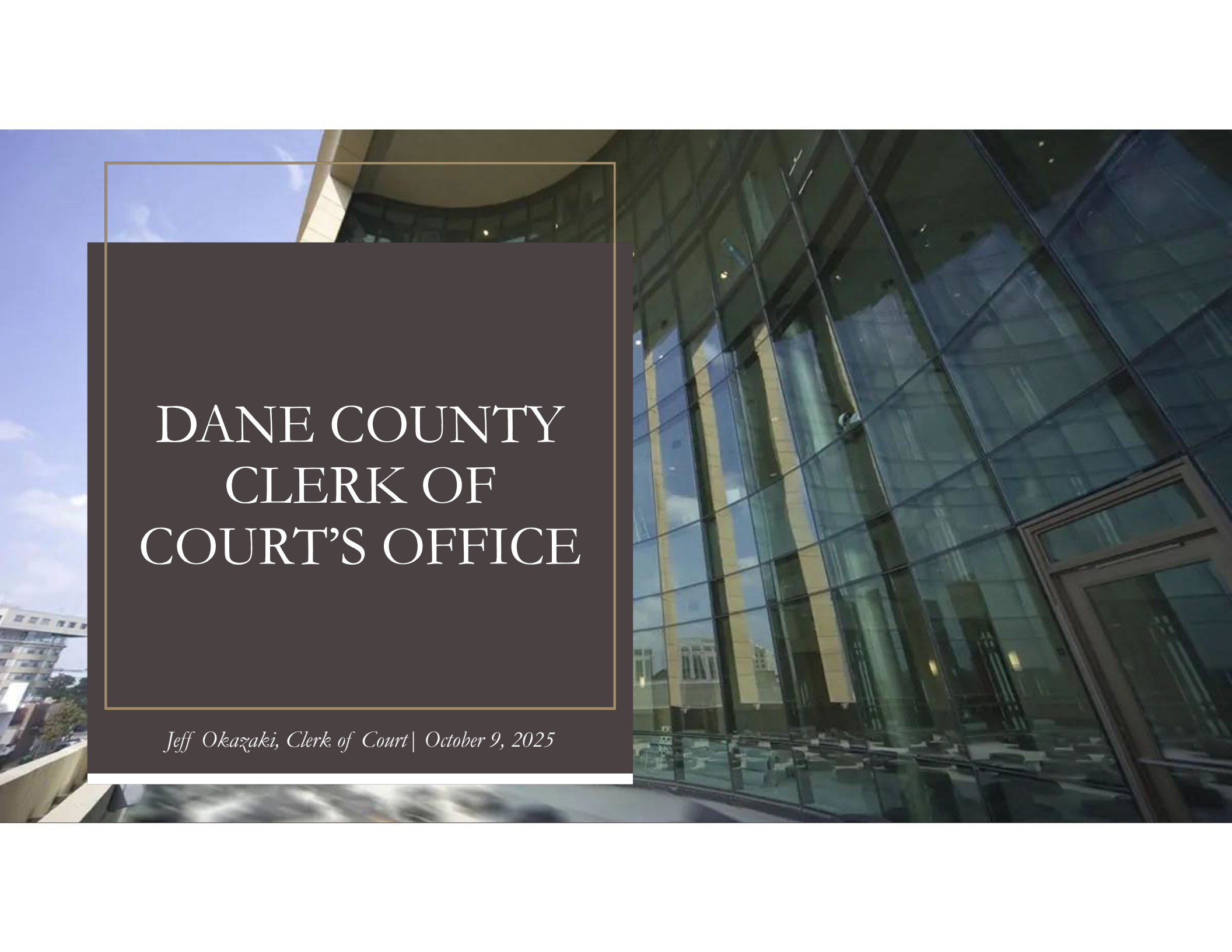




# DANE COUNTY CLERK OF COURT'S OFFICE

*Jeff Okazaki, Clerk of Court | October 9, 2025*

# CLERK OF COURT – COUNTY SUMMARY

| Clerk of Court / Register in Probate |              |
|--------------------------------------|--------------|
|                                      |              |
| 2025 Total Employees                 | 110.5        |
| General Court Support                | 75.5         |
| Court Commissioner Center            | 29.5         |
| Guardian Ad Litem                    | 0.5          |
| Judicial Staff Attorney              | 5.0          |
|                                      |              |
| Budget Overview                      |              |
| Total 2025 Department Spending       | \$19,426,377 |
| Total 2025 GPR Spending              | \$10,258,177 |
| Total GPR Reduction Requested        | \$410,327    |
|                                      |              |
| Other Revenue Funding Department     |              |
| Court Fees, Fines, & Forfeitures     |              |
| WI Circuit Court Support Payment     |              |
| Client & Program Reimbursement       |              |
| Federal 4D Program Revenue           |              |
|                                      |              |

