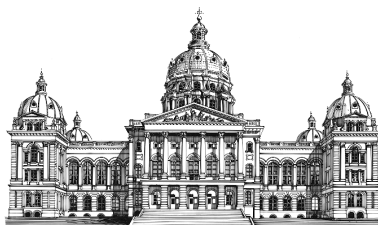


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# Iowa Legislative Fiscal Bureau

Dennis Prouty  
(515) 281-5279  
FAX 281-8451



State Capitol  
Des Moines, IA 50319  
December 9, 1992

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## Clerk Of Court Offices

### ISSUE

Clerk of Court offices throughout the State are reducing office hours available to the public. The Judicial Department indicates inadequate staff, insufficient resources, and rising caseloads have made it difficult for them to process information efficiently and still provide direct services to the public.

### AFFECTED AGENCIES

Judicial Department

### CODE AUTHORITY

Chapters 602, Code of Iowa.

### BACKGROUND

The Iowa Supreme Court filed a Court Order November 9, 1992 (**Attachment A**) which specified that rising caseloads coupled with inadequate resources have made it difficult for the Clerk of Courts to process files and provide direct public access to court services efficiently. The Order also included the following information:

- Effective December 1, 1992, the offices of the Clerk of Courts in Polk, Pottawattamie, Scott, and Story counties will be open to the public less than the current policy dictates.
- The Chief Judge of each judicial district may curtail Clerk of Courts office hours in other counties and restore the offices to regular hours when appropriate.
- Pottawattamie County Clerk of Court office located in Avoca will be closed to the public. There are currently 2 Clerk of Court offices operating in Pottawattamie County, one in Council Bluffs and the other in Avoca. The 1.0 FTE position assigned to the Avoca office and case filings will be transferred to the Council Bluffs office.

- Discretionary functions not related to administration of the courts will be eliminated, including orders approving attorney filing fees in indigent defense cases. The Department of Inspections and Appeals will be responsible for approving attorney fees in indigent defense cases.

### CURRENT SITUATION

The Legislative Fiscal Bureau (LFB) prepared a list of questions and asked the Judicial Department to respond (**Attachment B**). In response to the question regarding a time frame to resolve the case backlog, the Department currently has no estimate.

The Judicial Department provided the following information regarding problems the Clerk of Courts offices in Polk, Story, Scott, and Pottawattamie counties are experiencing:

1. Polk County Clerk of Court is currently behind on filing miscellaneous orders (9 to 12 weeks), docketing and posting sentencing orders (6 to 8 weeks), setting up criminal cases (1 to 2 days), implementing records management procedures, providing dispositional reports to the Bureau of Criminal Investigation, conducting criminal history checks (except for law enforcement agencies), and issuing Department of Transportation (DOT) notices. The Clerk's office has realized a significant increase in case filings. Between 1989 and 1991, criminal filings increased by 40.0% and civil filings also increased.
2. Story County Clerk of Court is currently behind on docketing cases (mainly criminal cases), issuing DOT notices (8 to 18 months), processing traffic tickets, processing notices and information about unpaid fines and court costs, and implementing record management procedures. Between 1989 and 1991, civil filings increased 71.0%; traffic violations increased 27.0%; small claims increased 15.0%; and criminal filings decreased 30.0%
3. Scott County Clerk of Court is currently behind on implementing records management procedures, filing statistical reports, docketing cases, issuing DOT notices (1 week), and processing uniform enforcement of child support orders. The Criminal Division of the Clerk's office is also 2 to 3 days behind. Between 1989 and 1991, criminal filings increased 6.0%, civil filings decreased 4.0%; simple misdemeanors increased 3.0%; and small claims increased 7.0%.
4. Pottawattamie County Clerk of Court is currently behind on filing information relating to magistrate matters (7 to 10 days), implementing procedures to collect outstanding fees and court costs (3 months), and issuing DOT notices. Between 1989 and 1991, scheduled violations increased 28.0%; civil filings increased 18.0%, criminal filings increased 20.0%, and simple misdemeanors increased 13.0%.

The Clerk of Courts' offices located in the 4 counties specified in the Court Order have reduced their office hours to address the backlog of work, which has developed because of insufficient personnel, inadequate equipment, and a significant increase in case filings.

1. The Polk County Clerk of Court office will be open to the public from 8:00 a.m. to 4:30 p.m., Monday through Thursday. Effective December 4, 1992, with the exception of the Support Payments Division and Mental Health Unit, the Clerk's office will be closed to the public on Fridays. The Support Payments Division and Mental Health Unit will not be closed because receipt and disbursement of support payment obligations and mental health services are high priority. The Clerk's office will continue to provide clerical support to the Iowa Supreme Court during those periods when the office is not open to the public.

2. The Scott County Clerk of Court office will be open to the public from 8:00 a.m. to 2:30 p.m., Monday through Friday. Civil and criminal trials scheduled for District Court and Associate Court will not be affected. Monetary payments for child support, criminal fines, and traffic tickets will be managed as usual.
3. The Pottawattamie County Clerk of Court office in Council Bluffs will be open to the public from 9:00 a.m. to 3:00 p.m., Monday through Friday. The Clerk of Court office in Avoca will be permanently closed effective December 31, 1992 subject to a specific Order from the Supreme Court to reopen the office, and all pending files and records will be transferred to the Clerk's office located in Council Bluffs.
4. The Story County Clerk of Court office will be open to the public from 9:00 a.m. to 3:30 p.m., Monday through Friday.

The Department also provided information relating to actions being implemented in Black Hawk County (**Attachment C**).

### **ALTERNATIVES**

- The Department currently has 811.2 FTE authorized positions which are vacant. The current in-state travel budget is \$1,160,726 (\$975,844 allocated from the General Fund), and the other fund portion of the travel budget is \$184,882. The Department could reduce its travel budget associated with continuing education, clerk assistance, and Iowa Court Information System (ICIS) and use the funds to employ additional staff in counties with the greatest caseload problem. According to the Department, decreasing allocations for these areas would not involve reducing services.
- Other alternatives such as paying overtime wages, hiring additional staff, transferring existing staff across county lines have been considered by the Department.
- The Department has also considered and used volunteers to fulfill certain tasks.

### **BUDGET IMPACT**

The Judicial Department is requesting \$83.0 million and 1,853.3 FTE positions for FY 1994. This represents an increase of \$4.5 million (5.0%) and 16.5 FTE positions (0.8%) compared to the estimated FY 1993 appropriation. The request includes the following increases for funding additional FTE positions and equipment purchases:

- \$2.8 million to be used for full funding of all currently authorized positions and for salary annualization. The Department's salary annualization will be used to fund FY 1993 merit increases in FY 1994.
- \$307,000 to give employees in Districts 2, 3, 4, and 8 who are eligible to bargain an additional step increase and a 1.5% pay plan adjustment. This request also includes funding to implement changes in the pay plan for Juvenile Court Officers.
- \$400,000 for an additional 18.2 FTE positions for the Clerk of Courts' offices. The additional FTE positions will allow the offices located in Polk, Pottawattamie, Scott, and Woodbury counties to reduce existing backlogs in caseloads.
- \$35,000 to fund an additional Juvenile Court Officer position for District 3. Juvenile Court Officers assist the Juvenile Court with all matters pertaining to children under the purview of the Juvenile Court.

