

<b>AGENCY NAME:</b>	South Carolina Judicial Department		
<b>AGENCY CODE:</b>	B04	<b>SECTION:</b>	57



**Fiscal Year 2018-19  
Agency Budget Plan**

**FORM A - BUDGET PLAN SUMMARY**

<b>OPERATING REQUESTS (FORM B1)</b>	<b>For FY 2018-19, my agency is (mark "X"):</b>	
	<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
	<input type="checkbox"/>	Requesting Federal/Other Authorization.
	<input type="checkbox"/>	Not requesting any changes.

<b>NON-RECURRING REQUESTS (FORM B2)</b>	<b>For FY 2018-19, my agency is (mark "X"):</b>	
	<input checked="" type="checkbox"/>	Requesting Non-Recurring Appropriations.
	<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
	<input type="checkbox"/>	Not requesting any changes.

<b>CAPITAL REQUESTS (FORM C)</b>	<b>For FY 2018-19, my agency is (mark "X"):</b>	
	<input checked="" type="checkbox"/>	Requesting funding for Capital Projects.
	<input type="checkbox"/>	Not requesting any changes.

<b>PROVISOS (FORM D)</b>	<b>For FY 2018-19, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
	<input type="checkbox"/>	Only requesting technical proviso changes (such as date references).
	<input checked="" type="checkbox"/>	Not requesting any proviso changes.

Please identify your agency's preferred contacts for this year's budget process.

	<i>Name</i>	<i>Phone</i>	<i>Email</i>
<b>PRIMARY CONTACT:</b>	Tonnya K. Kohn	(803) 734-1800	tkohn@sccourts.org
<b>SECONDARY CONTACT:</b>	Carolyn P. Taylor	(803) 734-1978	ctaylor@sccourts.org

I have reviewed and approved the enclosed FY 2018-19 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<i>Agency Director</i>	<i>Board or Commission Chair</i>
<b>SIGN/DATE:</b>		
<b>TYPE/PRINT NAME:</b>	Donald W. Beatty	

*This form must be signed by the agency head – not a delegate.*

Fiscal Year 2018-19 Budget Request Executive Summary

Agency Code: B040  
 Agency Name: South Carolina Judicial Department  
 Section:

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	Procurement Specialist II and HR Manager I	131,500	0	0	0	131,500	2.00	0.00	0.00	0.00	2.00
2	B1 - Recurring	Judicial Salary Increase * Revised	6,301,000	0	0	0	6,301,000	0.00	0.00	0.00	0.00	0.00
3	C - Capital	Office Renovation Calhoun/Brown Building	900,000	0	0	0	900,000	0.00	0.00	0.00	0.00	0.00
4	C - Capital	Supreme Court Security	1,500,000	0	0	0	1,500,000	0.00	0.00	0.00	0.00	0.00
5	B1 - Recurring	Office of Disciplinary Counsel Administrative Assistant	50,000	0	0	0	50,000	1.00	0.00	0.00	0.00	1.00
6	B2 - Non-Recurring	Case Management Modernization	20,000,000	0	0	0	20,000,000	0.00	0.00	0.00	0.00	0.00
7	B1 - Recurring	Court of Appeals Deputy Clerk	89,000	0	0	0	89,000	1.00	0.00	0.00	0.00	1.00
8	B1 - Recurring	Information Technology Project Trainer and Network/Systems Admin I	165,250	0	0	0	165,250	2.00	0.00	0.00	0.00	2.00
9	B1 - Recurring	Court Education Program	500,000	0	0	0	500,000	1.00	0.00	0.00	0.00	1.00
10	B1 - Recurring	Digital Recorder Project Phase II	875,000	0	0	0	875,000	0.00	0.00	0.00	0.00	0.00
11	B2 - Non-Recurring	Digital Recorder Project Phase II (add to Priority 10)	1,100,000	0	0	0	1,100,000	0.00	0.00	0.00	0.00	0.00
12	B1 - Recurring	Court of Appeals Administrative Specialist II	0	0	0	0	0	0.00	0.00	2.00	0.00	2.00
13	B1 - Recurring	Informaiton Technology Systems Programmer/Developer III	0	0	0	0	0	0.00	0.00	1.00	0.00	1.00
14							0					0.00
15							0					0.00
16							0					0.00
17							0					0.00
18							0					0.00
19							0					0.00
20							0					0.00
21							0					0.00
22							0					0.00
23							0					0.00
24							0					0.00
25							0					0.00
26							0					0.00
27							0					0.00
28							0					0.00
29							0					0.00
30							0					0.00
<b>TOTAL BUDGET REQUESTS</b>			<b>31,611,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31,611,750</b>	<b>7.00</b>	<b>0.00</b>	<b>3.00</b>	<b>0.00</b>	<b>10.00</b>

<b>AGENCY NAME:</b>	South Carolina Judicial Department		
<b>AGENCY CODE:</b>	B040	<b>SECTION:</b>	57

**FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>1 – Form #13001</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Procurement Specialist II and Human Resource Manager I</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$131,500</b> <b>Federal:</b> <b>Other:</b> <b>Total: \$131,500</b>
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*What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	<b>2.00</b>
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark “X” for all that apply:</b>
	<input checked="" type="checkbox"/> Change in cost of providing current services to existing program audience
	<input type="checkbox"/> Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/> Non-mandated program change in service levels or areas
	<input type="checkbox"/> Proposed establishment of a new program or initiative
	<input type="checkbox"/> Loss of federal or other external financial support for existing program
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
<input type="checkbox"/> Related to a Non-Recurring request – If so, Priority # _____	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark “X” for primary applicable Statewide Enterprise Strategic Objective:</b>
	<input type="checkbox"/> Education, Training, and Human Development
	<input type="checkbox"/> Healthy and Safe Families
	<input type="checkbox"/> Maintaining Safety, Integrity, and Security
	<input type="checkbox"/> Public Infrastructure and Economic Development
<input checked="" type="checkbox"/> Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	<p>This funding request will allow the increase in administrative support staff needed to: effectively maintain accurate inventory of the Judicial Department's equipment across the state and procure/contract for goods more expeditiously. Provide the needed support to meet the HR demands.</p>
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<b>AGENCY NAME:</b>	<b>South Carolina Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B040</b>	<b>SECTION:</b>	<b>57</b>

*What specific agency objective, as outlined in the agency's accountability report, does this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	South Carolina Judicial Department (SCJD) Employee
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF REQUEST</b>	<p>The Finance and Personnel Division, with limited staff provides administrative support statewide to all judges and other court personnel. With the addition of 60 new FTEs for judges and support staff added over the past 5 years and as State and Federal regulations have changed, the workload of the Finance and Personnel Division has compounded substantially. Finance and Personnel staff must stay abreast of State and Federal labor laws and the State Procurement Code to ensure compliance while seeking the most cost-effective use of Department Resources. To meet daily needs of the Department, it is necessary to add 2.00 FTEs within the Finance and Personnel Division. 1.00 Procurement Specialist II and 1.00 Human Resource Manger I.</p> <p>The workload of SCJD's Procurement staff has increased beyond the capacity of the 2-person unit that supports all of the Department's procurement needs statewide. Complex contracts associated with projects and technology purchases require extensive knowledge of the State Procurement Code and much attention to contract detail. In addition, SCJD's Procurement staff is responsible for maintaining accurate records and conducting the annual asset inventory as required by S.C. Code Ann. § 10-1-140. SCJD has furniture, furnishings, and equipment located in courthouses throughout the state. SCJD has a dire need to hire 1.00 FTE, Procurement Specialist II, to assist with day-to-day procurement functions associated with technology project contracts and with asset record management.</p> <p>The HR functions of the Judicial Branch are not supported by the SC Department of Administration's, Division of State Human Resources (Admin). Policies and procedures are developed internally and all HR decisions are made independent of Admin's directives thus requiring all HR staff to be trained and knowledgeable in all HR duties. Existing Human Resource (HR) staff are working at maximum capacity to provide day-to-day support for the Department's judges and staff statewide. By 2020, SCJD has the potential to lose 37% of its non-judge workforce due to retirement alone. In addition to day-to-day support, there is a critical need for SCJD to develop a recruitment, retention and succession plan, and to develop an internal process to identify and train employees who possess the required skills to become future leaders in SCJD's workforce.</p> <p>Because of constant changes in employment laws, policies and procedures must be reviewed and updated to ensure proper compliance. Information must then be disseminated to employees as changes occur. In addition, HR must update SCJD's formal orientation program for new employees with the latest policy and procedure information which is key to transitioning employees most efficiently. As support staff expand and employment laws change, the time and effort required to efficiently</p>
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<b>AGENCY NAME:</b>	<b>South Carolina Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B040</b>	<b>SECTION:</b>	<b>57</b>

administer the Department's comprehensive HR program will continue to increase and become more challenging. One additional 1.00 FTE, Human Resource Manager I, will provide the much needed assistance in the areas of critical needs and current weaknesses in the HR area.

Failure to fund these positions will have a direct impact on the Division of Finance and Personnel's ability to continue to provide effective support throughout the Department.

**(1.00)FTE Procurement Specialist II**

This position will make routine purchases and assist with the Department's contract purchases. This position will act as the asset custodian by maintaining the Department's assets across the state and conduct annual inventories.

**(1.00)FTE Human Resource Manager I**

This position will serve as consultant to management concerning development strategies for succession planning and employee development. Serves as HR's communications coordinator and conducts new employee orientation.

