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Wyoming Judicial Branch

Administrative Office of the Courts Gaps in Staffing

Filling the Gaps in the Judiciary

The Wyoming Judicial Branch is filled with excellent Justices, Judges, and court staff, but large gaps exist in administrative support.

The task of the Wyoming Judicial Branch has been transformed. Judges must still be learned in the law, have compassion, handle their dockets efficiently, and maintain a professional demeanor. They must also manage increasing numbers of self-represented litigants, an epidemic of mental illness, and a deluge of administrative and regulatory requirements – from mastering electronic court automation programs to addressing Americans with Disability Act standards. Wyoming’s judges are unique in that they bear an unusually heavy administrative burden that is not carried by other state court judges in the nation. In addition, Court Administration now takes on many more direct services to the public than in the past, such as providing data, assessing the best approach to Wyoming’s mental health epidemic, and managing complex IT demands.

To continue to provide these services to Wyoming’s citizens, and to adequately support the State’s judges, Court Administration must be adequately staffed.

Wyoming’s Administrative Office of the Courts (AOC) has thirty-five employees, which is insufficient to carry the administrative load. *Appendix A* provides the current administrative workload for each division of the Administrative Office of the Courts.

Filling the gaps in the AOC would result in more time for the Justices and Judges to do their day jobs – judging cases. It would also allow for a focused approach to providing support for the courts throughout the state – rather than only attending to the crises of the day, the AOC could analyze where its resources can be most effective to avoid those crises. Adequate staffing would also create enhanced services to members of the public participating in the court system including better resources for self-represented litigants. To achieve these goals and fill the gaps, the Judiciary needs resources to:

- Research, write, and manage grants to make the most of limited State resources;

- Analyze software applications, such as the case management system and eFiling, to enhance the systems and support for end users both within the Judiciary and externally;
- Provide enhanced services to self-represented litigants by assisting them in navigating the court through better forms and in-person guidance;
- Manage the day-to-day human resources work of payroll, leave, time-keeping management, onboarding, offboarding, etc. for over 300 employees. This would, in turn, free up time for the HR Manager to focus on big picture gaps like employee retention and employee and Judicial wellness;
- Manage media and public requests, and to provide outreach and education about the Judicial Branch and its value to society;
- Coordinate and organize conferences annually for members of the Judiciary and the public, and assist in creating content for an online learning management system providing additionally educational resources for members of the Branch;
- Find and manage solutions to the behavioral health crisis in the court system, including the oversight and management of treatment courts and effective diversion programs when appropriate;
- Provide enhanced support for treatment courts, including assistance with grants, and a focused approach to ensure the success of treatment court goals – decreased recidivism and increased contribution to society for participants;
- Assist courts with the daily administrative tasks required of the court like providing services to members of the public and litigants with disabilities, finding and scheduling interpreters for court appearances when necessary, and consolidating tasks that can be completed in a central location, such as background checks; and
- Provide a more cohesive and forward-thinking approach to technology in the Branch by bringing IT, software applications, and data management together and strategically leverage resources and systems to enhance the technology experience for Justices, Judges, court staff, and the public.

Appendix A

Admin State Court Administrator 3 staff	Fiscal/HR Deputy Administrator/CFO 6 staff	Legal Chief Legal Officer 5 staff	Education Chief Education Officer 4 staff	Information Technology Chief Technology Officer 10 staff	Applications Chief Applications Officer 8 staff
Legislature	Budget	Contracts	Conferences	Cybersecurity	District Court CMS
AOC Supervision/ Direction	Audit	Legal counsel to Admin	Orientation	Network	Chancery Court CMS
Judicial Council and Task Force	Invoicing	Legal issues in courts	Ongoing training for court staff and clerks	Courtroom Technology	Circuit Court CMS
Executive Branch Liaison	Procurement	Rules	Ongoing training for Judges	Technology equipment	Treatment Court System
AOC Project Mgmt.	Fiscal reporting	Federal Compliance	Online learning resources	Standard software	District Court eFiling
Implementation of Strategic/ Operational Planning	Fiscal assistance	Law Library	Apps Training	Infrastructure	Chancery Court eFiling
Final Document Review	Personnel	AG Liaison	IT Training	Installs and replacement cycles	Public Access
Implementation of WJC policies/procedures	Recruitment	Bond committee	JLC Content	Branch reporting	Appellate CMS/eFiling System
Grants	Onboarding/ Offboarding	Treatment Courts	Children's Justice Project	Public reporting	eCitations
Committees	Federal Emp. Requirements/ Compliance	JLC Tours	DFS Liaison	Data integrations/ feeds	Jury Management System
Diversion Project	Classification/ Compensation	Interpreter Program	Committees	Data quality/ audit	Treatment courts - system
Outreach	Payroll/Benefits	Committees	LMS	Migration	Ancillary applications
Media Requests	Employee wellness	Chancery Court	Help Desk	Data Warehouse	Process improvements
Public Requests	Employee issue/discipline assistance	Legal Memoranda	Judicial Education Credit Program	Data Governance	Application Maintenance
Special Events	Committees	Special Projects	Court Coverage	Data Research/Quality	Vendor Management

Appendix A

Conference Assistance	HR System	Help Desk		Internal Reporting	Help Desk
Project Messaging	Fiscal Grant Reporting			Committees	
Court Security	Help Desk			Vendor Management	
Building Maintenance				Application Development	
Inventory				Help Desk	
Vehicles					
Disaster recovery/crisis management					
High-level vendor management					
Legislation Tracking					
Help Desk					