- \$59,000 to fund 3 Court Attendant II positions for Districts 1 and 3. The court attendants will provide necessary support for the Juvenile Court Officers.
- \$247,000 to fund 4 District Associate Judges and 4 Court Reporter positions for Districts 1,3, and 8. The District Associate Judges and Reporters will replace 10 part-time Magistrate positions in these Districts. District Associate Judges have more responsibilities and are paid more than Magistrates and the increase in funding accounts for the difference.
- \$600,000 for the acquisition of office furniture and equipment to be used for the court system in all 99 counties.
- \$200,000 for the Iowa Court Information System to provide more terminals and other equipment in offices with high caseloads and to cover anticipated increases in communication costs.
- \$400,000 to initiate a statewide program to organize the records maintained by the Clerk of Courts and to permit each of the 8 districts to purchase 2 optical scanner systems.

STAFF CONTACT: Leroy McGarity (Ext. 17942)

FILED  
NOV 09 1992  
CLERK SUPREME COURT

IN THE SUPREME COURT OF IOWA

IN THE MATTER OF )  
PUBLIC ACCESS TO THE )  
OFFICES OF CLERKS OF ) ORDER  
DISTRICT COURT )

The court finds that the rising caseloads, coupled with the inadequate resources provided to the judicial branch, has impaired the ability of the clerks of district court to process files in a timely manner and at the same time provide direct public access to court services.

Therefore, it is the ORDER of this court:

1. That effective December 1, 1992, the offices of the clerks of court in the following counties be open to the public less than now dictated by policy:

- Polk
- Pottawattamie
- Scott
- Story

The Chief Judge of each judicial district may curtail, to the extent they deem practical, the time during which the clerks of district court offices in other counties are open to the public.

*Lee County*

Regular office hours may be restored by order of the Chief Judge when appropriate.

2. It is further ORDERED that the clerk of court's office in Avoca, Pottawattamie County, be closed as soon as reasonably practical.

3. Since operation of the courts is presently impaired, it is further ORDERED that discretionary functions not related to

administration of the courts be eliminated, including orders approving attorney fees in indigent defense cases. Therefore, effective December 1, 1992, it is ORDERED that orders approving attorney fees in indigent defense cases be sent directly to the Department of Inspections and Appeals and that the administrative staff of each judicial district stop processing these orders.

Dated this 9<sup>th</sup> day of November, 1992.

THE SUPREME COURT OF IOWA

By Arthur A. McGiverin  
Arthur A. McGiverin,  
Chief Justice

Copies to:  
Members of the Court ✓  
State Court Administrator ✓  
Chief Judges ✓  
District Court Administrators ✓  
Iowa State Bar Association ✓

## ATTACHMENT B

Provided below are a list of questions raised by the LFB and responses provided by the Judicial Department:

1. **Question:** Please provide an explanation of the backlog problem of case filings by county or district, particularly as it relates to filing miscellaneous reports, docketing, posting sentence orders, and setting up criminal cases. **Response:** An explanation of the delays in Polk, Pottawattamie, Scott, and Story counties is attached as Item #1.
2. **Question:** What is the estimated length of time it takes to process and file cases, specifically in the counties indicated in the Court Order? **Response:** We are not able to estimate the length of time it takes to process and file cases since the amount of time will vary from case to case depending on the types of documents filed by the parties.
3. **Question:** Does the Department have any way of knowing how long it will take to improve the backlog in caseloads as a result of several Clerk of Courts office hours being reduced in counties specified in the Court Order? **Response:** We have no idea how long it will take to improve the caseload backlog as a result of the reduction in office hours.
4. **Question:** Please provide verification of the changes in Clerk of Courts office hours for counties other than Polk and Pottawattamie, if a decision has been made. **Response:** See attached Item #2.
5. **Question:** Please provide a listing of FTE positions by county and a complete listing of vacant positions the Department intends to fill by district. **Response:** The Department provided a listing of all authorized FTE positions by district. However, the Department did not submit a listing of vacant positions which it plans to fill during FY 1993 in a timely manner to be included with this report.
6. **Question:** Please provide a complete listing of the FY 1994 requests for equipment submitted to the Department by each district and the costs associated with the requests. **Response:** See attached Item #4.
7. **Question:** Please provide the amount of savings the Department may realize from furloughs and the estimated number of days that will be involved, if such an action is implemented. **Response:** The Department estimates that it would save approximately \$180,000 a day with furloughs for all non-judicial personnel.
8. **Question:** According to Judge Morr, 2 functions of the Polk County Clerk of Court office will operate as usual: Support Payments Division and the Mental Health Unit. Are we to assume that there are no backlogs in caseloads in these areas? **Response:** We will respond to this question as soon as possible.

9. **Question:** Are there any indications that other counties will take similar action of reducing office hours to address backlog problems? **Response:** It is possible that similar action may be taken in other counties.
10. **Question:** Have alternatives other than reducing the hours of the Clerk of Courts been considered to address the backlog situation? **Response:** The Department indicated that other alternatives were considered, but implementing them would require additional funding, such as hiring additional staff, paying overtime, and transferring staff across county lines.
11. **Question:** Please provide an explanation of the impact of reducing the Department's FY 1993 General Fund in-state travel budget to employ additional staff persons to address the backlog in caseloads. **Response:** At this time we are not anticipating further reduction in travel. The impact of further cuts would depend on the amount of the reduction. Approximately, 72.0% (\$704,493) of the in-state travel budget pays for the travel of Judges, Court Reporters, and Juvenile Court Officers. This is necessary in order to provide court services throughout the State -- particularly to accommodate the needs of rural areas. Approximately 9.5% (\$90,026) pays for travel of District Administrators, clerks' assistance, and ICIS. Also, 12.6% (\$123,325) pays for travel of State Court Administrators and 5.9% (\$58,000) pays for travel of Appellate Courts.



FACTS

1. Polk County - Clerk, Jerry Weiss, 286-3772,  
Chief Judge Richard Morr, 286-3860
  - Criminal filings up more than 40%.
  - Civil filings up.
  - Clerk has been focusing on criminal filings and transferring staff to criminal division (files are not up to date).
  - The clerk is prioritizing efforts and focusing on setting up and disposing of cases.
  - The clerk's office is currently behind:
    - 9-12 weeks for filing miscellaneous orders
    - 6-8 weeks for docketing, posting sentencing orders.
    - 1-2 days behind setting up criminal cases.
  - The clerk has stopped or delayed certain procedures:
    - Records management (microfilming and purging records) behind.
    - 6-8 months behind with dispositional reports to Bureau of Criminal Investigation (information goes to criminal history reports to federal government and others and use locally for clearing criminal history information).
    - Not doing criminal history checks for anyone except law enforcement agencies (e.g. post office, employment agencies, military).
    - "DOT notices" -- information about unpaid fines, etc., used for license suspension "months" behind.
  - Lack of resources/budget cuts have prevented clerk from replacing broken equipment such as copy machines and rotating files. This further reduces the efficiency of the office.
  - Polk County needs more computer equipment (terminals and ports).