HR Manager I	\$45,000
Procurement Specialist II Salary	\$45,000
Fringe (total)	\$31,500
Operating (total)	<u>\$10,000</u>
Total	\$131,500

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

<b>AGENCY NAME:</b>	South Carolina Judicial Department		
<b>AGENCY CODE:</b>	B040	<b>SECTION:</b>	57

**FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	2
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	Judicial Salary Increase
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$6,301,000</b> <b>Federal:</b> <b>Other:</b> <b>Total: \$6,301,000</b>
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*What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>
	<input checked="" type="checkbox"/> Change in cost of providing current services to existing program audience
	<input type="checkbox"/> Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/> Non-mandated program change in service levels or areas
	<input type="checkbox"/> Proposed establishment of a new program or initiative
	<input type="checkbox"/> Loss of federal or other external financial support for existing program
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
<input type="checkbox"/> Related to a Non-Recurring request – If so, Priority # _____	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b>
	<input type="checkbox"/> Education, Training, and Human Development
	<input type="checkbox"/> Healthy and Safe Families
	<input type="checkbox"/> Maintaining Safety, Integrity, and Security
	<input type="checkbox"/> Public Infrastructure and Economic Development
<input checked="" type="checkbox"/> Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	Funding will benefit the State by attracting and retaining the most qualified individuals to dispense justice to the Citizens of South Carolina, in keeping with the Department's goals of doing so in a fair and expeditious manner.
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<b>AGENCY NAME:</b>	<b>South Carolina Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B040</b>	<b>SECTION:</b>	<b>57</b>

*What specific agency objective, as outlined in the agency's accountability report, does this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	South Carolina Judicial Department Justices and Judges
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF REQUEST</b>	<p>The South Carolina Judicial Department is requesting recurring state appropriations to fund a 20% salary increase for judges and justices.</p> <p>Judges and justices' salaries are disproportionately low when compared to salaries of persons of comparable experience and responsibility in the legal profession. Further, individuals in State Government agencies and institutions of comparable size with executive decision-making responsibilities are paid salaries ranging from \$161,262-\$221,287. As head of the third branch of government with full responsibility of the State's judiciary, the Chief Justice's salary is \$156,234 well below the average of \$180,000 paid to several high level executives within State Government.</p> <p>Funding this initiative at a 20% increase will begin the process of establishing comparable salaries for judges and justices. Providing a greater benefit to the citizens of South Carolina by having more experienced lawyers seek judicial positions.</p>
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*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

<b>AGENCY NAME:</b>	South Carolina Judicial Department		
<b>AGENCY CODE:</b>	B040	<b>SECTION:</b>	57

**FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>5 – Form #13005</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Office of Disciplinary Counsel Administrative Assistant</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$50,000</b> <b>Federal:</b> <b>Other:</b> <b>Total: \$50,000</b>
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*What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	<b>1.00</b>
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark “X” for all that apply:</b>
	<input checked="" type="checkbox"/> Change in cost of providing current services to existing program audience
	<input type="checkbox"/> Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/> Non-mandated program change in service levels or areas
	<input type="checkbox"/> Proposed establishment of a new program or initiative
	<input type="checkbox"/> Loss of federal or other external financial support for existing program
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
<input type="checkbox"/> Related to a Non-Recurring request – If so, Priority # _____	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark “X” for primary applicable Statewide Enterprise Strategic Objective:</b>
	<input type="checkbox"/> Education, Training, and Human Development
	<input type="checkbox"/> Healthy and Safe Families
	<input type="checkbox"/> Maintaining Safety, Integrity, and Security
	<input type="checkbox"/> Public Infrastructure and Economic Development
<input checked="" type="checkbox"/> Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	This funding request will allow the Department to increase support staff needed to meet the demands of the Office of Disciplinary Counsel.
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<b>AGENCY NAME:</b>	<b>South Carolina Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B040</b>	<b>SECTION:</b>	<b>57</b>

*What specific agency objective, as outlined in the agency's accountability report, does this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	South Carolina Judicial Department (SCJD) Employee
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF REQUEST</b>	<p>The Judicial Department has had to rely on volunteers from the University of South Carolina School of Law to support the demands of day-to-day operations within the Office of Disciplinary Counsel (ODC). ODC is tasked with screening and investigating all of the complaints made against both judges and lawyers in South Carolina. The Office is also responsible for prosecuting those judges and lawyers who have either committed ethical misconduct, or are suffering from a physical or mental condition which adversely affects their ability to serve the public. An additional FTE is requested to meet the demands to support ODC's functions such as providing the proper documentation for trials, FOIA requests, and preparing court correspondence.</p> <table> <tr> <td>Salary</td> <td>\$34,000</td> </tr> <tr> <td>Fringe</td> <td>\$11,000</td> </tr> <tr> <td>Operating</td> <td><u>\$5,000</u></td> </tr> <tr> <td>Total</td> <td>\$50,000</td> </tr> </table>	Salary	\$34,000	Fringe	\$11,000	Operating	<u>\$5,000</u>	Total	\$50,000
Salary	\$34,000								
Fringe	\$11,000								
Operating	<u>\$5,000</u>								
Total	\$50,000								

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

<b>AGENCY NAME:</b>	South Carolina Judicial Department		
<b>AGENCY CODE:</b>	B040	<b>SECTION:</b>	57

**FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>7 – Form #13007</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Court of Appeals Deputy Clerk</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$89,000</b> <b>Federal:</b> <b>Other:</b> <b>Total: \$89,000</b>
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*What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	<b>1.00</b>
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark “X” for all that apply:</b>
	<input checked="" type="checkbox"/> Change in cost of providing current services to existing program audience
	<input type="checkbox"/> Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/> Non-mandated program change in service levels or areas
	<input type="checkbox"/> Proposed establishment of a new program or initiative
	<input type="checkbox"/> Loss of federal or other external financial support for existing program
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
<input type="checkbox"/> Related to a Non-Recurring request – If so, Priority # _____	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark “X” for primary applicable Statewide Enterprise Strategic Objective:</b>
	<input type="checkbox"/> Education, Training, and Human Development
	<input type="checkbox"/> Healthy and Safe Families
	<input type="checkbox"/> Maintaining Safety, Integrity, and Security
	<input type="checkbox"/> Public Infrastructure and Economic Development
<input checked="" type="checkbox"/> Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	Funding this request will allow matters brought before the Court of Appeals to be handled more expeditiously and provide greater service to the citizens of South Carolina.
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<b>AGENCY NAME:</b>	<b>South Carolina Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B040</b>	<b>SECTION:</b>	<b>57</b>

*What specific agency objective, as outlined in the agency's accountability report, does this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	South Carolina Judicial Department (SCJD) Employee
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF REQUEST</b>	<p>The Court of Appeals receives an average of 1500 cases a year for disposition. An additional Deputy Clerk is requested to aid the court in conducting legal research, preparing orders and court correspondence, and supervising support personnel. This position will ensure prompt responses to inquiries from the public regarding pending appeals and court procedures.</p> <p>Failure to fund this request will impact staff workload and impede case disposition.</p> <table> <tr> <td>Salary</td> <td>\$62,000</td> </tr> <tr> <td>Fringe</td> <td>\$22,000</td> </tr> <tr> <td>Operating</td> <td><u>\$5,000</u></td> </tr> <tr> <td>Total</td> <td>\$89,000</td> </tr> </table>	Salary	\$62,000	Fringe	\$22,000	Operating	<u>\$5,000</u>	Total	\$89,000
Salary	\$62,000								
Fringe	\$22,000								
Operating	<u>\$5,000</u>								
Total	\$89,000								

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

<b>AGENCY NAME:</b>	South Carolina Judicial Department		
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**FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>8 – Form #13008</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Information Technology Project Trainer and Network/ Systems Administrator I</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$165,250</b> <b>Federal:</b> <b>Other:</b> <b>Total: \$165,250</b>
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*What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	<b>2.00</b>
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark “X” for all that apply:</b>
	<input checked="" type="checkbox"/> Change in cost of providing current services to existing program audience
	<input type="checkbox"/> Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/> Non-mandated program change in service levels or areas
	<input type="checkbox"/> Proposed establishment of a new program or initiative
	<input type="checkbox"/> Loss of federal or other external financial support for existing program
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
<input type="checkbox"/> Related to a Non-Recurring request – If so, Priority # _____	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark “X” for primary applicable Statewide Enterprise Strategic Objective:</b>
	<input type="checkbox"/> Education, Training, and Human Development
	<input type="checkbox"/> Healthy and Safe Families
	<input type="checkbox"/> Maintaining Safety, Integrity, and Security
	<input type="checkbox"/> Public Infrastructure and Economic Development
<input checked="" type="checkbox"/> Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	This funding request will allow the Department to increase the Information Technology staff needed to ensure operations during disasters and provide the necessary training to all hosted service users across the state.
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*What specific agency objective, as outlined in the agency’s accountability report, does this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?*

<b>AGENCY NAME:</b>	<b>South Carolina Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B040</b>	<b>SECTION:</b>	<b>57</b>

<b>RECIPIENTS OF FUNDS</b>	South Carolina Judicial Department (SCJD) Employees
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF REQUEST</b>	<p>Technology, applications, and support software constantly evolve. Communication and knowledge is essential for the effective use of information technology applications. Currently, the Information Technology Division employs two highly skilled software application trainers who are responsible for the statewide education of users (Clerks and County Staff) on the Case Management System (CMS), Jury Management Systems (JMS), and E-Filing applications that are hosted by SCJD. These hosted services provide more efficient court processes that benefit both agencies and the citizens of South Carolina. The trainers are also responsible for developing and updating the E-Filing online training materials for attorneys, paralegals, and other court staff. To ensure services are being utilized effectively, SCJD must constantly provide training to these hosted county users. There is a need to hire 1.00 additional FTE to meet the increased demand for training to support SCJD's responsibility to educate users in 46 counties.</p> <p>The Information Technology Division employs highly skilled engineers responsible for managing the entire SCJD Data Center, which operates on a 99.9% uptime to manage the statewide hosted services. These hosted services consist of CMS, JMS, Bond Court, E-Filing, and Attorney Information Systems. With the ever-increasing demands for internal business resources and hosting services, it is imperative that Information Technology focuses efforts on increasing business resiliency. SCJD's optimal level of resiliency is only achievable by implementing a Disaster Recovery plan, which involves SCJD incorporating a warm site at the Clemson Data Center to sustain operations in the event of a disaster. In order to successfully support the equipment located at the Clemson Data Center, Network Services will need 1.00 additional FTE, a Network/System Administrator I position. This FTE will be responsible for the day-to-day operations required to successfully monitor, maintain and secure data to the Clemson Data Center.</p> <p>Funding for these positions will ensure the resilience of internal business functions and statewide court processes, and ensure training demands are met.</p> <table border="0"> <tr> <td>Information Technology Project Trainer Salary</td> <td>\$55,000</td> </tr> <tr> <td>Network/System Administrator I Salary</td> <td>\$60,000</td> </tr> <tr> <td>Fringe (total)</td> <td>\$40,250</td> </tr> <tr> <td>Operating (total)</td> <td><u>\$10,000</u></td> </tr> <tr> <td>Total</td> <td>\$165,250</td> </tr> </table>	Information Technology Project Trainer Salary	\$55,000	Network/System Administrator I Salary	\$60,000	Fringe (total)	\$40,250	Operating (total)	<u>\$10,000</u>	Total	\$165,250
Information Technology Project Trainer Salary	\$55,000										
Network/System Administrator I Salary	\$60,000										
Fringe (total)	\$40,250										
Operating (total)	<u>\$10,000</u>										
Total	\$165,250										

