(29,300)	Decrease in court computer network upgrades and equipment replacement.
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>\$404,167</u></b>	

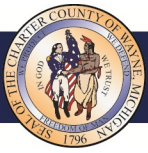




**Wayne County Government**  
**Adopted Budget FY 2014-2015 and Projected FY 2015-2016**

**PROBATE COURT**  
**LONG-TERM DEPARTMENTAL GOALS**

<b>Departmental Goal 1: Judicial</b>	<b>ALIGNED WITH STRATEGIC PRIORITY 1 (SP1)</b>
Maintain an overall caseload clearance rate of 100% plus/minus 2% in 2014. Clearance rate measures whether the court is keeping up with its incoming caseload. According to the National Center for State Courts, "Knowledge of clearance rates by case type can help a court pinpoint emerging problems and indicate where improvements may be made. Courts should aspire to clear (i.e. dispose of) at least as many cases as have been filed in a period by having a clearance rate of 100% or higher."	<b>Departmental Goal 1 (DG1)</b>
<b>Departmental Goal 2: Court Services</b>	<b>ALIGNED WITH STRATEGIC PRIORITY 1 (SP1)</b>
By September 30, 2015, 75% of all customers will be serviced by court staff within thirty minutes of arrival to court.	<b>Departmental Goal 2 (DG2)</b>
<b>Departmental Goal 3: Administrative</b>	<b>ALIGNED WITH STRATEGIC PRIORITY 5 (SP5)</b>
Increase statutory court fee and the court cost reimbursement revenue to a total of \$925,000 by September 30, 2015.	<b>Departmental Goal 3 (DG3)</b>

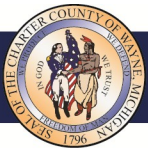


**Wayne County Government**  
**Adopted Budget FY 2014-2015 and Projected FY 2015-2016**

**PROBATE COURT**  
**PERFORMANCE REPORT**

<b>JUDICIAL</b>					
<b>Purpose Statement</b> The purpose of the Wayne County Probate Court Judiciary is to administer justice with fairness, equality, and integrity, to resolve matters before the court in a timely manner.					
MEASURE	2012-2013 ACTUAL	2013-2014 BUDGET	2014-2015 BUDGET	2015-2016 PROJECTED BUDGET	ALIGNED WITH DEPT. GOAL
<b>RESULT:</b> Percentage of clearance rate of cases adjudicated compared to cases filed	98.6%	100%	100%	100%	DG1
<b>OUTPUT:</b> Total number of cases adjudicated	13,444	13,000	13,000	13,000	DG1
<b>DEMAND:</b> Total number of cases filed	13,630	13,000	13,000	13,000	DG1
<b>EFFICIENCY:</b> Average cost to adjudicate a probate case	\$462	\$481	\$488	\$488	DG1

<b>COURT SERVICES</b>					
<b>Purpose Statement</b> The purpose of Wayne County Probate Court Support Services is to provide courteous and prompt service to the residents of Wayne County in a manner that inspires public trust and confidence.					
MEASURE	2012-2013 ACTUAL	2013-2014 BUDGET	2014-2015 BUDGET	2015-2016 PROJECTED BUDGET	ALIGNED WITH DEPT. GOAL
<b>RESULT:</b> Percentage of customers with a wait time of 30 minutes or less to initiate a case	65.3%	70.0%	75.0%	75.0%	DG2
<b>OUTPUT:</b> Number of customers with wait time of 30 minutes or less to initiate a case	11,148	11,900	12,750	12,750	DG2
<b>DEMAND:</b> Number of customers initiating cases	17,064	17,000	17,000	17,000	DG2
<b>EFFICIENCY:</b> Average cost to initiate a case when customers wait for service is 30 minutes or less	\$77	\$72	\$68	\$68	DG2
<b>RESULT:</b> Percentage of customers with a wait time of 30 minutes or less to file documents on an existing case with a Judicial Services Analyst	77.8%	80.0%	85.0%	85.0%	DG2
<b>OUTPUT:</b> Number of customers with wait time of 30 minutes or less to file documents on an existing case with a Judicial Services Analyst	12,321	12,800	13,600	13,600	DG2
<b>DEMAND:</b> Number of customers filing documents with Judicial Services Analyst	15,840	16,000	16,000	16,000	DG2
<b>EFFICIENCY:</b> Average cost to file documents with a Judicial Services Analyst when customers wait for service is 30 minutes or less	\$23	\$23	\$22	\$22	DG2



**Wayne County Government**  
**Adopted Budget FY 2014-2015 and Projected FY 2015-2016**

**PROBATE COURT**  
**PERFORMANCE REPORT**

ADMINISTRATION					
<b>Purpose Statement</b> The purpose of Probate Court Administration is to ensure that the Court operates pursuant to Michigan law and court rules and optimizes its utilization of the resources provided for the benefit of the public.					
MEASURE	2012-2013 ACTUAL	2013-2014 BUDGET	2014-2015 BUDGET	2015-2016 PROJECTED BUDGET	ALIGNED WITH DEPT. GOAL
<b>RESULT:</b> Percentage of revenue goal collected	106.3%	97.3%	98.4%	100%	DG3
<b>OUTPUT:</b> Court fees and reimbursement of costs - Actual	903,302	900,000	910,000	925,000	DG3
<b>DEMAND:</b> Court fees and reimbursement of costs - Goal	850,000	925,000	925,000	925,000	DG3
<b>EFFICIENCY:</b> Cost of each dollar collected	\$0.36	\$0.36	\$0.36	\$0.36	DG3



*Wayne County Government*  
*Adopted Budget FY 2014-2015 and Projected FY 2015-2016*

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