2. Story County - Clerk, Diane Tott, 515/382-6581  
 Chief Judge Ronald Schechtman, 712/792-9685.

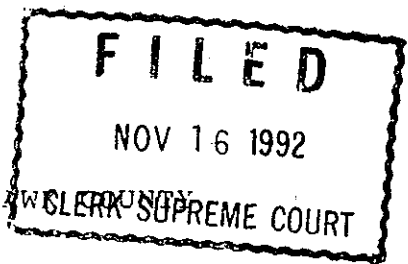
- Criminal filings up more than \_\_\_\_\_. (12 months)
- The clerk is currently behind:
  - Docketing of cases, mostly criminal cases, not up to date.
  - "DOT notices" behind 8-18 months.
  - Behind in processing traffic ticket payments.
  - Behind in processing notices and information about unpaid fines and court costs.
  - Behind with records management procedures.

3. Scott County - Clerk, Marlene Nelson, 319/326-8648  
 Chief Judge James Havercamp, 319/326-8608

- Criminal filings up.
- Criminal division of clerk's office behind 2-3 days.
- Other duties have been delay:
  - Records management procedures.
  - Statistical reports.
  - Docketing.
  - "DOT notices" behind about 1 week.
  - Uniform enforcement of child support orders behind.

4. Pottawattamie County - Clerk, Sara Tamms, 712/328-5604  
 Chief Judge Glen McGee, 712/527-9124  
 Court Administrator, Roger Bertrand, 712/38

- Scheduled violations up more than 28%.
- Civil filings up more than 18%.
- Criminal filings up more than 20%.
- Simple misdemeanors up about 13%.
- The clerk's office is behind in keeping files up to date, including:
  - Magistrate matters 7-10 days behind.
  - Procedures to collect outstanding fees and court costs behind about 3 months.
  - "DOT notices" behind.



IN THE IOWA DISTRICT COURT FOR BLACK HAWK COUNTY  
CLERK SUPREME COURT

IN THE MATTER OF  
PUBLIC ACCESS TO THE  
CLERK OF THE COURT  
IN BLACK HAWK COUNTY

'92 NOV 13 AM 8 47  
MISCELLANEOUS ORDER  
JOHN M. BLAZA  
CLERK

On the 9th day of November, 1992, the Iowa Supreme Court entered an order authorizing the Chief Judge of each Judicial District to curtail the time during which the Clerks of the District Court Offices would be open to the public. The Supreme Court based that order on a finding that the rising case loads coupled with the inadequate resources that have been provided to the judicial branch had impaired the ability of the clerks to process files in a timely manner and at the same time to provide direct public access to court services.

After reviewing the matter with the Black Hawk County Clerk of the Court, it has been concluded that for a period of time, but not to exceed 120 days, it will be necessary to limit the public access to the Clerk of the Court's Office in Black Hawk County in order to allow the employees of that office to dispose of a backlog in the filing and processing of certain documents.

IT IS THEREFORE ORDERED AS FOLLOWS:

1. That effective November 30, 1992, the office of the Clerk of the Court in Black Hawk County shall be closed to the public from 3 p.m. to 4:30 p.m., the normal closing time, on Monday through Thursday of each week until further order of Court.

2. That it has been determined that certain matters are of an emergency nature and that notwithstanding paragraph 1 hereof, the following matters will continue to be processed, to wit:

- 1. Injunctive matters.
- 2. Domestic abuse matters.
- 3. Mental health and substance abuse matters.
- 4. Late marriage applications.

3. That the restricted access by the public to the clerk's office will not affect hearings set during those periods of time before Judicial Officers.

Dated at Waterloo, Iowa, this 12th day of November, 1992.

Clerk is to provide a copy of this order to the State Court

Miscellaneous Order / 11-12-92

Administrator, all attorneys in Black Hawk County, all law enforcement agencies in Black Hawk County.

Handwritten signature of Roger F. Peterson in cursive script.

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ROGER F. PETERSON, CHIEF JUDGE  
FIRST JUDICIAL DISTRICT

## CLERKS' OFFICES

COUNTY	DIS.	FTEs FROM DIST.
ADAIR	D5	2.50
ADAMS	D5	2.00
ALLAMAKEE	D1	4.75
APPANOOSE	D8	6.00
AUDUBON	D4	2.58
BENTON	D6	6.82
BLACK HAWK	D1	36.50
BOONE	D2	7.44
BREMER	D2	5.00
BUCHANAN	D1	8.54
BUENA VISTA	D3	6.00
BUTLER	D2	3.64
CALHOUN	D2	3.76
CARROLL	D2	8.00
CASS	D4	6.54
CEDAR	D7	9.00
CERRO GORDO	D2	13.89
CHEROKEE	D3	5.00
CHICKASAW	D1	4.75
CLARKE	D5	5.00
CLAY	D3	6.82
CLAYTON	D1	5.76
CLINTON	D7	13.00
CRAWFORD	D3	5.76
DALLAS	D5	8.76
DAVIS	D8	3.00
DECATUR	D5	3.25
DELAWARE	D1	4.52
DES MOINES	D8	14.00
DICKINSON	D3	5.76
DUBUQUE	D1	23.00
EMMET	D3	3.35
FAYETTE	D1	6.70
FLOYD	D2	4.76
FRANKLIN	D2	4.64
FREMONT	D4	4.00
GREENE	D2	3.76
GRUNDY	D1	4.53
GUTHRIE	D5	3.76

CLERKS' OFFICES

COUNTY	DIS.	FTEs FROM DIST.
HAMILTON	D2	6.25
HANCOCK	D2	3.64
HARDIN	D2	5.45
HARRISON	D4	6.32
HENRY	D8	6.26
HOWARD	D1	3.40
HUMBOLDT	D2	3.75
IDA	D3	2.94
IOWA	D6	5.57
JACKSON	D7	7.00
JASPER	D5	8.50
JEFFERSON	D8	5.37
JOHNSON	D6	22.00
JONES	D6	6.14
KEOKUK	D8	3.50
KOSSUTH	D3	5.00
LEE	D8	11.50
LINN	D6	48.75
LOUISA	D8	4.00
LUCAS	D5	3.63
LYON	D3	2.94
MADISON	D5	3.88
MAHASKA	D8	6.00
MARION	D5	8.00
MARSHALL	D2	13.78
MILLS	D4	5.00
MITCHELL	D2	3.88
MONONA	D3	4.00
MONROE	D8	4.38
MONTGOMERY	D4	4.85
MUSCATINE	D7	12.00
OSCEOLA	D3	2.47
O'BRIEN	D3	3.88
PAGE	D4	4.96
PALO ALTO	D3	4.00
PLYMOUTH	D3	5.50
POCAHONTAS	D2	3.85
POLK	D5	71.59
POTTAWAT	D4	19.33

CLERKS' OFFICES

COUNTY	DIS.	FTEs FROM DIST.
POWESHIEK	D8	4.75
RINGGOLD	D5	1.88
SAC	D2	4.32
SCOTT	D7	36.60
SHELBY	D4	3.00
SIOUX	D3	4.25
STORY	D2	14.00
TAMA	D6	6.76
TAYLOR	D5	2.94
UNION	D5	4.64
VAN BUREN	D8	3.75
WAPELLO	D8	11.39
WARREN	D5	6.00
WASHINGTON	D8	5.51
WAYNE	D5	2.50
WEBSTER	D2	11.50
WINNEBAGO	D2	4.48
WINNESHIEK	D1	6.57
WOODBURY	D3	38.72
WORTH	D2	3.39
WRIGHT	D2	4.17
TOTALS		811.22