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

<b>AGENCY NAME:</b>	South Carolina Judicial Department		
<b>AGENCY CODE:</b>	B040	<b>SECTION:</b>	57

## FORM B1 – RECURRING OPERATING REQUEST

<b>AGENCY PRIORITY</b>	<b>9 – Form #13009</b> <i>Provide the Agency Priority Ranking from the Executive Summary.</i>
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<b>TITLE</b>	<b>Court Education Program</b> <i>Provide a brief, descriptive title for this request.</i>
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<b>AMOUNT</b>	<b>General: \$500,000</b> <b>Federal:</b> <b>Other:</b> <b>Total: \$500,000</b> <i>What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.</i>
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<b>NEW POSITIONS</b>	<b>1.00</b> <i>Please provide the total number of new positions needed for this request.</i>
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<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark “X” for all that apply:</b> <table border="1" style="width: 100%;"> <tr><td><input type="checkbox"/></td><td>Change in cost of providing current services to existing program audience</td></tr> <tr><td><input type="checkbox"/></td><td>Change in case load/enrollment under existing program guidelines</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated change in eligibility/enrollment for existing program</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated program change in service levels or areas</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Proposed establishment of a new program or initiative</td></tr> <tr><td><input type="checkbox"/></td><td>Loss of federal or other external financial support for existing program</td></tr> <tr><td><input type="checkbox"/></td><td>Exhaustion of fund balances previously used to support program</td></tr> <tr><td><input type="checkbox"/></td><td>IT Technology/Security related</td></tr> <tr><td><input type="checkbox"/></td><td>Consulted DTO during development</td></tr> <tr><td><input type="checkbox"/></td><td>Related to a Non-Recurring request – If so, Priority # _____</td></tr> </table>	<input type="checkbox"/>	Change in cost of providing current services to existing program audience	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program	<input type="checkbox"/>	Non-mandated program change in service levels or areas	<input checked="" type="checkbox"/>	Proposed establishment of a new program or initiative	<input type="checkbox"/>	Loss of federal or other external financial support for existing program	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program	<input type="checkbox"/>	IT Technology/Security related	<input type="checkbox"/>	Consulted DTO during development	<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # _____
<input type="checkbox"/>	Change in cost of providing current services to existing program audience																				
<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines																				
<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program																				
<input type="checkbox"/>	Non-mandated program change in service levels or areas																				
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<input type="checkbox"/>	Loss of federal or other external financial support for existing program																				
<input type="checkbox"/>	Exhaustion of fund balances previously used to support program																				
<input type="checkbox"/>	IT Technology/Security related																				
<input type="checkbox"/>	Consulted DTO during development																				
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # _____																				

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark “X” for primary applicable Statewide Enterprise Strategic Objective:</b> <table border="1" style="width: 100%;"> <tr><td><input checked="" type="checkbox"/></td><td>Education, Training, and Human Development</td></tr> <tr><td><input type="checkbox"/></td><td>Healthy and Safe Families</td></tr> <tr><td><input type="checkbox"/></td><td>Maintaining Safety, Integrity, and Security</td></tr> <tr><td><input type="checkbox"/></td><td>Public Infrastructure and Economic Development</td></tr> <tr><td><input type="checkbox"/></td><td>Government and Citizens</td></tr> </table>	<input checked="" type="checkbox"/>	Education, Training, and Human Development	<input type="checkbox"/>	Healthy and Safe Families	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security	<input type="checkbox"/>	Public Infrastructure and Economic Development	<input type="checkbox"/>	Government and Citizens
<input checked="" type="checkbox"/>	Education, Training, and Human Development										
<input type="checkbox"/>	Healthy and Safe Families										
<input type="checkbox"/>	Maintaining Safety, Integrity, and Security										
<input type="checkbox"/>	Public Infrastructure and Economic Development										
<input type="checkbox"/>	Government and Citizens										

<b>ACCOUNTABILITY OF FUNDS</b>	<p>This request will allow the Department to fulfill statutory mandates and ensure the highest levels of expertise exist in all divisions needed to provide the necessary means to achieve the mission of the Department.</p>
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*What specific agency objective, as outlined in the agency’s accountability report, does*