# EXECUTIVE'S BUDGET SUMMARY

| Clerk of Court 2026 Budget Summary |             |                    |
|------------------------------------|-------------|--------------------|
| Decision Items                     | Net GPR     | County Exec Budget |
| Courts Admin 1                     | (\$251,200) | Approved           |
| Courts Admin 2                     | (\$47,800)  | Approved           |
| Courts Admin 3                     | \$0         | Approved           |
| Courts Admin 4                     | \$0         | Approved           |
| <i>Courts Admin 5</i>              | (\$226,200) | Pending            |
| Courts Comm. 1                     | (\$111,700) | Approved           |
| Net Total GPR Impact               | (\$636,900) |                    |
| Requested GPR Reduction            | (\$410,327) |                    |

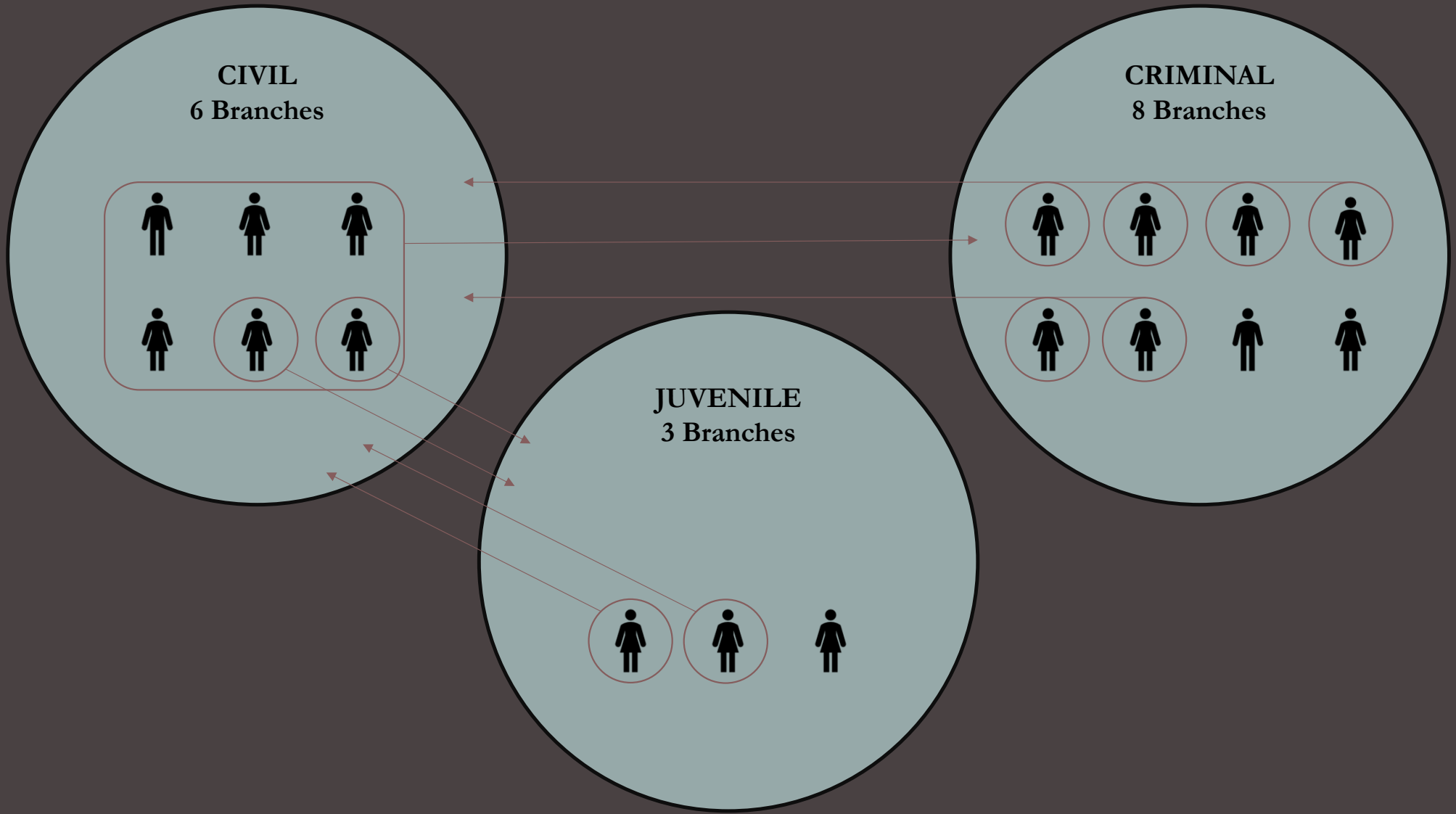


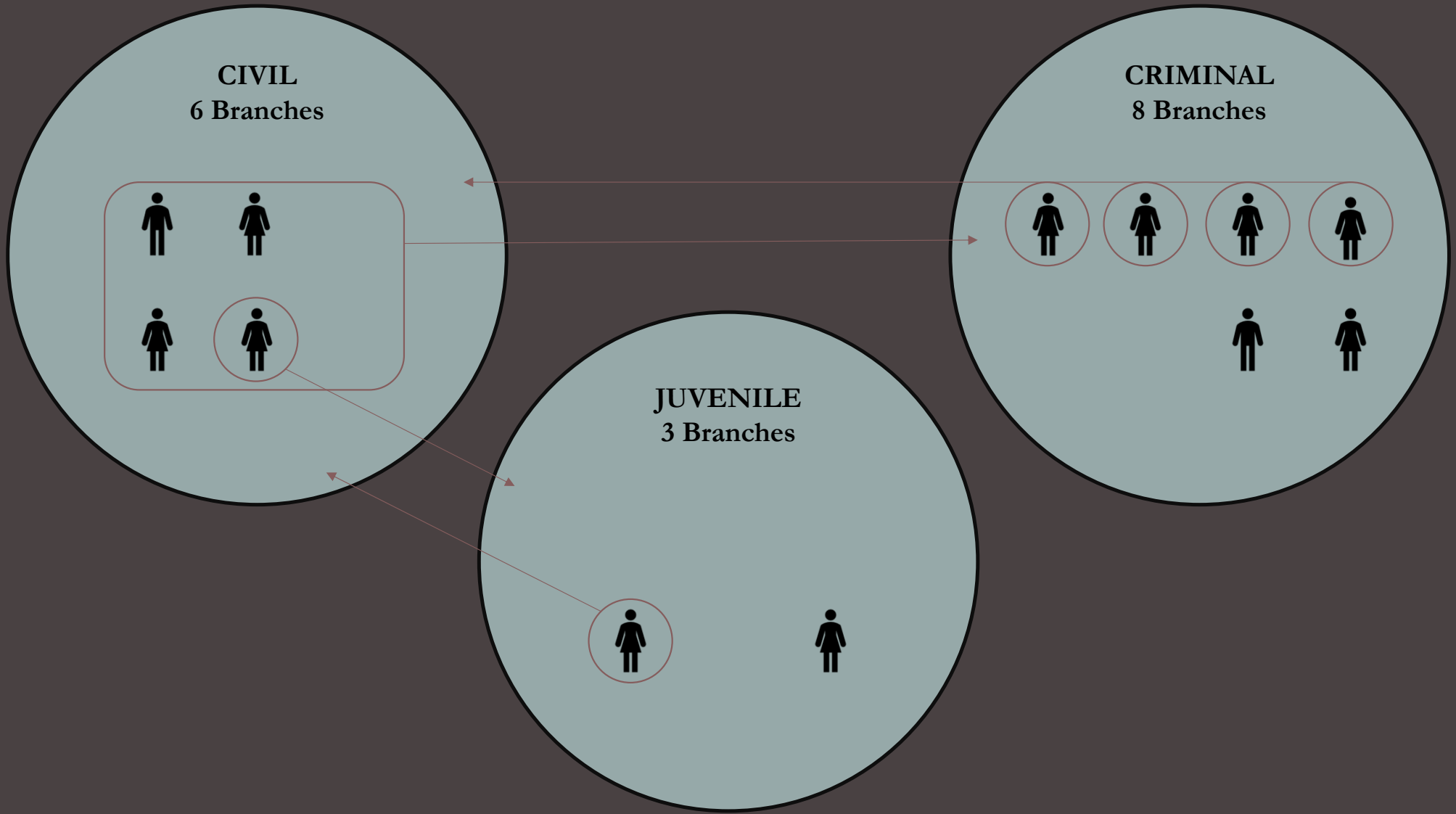
# BUDGET – DECISION ITEMS

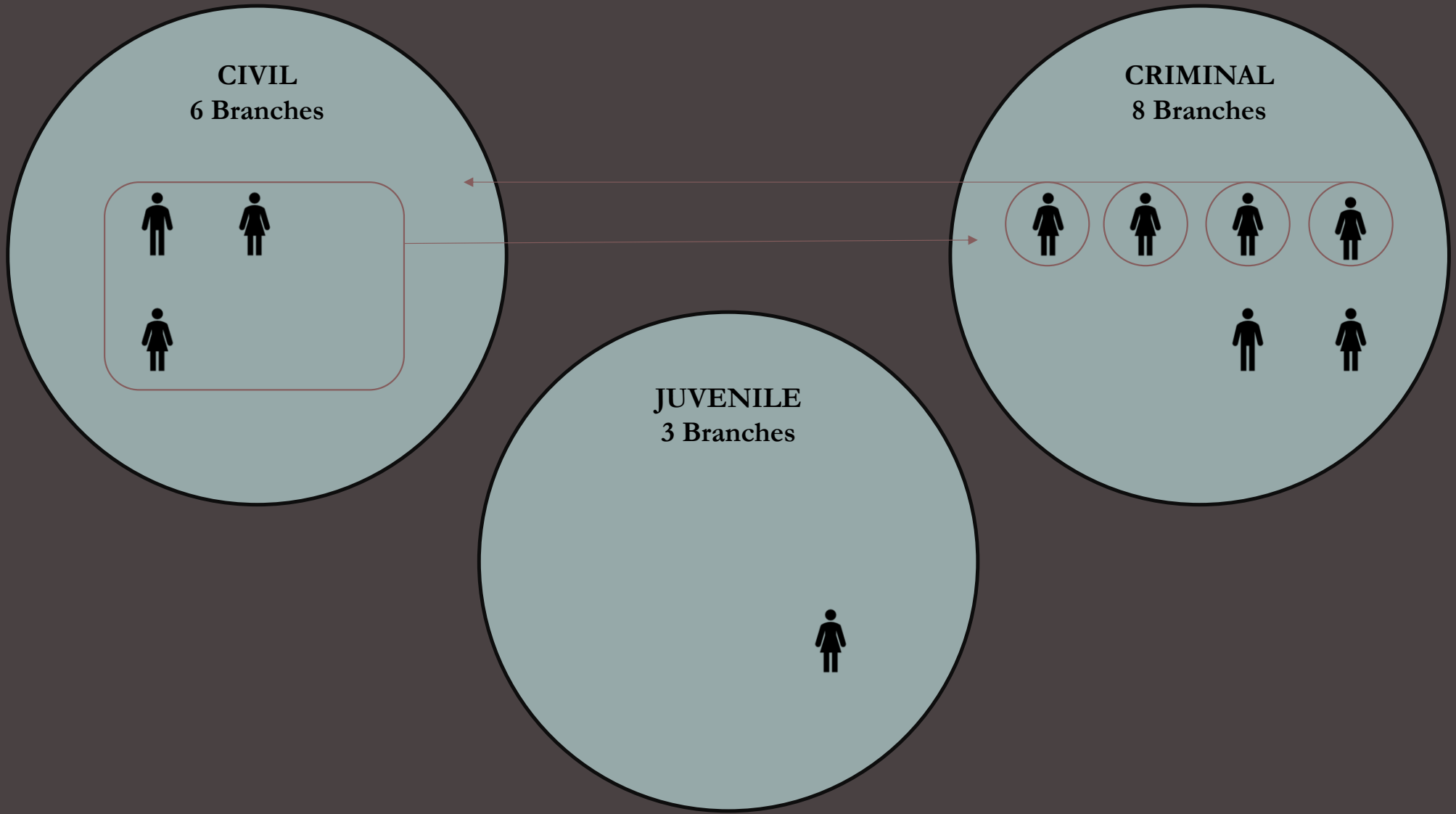
| DECISION ITEM #5 – Exec Added            |             |                    |
|------------------------------------------|-------------|--------------------|
| Courts Admin 5 - <a href="#">Expense</a> | Amount      | County Exec Budget |
| #33 Clerk III g13 – Branch 4             | (\$113,100) | Proposed           |
| #34 Clerk III g13 – Branch 13            | (\$113,100) | Proposed           |
| TOTAL GPR Impact                         | (\$226,200) |                    |