Item #4

90  
what  
has  
been  
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me

Clerks - 330,610  
Ct Rept. 22,220  
DCA 41,573  
JIO 54,499  
JAM 123,553

Total by  
Comp.  
\$ 572,455

Total by  
District

07-Oct-92

### JUDICIAL DEPARTMENT

Furniture and Equipment Requested  
on Fiscal Year 1994 Budget  
Form BU-5

Component	Dis	Location	Add/ Replace	Description	Amount	Total by Comp.	Total by District
Clerk	1	Allamakee	R	Typewriter - IBM WW2	\$500.00		
Clerk	1	Allamakee	A	Time/Date File Stamp	\$450.00		
Clerk	1	Black Hawk	R	Typewriter - IBM WW30 (3)	\$3,300.00		
Clerk	1	Black Hawk	R	Calculators (3)	\$600.00		
Clerk	1	Black Hawk	R	Time Stamp (2)	\$700.00		
Clerk	1	Black Hawk	A	Paper Shredder	\$650.00		
Clerk	1	Black Hawk	R	Copy Machine	\$12,000.00		
Clerk	1	Black Hawk	A	Materials for Storage	\$1,000.00		
Clerk	1	Black Hawk	A	Optical-Disk-Copy-System	<del>\$25,473.00</del>		
Clerk	1	Chickasaw	R	Typewriter	\$700.00		
Clerk	1	Chickasaw	R	Time Stamp	\$400.00		
Clerk	1	Clayton	R	Office Chairs (9)	\$975.00		
Clerk	1	Clayton	R	Modular Desk Units (6)	\$12,000.00		
Clerk	1	Clayton	R	Time Stamp	\$490.00		
Clerk	1	Delaware	A	Four-Drawer File Cabinets (2)	\$1,000.00		
Clerk	1	Delaware	R	Checkwriter	\$2,000.00		
Clerk	1	Delaware	A	Computer Stand	\$300.00		
Clerk	1	Delaware	R	Chair (TC Supervisor)	\$200.00		
Clerk	1	Dubuque	R	Remodel Civil Areas	\$7,450.00		
Clerk	1	Dubuque	R	Chair with Armrests	\$250.00		
Clerk	1	Dubuque	A	File Cabinet	\$100.00		
Clerk	1	Dubuque	A	Optical-Disk-System	<del>\$25,473.00</del>		



07-Oct-92

# JUDICIAL DEPARTMENT

Furniture and Equipment Requested  
on Fiscal Year 1994 Budget  
Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
Clerk	1	Fayette	R	Office Chairs (7)	\$1,204.00		
Clerk	1	Grundy	A	File Cabinet	\$650.00		
Clerk	1	Grundy	R	Typewriter	\$1,200.00		
Clerk	1	Grundy	A	Computer Work Station	\$750.00		
Clerk	1	Howard	R	Panasonic Typewriter	\$1,200.00		
Clerk	1	Winneshiek	<u>R</u>	Printer/Reader	<del>\$5,000.00</del>		
Clerk	1	Winneshiek	A/R	File Cabinets (3)	\$1,200.00		
Clerk	1	Winneshiek	A	Movable Shelf System	<del>\$30,000.00</del>		137,215
Clerk	2	Hancock	R	Typewriter	\$450.00		
Clerk	2	Butler	R	Typewriter	\$450.00		
Clerk	2	Hancock	R	Calculator	\$100.00		
Clerk	2	Wright	R	Copy Machine	\$3,500.00		
Clerk	2	Greene	R	Work Table	\$700.00		
Clerk	2	Worth	A	Typewriter and Stand	\$1,400.00		
Clerk	2	Greene	R	Double Tier Face Roller Shelf	\$3,000.00		
Clerk	2	Story	A	<del>Microfilm Storage Cabinet</del>	<del>\$1,000.00</del>		
Clerk	2	Greene	R	Copy Machine	\$5,000.00		
Clerk	2	Story	R	Typewriters (2)	\$900.00		
Clerk	2	Franklin	R	Check Protector	<u>\$800.00</u>		
Clerk	2	Sac	R	Chair	\$175.00		
Clerk	2	Franklin	R	Chairs (2)	\$600.00		
Clerk	2	Marshall	R	Postage Machine	\$4,258.00		

85,944

51,269

07-Oct-92

# JUDICIAL DEPARTMENT

Furniture and Equipment Requested  
on Fiscal Year 1994 Budget  
Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
Clerk	2	Franklin	A	Lien Index	\$850.00		
Clerk	2	Humboldt	A	Three Drawer File Cabinets (3)	\$330.00		
Clerk	2	Franklin	A	Vital Stats Storage Cabinet	\$800.00		
Clerk	2	Hardin	R	<del>Microfilm Camera and Duplicate Microfilm</del>	<del>\$20,465.00</del>		
Clerk	2	Franklin	R	Calculators (2)	\$300.00		
Clerk	2	Wright	R	Typewriter	\$500.00		
Clerk	2	Franklin	R	Typewriters (2)	\$1,000.00		
Clerk	2	Story	A	Desk	\$700.00		
Clerk	2	Franklin	R	<del>Microfilm Camera</del>	<del>\$11,200.00</del>		
Clerk	2	Sac	R	Calculator	\$100.00		
Clerk	2	Cerro Gordo	A	Five Drawer Lateral Files (4)	\$4,000.00		
Clerk	2	Humboldt	R	Calculators (2)	\$218.00		
Clerk	2	Cerro Gordo	R	<del>Microfilm Camera</del>	<del>\$5,160.00</del>		
Clerk	2	Hancock	A	File Cabinets (2)	\$400.00		
Clerk	2	Cerro Gordo	R	Chairs (6)	\$840.00		
Clerk	2	Story	R	Calculators (2)	\$110.00		
Clerk	2	Carroll	A	Fax Machine	\$1,000.00		
Clerk	2	Humboldt	R	Chairs (2)	\$194.00		
Clerk	2	Pocahontas	R	Typewriter	\$450.00		
Clerk	2	Worth	A	Chair (2)	\$700.00		
Clerk	2	Butler	A	Five Drawer Files (2)	\$150.00		
Clerk	3	Dickinson	R	Typewriters (3)	\$3,300.00		
							71,800