<b>AGENCY NAME:</b>	<b>South Carolina Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B040</b>	<b>SECTION:</b>	<b>57</b>

*this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	Vendors, and SCJD Employee
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF REQUEST</b>	<p>Education is the primary means for advancing competency and trust in the judiciary. SCJD seeks to establish a formal education program to oversee and coordinate training programs. The educational program will fulfill statutory mandates and requirements of the Judicial Department for all court-related personnel to possess the highest ethical standards, and to possess extensive knowledge and wide-ranging skills required to fulfill the mission of the Department. Furthermore, State and Federal mandates and advancing technology require staff seek external training in order to stay abreast of national trends and remain in compliance with changing directives.</p> <p>The Department will establish a Court Education section within the Office of Court Administration to create, produce, and support educational programs for justices, judges, and other court-related personnel, including clerks of court and registers of deeds.</p> <p>Among the types of programming that the Court Education section will have responsibility for are orientation schools, mandatory trainings, tests, certifications and conferences for: Circuit Court Judges, Family Court Judges, Probate Judges, Magistrate and Municipal Court Judges, Chief Administrative Judges for the various courts, Clerks of Court, Registers of Deeds, and Court Interpreters.</p> <p>Each of these programs requires the development of a curriculum, instructors and recruitment of instructors, preparation of materials, and logistics. The Judicial Education Coordinator will be responsible for overseeing all activities performed by the Court Education section as well as supervising personnel and administering contracts and budgets.</p> <p>The Department requests 1.00 FTE for a Judicial Education Coordinator to manage the Court Education section. In addition, the Department requests operating funds for court-related education programming. The costs include education materials, technology-related costs, site-related costs, and instructors. The funds will also be used to allow court-related personnel to participate in external educational opportunities.</p> <p>Based on our review of costs of court education programs in other states, our budget request represents the minimum amount needed to begin a bare bones court education program. In conclusion, the Court Education Program and Judicial Education Coordinator will strengthen the judicial system for the benefit of the Citizens of South Carolina.</p> <table> <tr> <td>Judicial Education Coordinator</td> <td>\$60,000</td> </tr> <tr> <td>Fringe</td> <td>\$21,000</td> </tr> <tr> <td>Operating Cost</td> <td><u>\$419,000</u></td> </tr> <tr> <td>Total</td> <td>\$500,000</td> </tr> </table>	Judicial Education Coordinator	\$60,000	Fringe	\$21,000	Operating Cost	<u>\$419,000</u>	Total	\$500,000
Judicial Education Coordinator	\$60,000								
Fringe	\$21,000								
Operating Cost	<u>\$419,000</u>								
Total	\$500,000								

<b>AGENCY NAME:</b>	<b>South Carolina Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B040</b>	<b>SECTION:</b>	<b>57</b>

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*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

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<b>AGENCY NAME:</b>	South Carolina Judicial Department		
<b>AGENCY CODE:</b>	B040	<b>SECTION:</b>	57

**FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>10 – Form #13010</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Digital Recorder Project Phase II</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$875,000</b> <b>Federal:</b> <b>Other:</b> <b>Total: \$875,000</b>
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*What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	<b>0.00</b>
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark “X” for all that apply:</b>	
	<input type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
	<input type="checkbox"/>	Consulted DTO during development
<input checked="" type="checkbox"/>	Related to a Non-Recurring request – If so, Priority # <u>  11  </u>	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark “X” for primary applicable Statewide Enterprise Strategic Objective:</b>	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input type="checkbox"/>	Public Infrastructure and Economic Development
<input checked="" type="checkbox"/>	Government and Citizens	

<b>AGENCY NAME:</b>	<b>South Carolina Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B040</b>	<b>SECTION:</b>	<b>57</b>

<b>ACCOUNTABILITY OF FUNDS</b>	<p>This funding request will allow the expansion of the digital court recording project to further achieve the goal of increasing technology functions and services provided by our courts throughout the state and significantly enhance the ability of the South Carolina Judicial Department (SCJD) to more efficiently archive and retrieve audio recordings.</p>
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*What specific agency objective, as outlined in the agency's accountability report, does this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	<p>Local Governments, Vendors</p>
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF REQUEST</b>	<p>SCJD finds it difficult to attract qualified Court Reporters as the number of institutions offering this type of professional training has declined nationwide, the last South Carolina program having ended several years ago. Although we have approximately 120 FTE Court Reporter positions to cover the 115-120 terms of court scheduled weekly, we have struggled to maintain a workforce of approximately 102 Court Reporters. As a result, the Department has begun a Pilot Program using Digital Court Recording Equipment in selected courtrooms. While this equipment must be operated by trained individuals, the training can be conducted in a relatively short time and does not require the years of professional education required to become a Court Reporter. Of course, the Department will continue to employ qualified Court Reporters to assist in the trials of more complex civil, criminal, and family court cases but there is a pressing need to supplement this dwindling work force.</p> <p>This funding request will permit SCJD to expand the Digital Court Reporting Project (DCRP) to 25 courtrooms across the state. Through the use of this technology, SCJD will ensure that all scheduled court terms are covered and thus ensure that all Citizens of South Carolina have timely access to court proceedings. Enabling the Department to cover all scheduled court terms will reduce the amount of times that families are separated while awaiting disposition of their DSS matter; will reduce the case log backlog as all scheduled terms of court will be able to go forward; will result in an increase in timely hearings and trial in criminal matters and thus reduce the strain on local jail facilities; and will benefit the State and local economies because business disputes will be heard more quickly, and less working time will be lost as litigants and witnesses will no longer have to wait at the courthouse for their cases to be called for trial.</p> <p>The additional funds will permit the Department to acquire equipment, train personnel, better manage court records and information, enhance the reliability of stored data, and significantly increase the ability of the public to access transcripts of court proceedings. In addition, expansion of the DCRP will permit litigants, attorneys, and judges to</p>
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<b>AGENCY NAME:</b>	<b>South Carolina Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B040</b>	<b>SECTION:</b>	<b>57</b>