# BRANCH CT III DUTIES

- ◆ Prepare Daily Calendars
- ◆ Prepare Minute Sheets
- ◆ Finalize Interpreter Attendance
- ◆ Support Jury Clerk Summoning
- ◆ Writing, Printing, & Mailing Court Correspondence
- ◆ Organize Files for Hearings
- ◆ Cover Public Reception 14+ Days a Month
- ◆ Receive & Review Branch Mail & Paper Filings
- ◆ Review Branch Electronic Filings & Signatures
- ◆ Document Scanning
- ◆ Create Orders/Documents
- ◆ Enter Warrants
- ◆ Assist Branch Jurors
- ◆ Docket Judgements
- ◆ Back Scan Case Files
- ◆ Manage 2+ Phone Lines & Email for Hundreds of Active Cases
- ◆ Cover In Court for Court Clerk
- ◆ Cover ME Hearings or Preliminary Hearings with Commissioner
- ◆ Cross Cover Other Branches
- ◆ Assist Judge or Court Clerk with Admin Tasks
- ◆ Assist Chief/Presiding in Administrative Duties









# SIGNIFICANT IMPACTS



## *Increased Cost*

Overtime & Higher  
Paid Coverage



## *Limited*

## *Communication*

Staff Availability &  
Impact on Parties



## *Errors*

Staff Burnout &  
Training Limitations



## *Slow/ Rescheduled*

## *Court*

Slower Processing, Impact  
on Transportation



## *More Jail Time*

Longer Case  
Resolutions

# COURT SUPPORT VICTORY



Successful Clerk of Court-led  
advocacy to increase state support

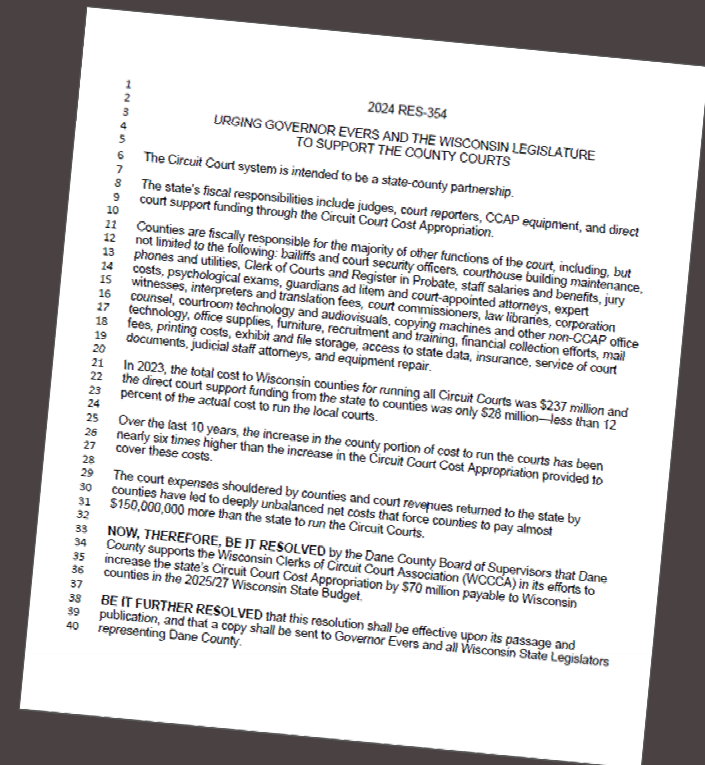


2025: \$425,000 of additional, new  
dollars

2026: \$750,000+



\$1,175,000 brought back to our  
county to help relieve residents of  
their tax burden for the court



# EXECUTIVE'S BUDGET SUMMARY

| Clerk of Court 2026 Budget Summary |             |                    |
|------------------------------------|-------------|--------------------|
| Decision Items                     | Net GPR     | County Exec Budget |
| Courts Admin 1                     | (\$251,200) | Approved           |
| Courts Admin 2                     | (\$47,800)  | Approved           |
| Courts Admin 3                     | \$0         | Approved           |
| Courts Admin 4                     | \$0         | Approved           |
| Courts Admin 5                     | \$0         | AMEND - Remove     |
| Courts Comm. 1                     | (\$111,700) | Approved           |
| Net Total GPR Impact               | (\$410,700) |                    |
| Requested GPR Reduction            | (\$410,327) |                    |
| Exec Budget GPR Reduction          | (\$636,900) |                    |



# THANK YOU



Jeff Okazaki  
Clerk of Circuit Court / Register in Probate



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Phone  
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