37,825

33,975

07-Oct-92

# JUDICIAL DEPARTMENT

Furniture and Equipment Requested  
on Fiscal Year 1994 Budget  
Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
Clerk	3	Plymouth	R	Calculators (2)	\$250.00		
Clerk	3	Ida	R	<del>Microfilm Reader/Printer</del>	<del>\$1,500.00</del>		
Clerk	3	Kossuth	R	IBM Typewriter	\$1,000.00		
Clerk	3	Woodbury	R	Copier	\$6,000.00		
Clerk	3	Woodbury	A	20 Foot Section of Shelf Shelving (2)	\$6,000.00		
Clerk	3	O'Brien	R	Adding Machine	\$150.00		
Clerk	3	Sioux	R	Canon P.C. Printer	\$7,500.00		
Clerk	3	Osceola	A	Three-Drawer Filing Cabinet	\$405.00		
Clerk	3	Clay	R	Typewriter	\$875.00		
Clerk	3	Osceola	(A)	<del>Used Microfilm Reader</del>	<del>\$1,000.00</del>		
Clerk	3	Ida	R	<del>Microfilm Camera</del>	<del>\$2,500.00</del>		
Clerk	3	Plymouth	A	<del>Microfilm Storage Cabinet</del>	<del>\$2,000.00</del>		
Clerk	3	Kossuth	R	Desk Chairs (2)	\$500.00		
Clerk	3	Plymouth	R	<del>Office Modular System</del>	<del>\$9,050.00</del>		
Clerk	3	O'Brien	R	Typewriter	\$550.00		
Clerk	3	Plymouth	R	<del>Microfilm Camera</del>	<del>\$6,750.00</del>		
Clerk	3	Clay	R	Secretarial Chair	\$200.00		
Clerk	3	Plymouth	R	Typewriter	\$600.00		
Clerk	3	Crawford	R	<del>Microfilm Camera &amp; Install.</del>	<del>\$15,800.00</del>		
Clerk	3	Dickinson	A	Five-Drawer Files (2)	\$600.00		
Clerk	3	Crawford	R	<del>Work Stations (6)</del>	<del>\$18,000.00</del>		
Clerk	3	Emmet	R	Calculator	\$200.00		

*No  
County  
mailing*

07-Oct-92

## JUDICIAL DEPARTMENT

Furniture and Equipment Requested  
on Fiscal Year 1994 Budget  
Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
Clerk	3	Crawford	R	Shipping Est. Installation	\$4,129.36		
Clerk	3	Plymouth	R	Time Stamp Machine	\$550.00		
Clerk	3	Buena Vista	A/R	Sharp Adding Machines (2)	\$480.00		
Clerk	3	Sioux	R	Office Chair	\$479.00		
Clerk	3	Dickinson	A	Desk	\$850.00		
Clerk	3	Woodbury	A	Printers (6)	<del>\$10,548.00</del> <sup>2</sup>		
Clerk	3	Clay	R	Stamp File Machine	\$695.00		
Clerk	3	Woodbury	R	Terminals - DBS-5 (20)	<del>\$11,000.00</del>		
Clerk	3	Crawford	R	Microfilm Reader-Printer	<del>\$10,600.00</del>		
Clerk	3	Woodbury	R	Amano Electric File Stamp	\$1,500.00		
Clerk	3	Crawford	A	Desk	\$635.00		
Clerk	3	Woodbury	R	Cannon 800 DDS Microfilm Rotary Filmer	<del>\$15,000.00</del>		
Clerk	3	O'Brien	A	Filing Cabinets (2)	\$550.00		
Clerk	3	Crawford	R	Desk	\$795.00		
Clerk	3	Crawford	R	Shipping Est. Installation	<u>\$10,774.90</u>		
Clerk	3	Clay	R	Secretarial Chair	\$200.00		
Clerk	3	Clay	R	Typewriter	\$875.00		
Clerk	3	Dickinson	A/R	Calculators (3)	\$450.00		154,841
Clerk	4		A/R	Miscellaneous	\$10,000.00		
Clerk	4		A	Desks (3)	\$1,500.00		
Clerk	4		A	Chairs (3)	\$450.00		
Clerk	5	Jasper	A	Five-Drawer File Cabinets (5)	\$1,450.00		
							<u>11,950</u>

-97,103

57,738

07-Oct-92

## JUDICIAL DEPARTMENT

Furniture and Equipment Requested  
on Fiscal Year 1994 Budget  
Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
Clerk	5	Union	R	Time Stamp	\$400.00		
Clerk	5	Polk	A	VDT Stands with Casters (10)	\$1,050.00		
Clerk	5		R	Calculators (4)	\$360.00		
Clerk	5	Polk	R	Copier	\$8,500.00		
Clerk	5	Dallas	A	File Cabinets (4)	\$920.00		
Clerk	5	Polk	R	Lek Trierer	\$13,000.00		
Clerk	5		A	Five-drawer File Cabinet	\$290.00		
Clerk	5	Taylor	R	Typewriter	\$500.00		
Clerk	5	Adams	A	VDT Stand	\$120.00		
Clerk	5		R	File Stamp	\$400.00		
Clerk	5	Jasper	R	Copy Machine	\$5,000.00		
Clerk	5		R	Copier (2)	\$12,000.00		
Clerk	6	Benton	R	Chairs (3)	\$345.00		
Clerk	6	Linn	A	Paper Shredder	\$2,000.00		
Clerk	6	Tama	R	Typewriters (4)	\$3,000.00		
Clerk	6	Johnson	R	Time Stamp	\$470.00		
Clerk	6	Tama	A	Paper Shredder	\$400.00		
Clerk	6	Johnson	R	Typewriters (3)	\$2,250.00		
Clerk	6	Tama	A	Modules (7)	<del>\$12,705.00</del>		
Clerk	6	Jones	A	Four-Drawer Filing Cabinets (2)	\$340.00		
Clerk	6	Tama	R	Chairs (7)	\$805.00		
Clerk	6	Linn	R	Time Stamp	\$470.00		

43,990



07-Oct-92

## JUDICIAL DEPARTMENT

Furniture and Equipment Requested  
on Fiscal Year 1994 Budget  
Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
Clerk	7	Scott	A	Five-Drawer vertical Cabinets (7)	\$3,200.00		
Clerk	7	Clinton	R	Microfilm Camera	<del>\$7,000.00</del>		
Clerk	7	Clinton	R	Copier	\$7,500.00		
Clerk	7	Scott	A	Telephones (4)	\$260.00		<i>-26,600</i>
Clerk	7	Scott	A	Five-Drawer Lateral Cabinets (2)	\$1,700.00		
Clerk	7	Scott	A	Microfilm Cabinets (4)	<del>\$3,500.00</del>		74,820
Clerk	8	Keokuk	A	Sharp Fax Machine	<del>\$1,500.00</del>		48,220
Clerk	8	Poweshiek	R	Sharp Typewriter	\$500.00		
Clerk	8	Monroe	R	Desk Chair	\$150.00		
Clerk	8	Lee (North)	A	File Cabinets (4)	\$932.00		
Clerk	8	Monroe	A	Sharp Fax Machine	<del>\$1,500.00</del>		
Clerk	8	Appanoose	R	Answering Machine	\$250.00		
Clerk	8	Lee (North)	R	Desk Chairs (2)	\$300.00		
Clerk	8	Lee (South)	A	File Cabinets (6)	\$1,398.00		
Clerk	8	Monroe	A	File Cabinets (2)	\$466.00		
Clerk	8	Lee (South)	R	Sharp Calculators (2)	\$300.00		
Clerk	8	Poweshiek	A	File Cabinets (4)	\$932.00		
Clerk	8	Keokuk	A	File Cabinet	\$233.00		
Clerk	8	Mahaska	R	Sharp Copier	\$6,000.00		
Clerk	8	Lee (North)	A	Sharp Fax Machine	<del>\$1,500.00</del>		
Clerk	8	Lee (North)	R	Sharp Typewriter	\$500.00		
Clerk	8	Henry	A	Sharp Fax Machine	<del>\$1,500.00</del>		

# JUDICIAL DEPARTMENT

## Furniture and Equipment Requested on Fiscal Year 1994 Budget Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
Clerk	8	Appanoose	R	Sharp Calculators (2)	\$300.00		
Clerk	8	Henry	R	Sharp Typewriter	\$500.00		
Clerk	8	Lee (North)	R	Sharp Copier	\$6,000.00		
Clerk	8	Des Moines	R	Modular Units	\$5,000.00		
Clerk	8	Louisa	R	Sharp Typewriters (2)	\$1,000.00		
Clerk	8	Des Moines	A	VCR/Television	\$700.00		
Clerk	8	Louisa	A	Sharp Fax Machine	<del>\$1,500.00</del>		
Clerk	8	Des Moines	A	Printer Stand	\$150.00		
Clerk	8	Mahaska	A	File Cabinets (5)	\$1,165.00		
Clerk	8	Des Moines	A	Open Shelving Unit	<del>\$7,500.00</del>		
Clerk	8	Van Buren	R	Sharp Typewriter	\$500.00		
Clerk	8	Davis	A	Sharp Fax Machine	<del>\$1,500.00</del>		
Clerk	8	Monroe	R	Monroe Calculator	\$150.00		
Clerk	8	Davis	R	Sharp Copier	\$5,000.00		
Clerk	8	Monroe	R	Desk	\$500.00		
Clerk	8	Appanoose	A	Sharp Fax Machine	<del>\$1,500.00</del>		
Clerk	8	Mahaska	R	Monroe Calculator	\$150.00		
Clerk	8	Mahaska	R	File Stamp	\$400.00		
Clerk	8	Mahaska	A	Sharp Fax Machine	<del>\$1,500.00</del>		
Clerk	8	Van Buren	R	Sharp Calculator	\$150.00		
Clerk	8	Appanoose	R	Sharp Typewriter	\$500.00		
Clerk	8	Lee (South)	R	Sharp Copier	\$6,000.00		

*Des Moines  
Co. is recommended  
for desk but has  
computer terminals.*



07-Oct-92

## JUDICIAL DEPARTMENT

Furniture and Equipment Requested  
on Fiscal Year 1994 Budget  
Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
Clerk	8	Appanoose	A	File Cabinets (4)	\$932.00		
Clerk	8	Jefferson	A	File Cabinets (3)	\$699.00		
Clerk	8	Washington	A	Sharp Fax Machine	<del>\$1,500.00</del>		
Clerk	8	Des Moines	A	Sharp Fax Machine	<del>\$1,500.00</del>		
Clerk	8	Washington	R	Sharp Calculator (4)	\$600.00		
Clerk	8	Des Moines	A	Mobile Cart	\$200.00		
Clerk	8	Lee (North)	R	Sharp Calculator	\$140.00		
Clerk	8	Des Moines	R	Optical Disc System	<del>\$32,250.00</del>		
Clerk	8	Washington	A	Duplexer Unit for Sharp Copier	\$1,050.00		
Clerk	8	Davis	R	Sharp Typewriter	\$500.00		
Clerk	8	Washington	R	Sharp Typewriter (2)	\$1,000.00		
Clerk	8	Lee (South)	A	Sharp Fax Machine	<del>\$1,500.00</del>		
Clerk	8	Wapello	A	Sharp Fax Machine	<del>\$1,500.00</del>		
Clerk	8	Jefferson	A	Sharp Fax Machine	<del>\$1,500.00</del>		
Clerk	8	Wapello	R	Tape Recorder	\$250.00		
Clerk	8	Des Moines	R	Carpeting - Third Floor	\$2,000.00		
Clerk	8	Wapello	R	Sharp Calculator	\$150.00		
Clerk	8	Davis	R	File Stamp	\$400.00		
Clerk	8	Wapello	R	Sharp Typewriter	\$500.00		
Clerk	8	Lee (South)	R	Desk Chairs (6)	\$900.00		
Clerk	8	Wapello	R	Sharp Copier	\$6,000.00		
Clerk	8	Des Moines	A	Paper Shredder	\$1,750.00		

# JUDICIAL DEPARTMENT

Furniture and Equipment Requested  
on Fiscal Year 1994 Budget  
Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
Clerk	8	Henry	A	Sorter for FP1530 Copier	\$786.00		
Clerk	8	Mahaska	A	Computer Workstation	\$300.00	330,610	59,250
Clerk	8	Van Buren	A	Sharp Fax Machine	<del>\$1,500.00</del>	650,039	119,033
CR	1	Buchanan	A	Transmatic (2)	\$200.00		
CR	1		R	Chairs (16)	\$3,600.00		
CR	1		A	Computer System	<del>\$110,384.00</del>		
CR	1		A	Typewriter - 700M Panasonic (7)	\$7,350.00		121,534
CR	2		R	Chair	\$150.00		
CR	2		R	Displaywriter Printer	\$500.00		
CR	2		R	Chair Mat	\$80.00		
CR	2		R	2D Displaywriter drives (25)	\$2,500.00		3,230
CR	3		A	Video Display Terminals (9)	\$4,950.00		7,3230
CR	3		A	Space Heater	\$200.00		
CR	3	Woodbury	A	Shelving	<del>\$10,775.00</del>		15,925
CR	4		R	Typewriters (2)	\$1,800.00		1,800
CR	5		R	Transcribers (6)	\$2,700.00		
CR	5		R	Secretarial Chairs (4)	\$720.00		
CR	5		R	Typewriters (2)	<del>\$2,800.00</del>		6,220
CR	6		R	Chairs (5)	\$575.00		3420
CR	6		R	P.C. or Lap Top Computers w/Printers (21)	<del>\$31,500.00</del>		
CR	6		R	Savin 7450 Copier	\$2,945.00		35,020
CR	7		R	Personal Computer components	<del>\$6,000.00</del>		6,000

07-Oct-92

# JUDICIAL DEPARTMENT

Furniture and Equipment Requested  
on Fiscal Year 1994 Budget  
Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
CR	8		A	Typewriter	\$500.00		
CR	8		A	Desk	\$600.00		
CR	8		A	Computer/Printer	<del>\$1,800.00</del>	22,220	
CR	8		A	Chair	\$200.00	192,829	3,100 1300
DCA	1		R	Typewriter	\$1,050.00		
DCA	1		A	Terminal	\$547.00		1,597 1597
DCA	3		A	Hand Held Dictation Unit	\$50.00		
DCA	3		A	Bookcase	\$189.00		
DCA	3		R	Office Side Chairs (2)	\$440.00		
DCA	3		A	Secretarial Desk with Return	\$663.00		
DCA	3		A	Typewriter	\$1,500.00		
DCA	3		A	Bookcases (4)	\$756.00		
DCA	3		A	Stacking Chairs (40) <i>Jury Section</i>	\$1,920.00		
DCA	3		A	Secretarial Chair	\$183.00		
DCA	3		R	Telephone System	<del>\$10,000.00</del>		15,701 5701
DCA	4		A/R	Miscellaneous	\$500.00		500 500
DCA	5		R	Copier	\$10,000.00		
DCA	5		R	Secretarial Chairs (6)	\$180.00		
DCA	5		R	Transcribers (4)	\$1,800.00		11,980 11,980
DCA	6		A	Four-Drawer Filing Cabinets (2)	\$540.00		
DCA	6		R	Side-arm Chairs (4)	\$460.00		
DCA	6		A	Paper Shredder	\$400.00		1,400 140

07-Oct-92

# JUDICIAL DEPARTMENT

Furniture and Equipment Requested  
on Fiscal Year 1994 Budget  
Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
DCA	7		R	Copiers (2)	\$15,000.00		
DCA	7		R	Miscellaneous	<del>\$5,000.00</del>		
DCA	7		R	Remodeling	\$6,000.00		26,000
DCA	8		R	Sharp Copier	\$4,895.00	41,573	
DCA	8	Mahaska	R	Desk	\$500.00	62,573	5,395
JCO	1		A	File Cabinet (4-door) (2)	\$380.00		
JCO	1		A	Computer Table	\$84.00		
JCO	1		R	Micro-Cassette Transcriber (3)	\$840.00		
JCO	1		A	File Cabinet (2-door)	\$140.00		
JCO	1		R	Chairs (3)	\$863.00		
JCO	1		A	Fax Machines (Thermal) (2)	<del>\$1,600.00</del>		3,707
JCO	2	Mason City	R	Desk Chair	\$275.00		
JCO	2	Fort Dodge	(A)	Copy Machine	<del>\$1,300.00</del>		
JCO	2	Mason City	R	Pedestal Desk (Waverly)	\$340.00		
JCO	2	Fort Dodge	R	Copy Machine	\$7,000.00		
JCO	2	Ames	R	Desk Chair	\$275.00		
JCO	2	Fort Dodge	A	Paper Shredder	<del>\$1,000.00</del>		
JCO	2	Ames	R	Reception Area Chairs (4)	\$360.00		
JCO	2	Fort Dodge	R	Norcom 550 Recorders (4)	\$620.00		
JCO	2	Ames	R	Reception Area Table	\$100.00		
JCO	2	Fort Dodge	R	Typewriter	\$500.00		
JCO	2	Fort Dodge	R	Telephone Answering Machine	\$280.00		

5101

15,000

5395

2107



07-Oct-92

# JUDICIAL DEPARTMENT

Furniture and Equipment Requested  
on Fiscal Year 1994 Budget  
Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
JCO	6		R	Corner Units	\$230.00		
JCO	6		R	Storage Shelf for Forms	\$380.00		
JCO	6		R	<del>Carpet</del> Copier	\$8,500.00		
JCO	6		R	Desk	\$600.00		
JCO	6		R	Work Surface units (2)	\$1,240.00		
JCO	6		R	Drawer Units	\$550.00		12,352
JCO	7	Scott	R	IBM Copier	\$7,500.00		17,357
JCO	7		R	Miscellaneous	\$1,300.00		
JCO	7		R	Dictators (4)	\$1,200.00		10,000
JCO	8	Appanoose	R	Sharp Copier	\$5,000.00		
JCO	8	Des Moines	R	Chair	\$375.00		
JCO	8	Lee (North)	R	Lanier Micro-Dictating Unit	\$300.00		
JCO	8	Appanoose	R	Transcriber	\$300.00		
JCO	8	Mahaska	A	File Cabinets (10)	\$2,400.00		
JCO	8	Appanoose	R	Desk	\$500.00		
JCO	8	Mahaska	R	Computer Printer - H.P.	\$400.00	54,499	
JCO	8	Appanoose	A	Computer Desk	\$300.00	61,036	9,575
J&M	1	Fayette	A	Typewriter (Panasonic)	\$1,050.00		
J&M	1	Delaware	R	Chair - Judges (Crtrm)	\$700.00		
J&M	1	Black Hawk	R	Chair - Magistrate	\$400.00		
J&M	1	Delaware	R	Chair - Judges (Chambers)	\$500.00		
J&M	1	Black Hawk	A	Portable Recorder (Lanier)	\$350.00		

07-Oct-92

# JUDICIAL DEPARTMENT

Furniture and Equipment Requested  
on Fiscal Year 1994 Budget  
Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
J&M	1	Fayette	A	Podium for Courtroom	\$200.00		
J&M	1	Buchanan	A	Chair - Magistrate	\$400.00		
J&M	1	Fayette	R	Chair - Judges (Crtrm)	\$700.00		
J&M	1	Allamakee	A	Overhead Projector	\$299.00		
J&M	1		A	File Cabinet (2)	\$1,000.00		
J&M	1	Black Hawk	A	TV & VCR Unit (25")	\$800.00		
J&M	1		A	Office Chair (2)	\$1,000.00		
J&M	1	Black Hawk	A	Recorder - 4-Track	\$3,195.00		
J&M	1		A	Desk (2)	\$2,000.00		
J&M	1	Black Hawk	R	Dictphone (Lanier)	\$629.00		
J&M	1		A	Lanier 3-piece (2)	\$3,114.00		
J&M	1	Allamakee	A	Chalkboard and Easel	\$400.00		
J&M	1	Black Hawk	R	Pager (Motorola) (includes 5 yr warranty)	\$350.00		
J&M	1	Black Hawk	A	Projection Screen	\$184.00		
J&M	1	Winneshiek	A	TV & VCR Unit (25")	\$800.00		18,071
J&M	2		R	PC - DAJ - Ames	\$1,500.00		
J&M	2		A	Bookcase - Boone	\$500.00		
J&M	2		R	Typewriter - Webster	\$450.00		
J&M	2		R	PC - Magistrate - Hardin	\$1,500.00		
J&M	2		R	Norelco Desk Units (2)	\$1,000.00		
J&M	2		R	Norelco Desk Transcriber units (4)	\$2,400.00		
J&M	2		R	Handheld dictating units (5)	\$1,500.00		

07-Oct-92

**JUDICIAL DEPARTMENT**

Furniture and Equipment Requested  
on Fiscal Year 1994 Budget  
Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
J&M	2		A	Speaker Phones (2)	\$600.00		
J&M	2		R	Chair - Boone	\$500.00		9,950
J&M	3		R	Sound Systems upgraded (5)	\$10,520.00		
J&M	3		R	Copier	\$4,000.00		
J&M	3		A	Bookcase with adjustable shelves	\$236.00		
J&M	3		A	Two-Drawer File Cabinet	\$295.00		
J&M	3		R	Dictaphone - Panasonic	\$250.00		
J&M	3		A	Recording Unit	\$5,595.00		20,896
J&M	5	Decatur	R	Copy Machine	\$5,000.00		
J&M	5	Polk	A	Bookcase	\$500.00		
J&M	5	Polk	R	Desk (4)	\$2,000.00		
J&M	5	Dallas	A	Sound System	\$1,400.00		
J&M	5	Polk	A	Four-drawer File Cabinet (2)	\$400.00		
J&M	5	Guthrie	R	Desk	\$500.00		
J&M	5	Polk	R	Chair (5)	\$1,250.00		
J&M	5	Taylor	R	Typewriter Stand	\$150.00		
J&M	5	Polk	R	Dictators/Transcribers (6)	\$2,700.00		
J&M	5	Decatur	R	Desk Chair	\$400.00		
J&M	5	Polk	A	Side Table	\$105.00		
J&M	5	Taylor	R	Steno Chair	\$180.00		
J&M	5	Polk	R	Chair (5)	\$1,050.00		15,635
J&M	6		R	Spectator Seats (62)	\$18,600.00		



07-Oct-92

# JUDICIAL DEPARTMENT

Furniture and Equipment Requested  
 on Fiscal Year 1994 Budget  
 Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
J&M	6		R	Dictation Units - Desk Top (2)	\$862.00		
J&M	6		R	Counsel Tables (2)	\$900.00		
J&M	6		R	Clerk's Seats (2)	\$980.00		
J&M	6		R	Flag Sets (2)	\$560.00		
J&M	6		R	Witness Seats (2)	\$980.00		
J&M	6		R	Jury Table	\$443.00		
J&M	6		R	Juror Seats (24)	\$7,200.00		
J&M	6		R	Side Arm Chairs (12)	\$2,220.00		
J&M	6		R	Carpet (480 sq yds)	\$9,600.00		
J&M	6		R	Conference Table	\$443.00		
J&M	6		R	Credenza	\$675.00		
J&M	6		R	Side Arm Chairs (6)	\$1,110.00		
J&M	6		R	Dictation Units - Hand Held (2)	\$588.00		
J&M	6		R	Miscellaneous	\$2,000.00		
J&M	6		R	Judge's High Back Chairs (2)	\$900.00		
J&M	6		R	Court Reporters Seats (2)	\$980.00		
J&M	6		R	Counsel Seats (8)	\$3,920.00		
J&M	6		R	Executive Desk (Chambers)	\$790.00		53,751
J&M	7		R	Dictators (4)	\$1,200.00		
J&M	7		A	File Cabinets (4)	\$800.00		2,000
J&M	8		A	Chair	\$725.00		
J&M	8		A	Desk	\$850.00		

07-Oct-92

## JUDICIAL DEPARTMENT

Furniture and Equipment Requested  
on Fiscal Year 1994 Budget  
Form BU-5

<u>Component</u>	<u>Dis</u>	<u>Location</u>	<u>Add/ Replace</u>	<u>Description</u>	<u>Amount</u>	<u>Total by Comp.</u>	<u>Total by District</u>
J&M	8		A	Bookcases with Shelves	\$550.00		
J&M	8		A	Credenza	\$625.00		
J&M	8		A	Lanier Dictaphone	\$500.00	123,553	3,250
					\$1,090,030.26	1,090,030	1,090,030

JUDICIAL DEPARTMENT  
FY 92 TRAVEL

	IN STATE			OUT OF STATE		
	TOTAL	GEN. FUND	OTHER	TOTAL	GEN. FUND	OTHER
APPELLATE COURTS	\$58,976.38	\$58,976.38		\$10,174.89	\$10,174.89	
EQUALITY IN COURTS	\$2,373.47		\$2,373.47	\$0.00	\$0.00	
ST. CT. ADMN.	\$1,391.29	\$1,391.29		\$4,932.80	\$4,932.80	
CLERKS	\$163.34	\$163.34		\$266.88	\$266.88	
CASA	\$5,587.72	\$5,587.72		\$0.00	\$0.00	
BOARDS	\$15,318.77	\$15,318.77		\$0.00	\$0.00	
EDUCATION	\$83,427.29	\$83,427.29		\$590.89	\$590.89	
HIGHWAY SAFETY	\$12,112.54		\$12,112.54	\$2,377.03		\$2,377.03
DHS TRAINING	\$2,500.00		\$2,500.00	\$0.00		
CHILD PROTECTION TRNG.	\$10,817.70		\$10,817.70	\$926.00	\$0.00	\$926.00
SJI ORIENTATION	\$9,964.19		\$9,964.19	\$10,466.28		\$10,466.28
SJI JUDGES TRAINING	\$181.01		\$181.01	\$6,650.65		\$6,650.65
CRIMINAL HISTORY	\$151.17		\$151.17	\$0.00		
ICIS	\$38,750.37	\$38,750.37		\$1,534.13	\$1,534.13	
CHILD SUPPORT	\$18.86	\$18.86		\$1,104.98	\$368.32	\$736.66
DIST. CT. ADMN.	\$39,440.12	\$39,440.12		\$0.00		
CT. REPORTERS	\$194,340.46	\$194,340.46		\$0.00		
JUDGES & MAGISTRATES	\$244,032.19	\$244,032.19		\$0.00		
JUVENILE COURT	\$236,902.28	\$236,902.28		\$8,447.28	\$8,447.28	
CLERKS	\$12,356.94	\$12,356.94		\$0.00		
CT. ORDERED SERVICES	\$46,296.18		\$46,296.18	\$17,618.14		\$17,618.14
<b>TOTAL</b>	<b>\$1,016,102.27</b>	<b>\$930,706.01</b>	<b>\$85,396.26</b>	<b>\$65,089.95</b>	<b>\$26,315.19</b>	<b>\$38,774.76</b>

Document C  
**FILED**  
NOV 16 1992  
IOWA SUPREME COURT

IN THE IOWA DISTRICT COURT FOR BLACK HAWK COUNTY  
CLERK OF COURT

IN THE MATTER OF  
PUBLIC ACCESS TO THE  
CLERK OF THE COURT  
IN BLACK HAWK COUNTY

'92 NOV 13 AM 8 47  
MISCELLANEOUS ORDER  
JOHN M. BLAZA  
CLERK

On the 9th day of November, 1992, the Iowa Supreme Court entered an order authorizing the Chief Judge of each Judicial District to curtail the time during which the Clerks of the District Court Offices would be open to the public. The Supreme Court based that order on a finding that the rising case loads coupled with the inadequate resources that have been provided to the judicial branch had impaired the ability of the clerks to process files in a timely manner and at the same time to provide direct public access to court services.

After reviewing the matter with the Black Hawk County Clerk of the Court, it has been concluded that for a period of time, but not to exceed 120 days, it will be necessary to limit the public access to the Clerk of the Court's Office in Black Hawk County in order to allow the employees of that office to dispose of a backlog in the filing and processing of certain documents.

IT IS THEREFORE ORDERED AS FOLLOWS:

1. That effective November 30, 1992, the office of the Clerk of the Court in Black Hawk County shall be closed to the public from 3 p.m. to 4:30 p.m., the normal closing time, on Monday through Thursday of each week until further order of Court.

2. That it has been determined that certain matters are of an emergency nature and that notwithstanding paragraph 1 hereof, the following matters will continue to be processed, to wit:

1. Injunctive matters.
2. Domestic abuse matters.
3. Mental health and substance abuse matters.
4. Late marriage applications.

3. That the restricted access by the public to the clerk's office will not affect hearings set during those periods of time before Judicial Officers.

Dated at Waterloo, Iowa, this 12th day of November, 1992.

Clerk is to provide a copy of this order to the State Court

Miscellaneous Order / 11-12-92

Administrator, all attorneys in Black Hawk County, all law enforcement agencies in Black Hawk County.



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ROGER F. PETERSON, CHIEF JUDGE  
FIRST JUDICIAL DISTRICT