quickly obtain accurate transcripts. This expanded project will utilize web and cloud technology, and result in savings to local governments by providing additional network capability and security, and subsidize internet service. Further, we expect to pass funding to local governments through contracts that will allow existing county court staff to operate the courtroom equipment which enable the digital recording process.

Failure to continue to develop a program to supplement the dire Court Reporter shortage faced by South Carolina will result in an ever-increasing need to cancel Family and Circuit Court sessions. No one, most especially the family, the crime victim, the business owner, or the ordinary citizen awaiting their day in court, will deny that "Justice delayed is Justice denied." SCJD's Digital Recorder Project must succeed and expand if the Department is to fulfill its mission: "To provide a fair, independent and accessible forum for the just and timely resolution of legal disputes."

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

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<b>AGENCY NAME:</b>	South Carolina Judicial Department		
<b>AGENCY CODE:</b>	B040	<b>SECTION:</b>	57

**FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>12 – Form #13012</b> <i>Provide the Agency Priority Ranking from the Executive Summary.</i>
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<b>TITLE</b>	<b>Court of Appeals Administrative Specialist II</b> <i>Provide a brief, descriptive title for this request.</i>
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<b>AMOUNT</b>	<b>General: \$0.00</b> <b>Federal: \$0.00</b> <b>Other: \$0.00</b> <b>Total: \$0.00</b> <i>What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.</i>
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<b>NEW POSITIONS</b>	<b>2.00 Other</b> <i>Please provide the total number of new positions needed for this request.</i>
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<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark “X” for all that apply:</b>
	<input checked="" type="checkbox"/> Change in cost of providing current services to existing program audience
	<input type="checkbox"/> Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/> Non-mandated program change in service levels or areas
	<input type="checkbox"/> Proposed establishment of a new program or initiative
	<input type="checkbox"/> Loss of federal or other external financial support for existing program
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
<input type="checkbox"/> Related to a Non-Recurring request – If so, Priority # _____	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark “X” for primary applicable Statewide Enterprise Strategic Objective:</b>
	<input type="checkbox"/> Education, Training, and Human Development
	<input type="checkbox"/> Healthy and Safe Families
	<input type="checkbox"/> Maintaining Safety, Integrity, and Security
	<input type="checkbox"/> Public Infrastructure and Economic Development
<input checked="" type="checkbox"/> Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	Funding this request will allow matters brought before the Court of Appeals to be handled more expeditiously and provide greater service to the citizens of South Carolina.
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<b>AGENCY NAME:</b>	<b>South Carolina Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B040</b>	<b>SECTION:</b>	<b>57</b>

*What specific agency objective, as outlined in the agency's accountability report, does this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?*

<b>RECIPIENTS OF FUNDS</b>	South Carolina Judicial Department (SCJD) Employee
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF REQUEST</b>	<p>The Department request that <b>2.00 Other Funded FTEs (Administrative Specialist II)</b> created interim in FY 2018 be made permanent. These positions replaced 6-7 temporary scanners that scanned all documents filed within the Court of Appeals. This provided a more specialized workforce which allowed more utilization of digital court records accessed by judges for more efficient court document retrieval and electronic document storage.</p> <p>Maintaining the temporary scanner positions is not efficient or effective for court operations; the Department does not request any general appropriations to support these <b>Administrative Specialist II</b> positions.</p>
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*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

<b>AGENCY NAME:</b>	South Carolina Judicial Department		
<b>AGENCY CODE:</b>	B040	<b>SECTION:</b>	57

**FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>13 – Form #13013</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Systems Programmer/Developer III</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>General: \$0.00</b> <b>Federal: \$0.00</b> <b>Other: \$0.00</b> <b>Total: \$0.00</b>
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*What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	<b>1.00 Other FTE</b>
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark “X” for all that apply:</b>
	<input checked="" type="checkbox"/> Change in cost of providing current services to existing program audience
	<input type="checkbox"/> Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/> Non-mandated program change in service levels or areas
	<input type="checkbox"/> Proposed establishment of a new program or initiative
	<input type="checkbox"/> Loss of federal or other external financial support for existing program
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
<input type="checkbox"/> Related to a Non-Recurring request – If so, Priority # _____	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark “X” for primary applicable Statewide Enterprise Strategic Objective:</b>
	<input type="checkbox"/> Education, Training, and Human Development
	<input type="checkbox"/> Healthy and Safe Families
	<input type="checkbox"/> Maintaining Safety, Integrity, and Security
	<input type="checkbox"/> Public Infrastructure and Economic Development
<input checked="" type="checkbox"/> Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	This funding request will allow the Department to increase the Information Technology staff needed to ensure operations during disasters and provide the necessary training to all hosted service users across the state.
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*What specific agency objective, as outlined in the agency’s accountability report, does this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?*

<b>AGENCY NAME:</b>	<b>South Carolina Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B040</b>	<b>SECTION:</b>	<b>57</b>

<b>RECIPIENTS OF FUNDS</b>	South Carolina Judicial Department (SCJD) Employees
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF REQUEST</b>	<p>The Department also request that <b>1.00 Other Funded FTE (Systems Program/Developer III)</b> created as interim in FY2018 be made permanent. This position replaced a contract programmer responsible for the development and support of CMS, JMS, and E-Filing. The Department has determined by replacing contract programmers and bringing the responsibility in-house is a more effective use of resources.</p> <p>The Department does not request any general appropriations to support the Systems Program/Developer III position.</p>
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*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

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<b>AGENCY NAME:</b>	South Carolina Judicial Department		
<b>AGENCY CODE:</b>	B040	<b>SECTION:</b>	57

**FORM B2 – NON-RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>6 – Form #13006</b> <i>Provide the Agency Priority Ranking from the Executive Summary.</i>
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<b>TITLE</b>	<b>Case Management Modernization</b> <i>Provide a brief, descriptive title for this request.</i>
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<b>AMOUNT</b>	<b>\$20,000,000</b> <i>What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.</i>
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<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark “X” for all that apply:</b>
	<input type="checkbox"/> Change in cost of providing current services to existing program audience
	<input type="checkbox"/> Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/> Non-mandated program change in service levels or areas
	<input type="checkbox"/> Proposed establishment of a new program or initiative
	<input type="checkbox"/> Loss of federal or other external financial support for existing program
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program
	<input checked="" type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
	<input type="checkbox"/> Request for Non-Recurring Appropriations
<input type="checkbox"/> Request for Federal/Other Authorization to spend existing funding	
<input type="checkbox"/> Related to a Recurring request – If so, Priority # _____	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark “X” for primary applicable Statewide Enterprise Strategic Objective:</b>
	<input type="checkbox"/> Education, Training, and Human Development
	<input type="checkbox"/> Healthy and Safe Families
	<input type="checkbox"/> Maintaining Safety, Integrity, and Security
	<input type="checkbox"/> Public Infrastructure and Economic Development
<input checked="" type="checkbox"/> Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	Funding will provide the Department with the ability to update the statewide Case Management System (CMS) to a more modern platform. This platform will leverage system stability and continue to provide direct benefits to judges, attorneys and citizens of South Carolina. Funding will allow the South Carolina Judicial Department (SCJD) to more efficiently update CMS with Legislative changes and respond to data reporting requirements.
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*What specific agency objective, as outlined in the agency’s accountability report, does this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?*



<b>AGENCY NAME:</b>	<b>South Carolina Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B040</b>	<b>SECTION:</b>	<b>57</b>

<b>RECIPIENTS OF FUNDS</b>	Vendors and Contractors
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF REQUEST</b>	<p>SCJD's Trial Court Case Management System is based on an antiquated 15-year-old application design model that is approaching the end of its life cycle. Failure to modernize the aging CMS application will result in the use of obsolete technology that will cost increasingly more to maintain with fewer benefits, impact user experience statewide, hinder new feature development required to improve court business functions, increase security vulnerabilities, and compound the lack of expertise required to sustain legacy systems.</p> <p>Modernizing CMS to a cloud/web base platform is the preferred method of continuing to provide the trial courts in South Carolina with a statewide CMS application that will serve for years to come. Examples of benefits noted for enhancement to the original application include allowing the exchange of data with other state and law enforcement agencies; providing means to transmit data required for federal mandates, and the ability for citizens' to pay for traffic tickets online and view court records. Using web and cloud technology will provide direct savings to counties and courts statewide by shifting the software processing requirements to the SCJD data center. The modern CMS will alleviate the burden of increasing costs on counties to independently protect court data and provide means to meet the public's expectation to access court data. Modernizing CMS will also enhance the reporting of state and federal court statistics and data requested. Bond Court, Court Statistical Reporting, and Report/Form generation are top candidates for providing additional and enhanced business functionality during the modernization project.</p> <p>By using a project approach model, breaking each component into a smaller logical component, it is estimated to take approximately 5 years and twenty million dollars to complete. SCJD will utilize the Agile Software Development methodology so as to provide a continuous delivery cycle of software over the life of the project instead of an entire application toward the end. The proposed approach includes design considerations that allow for flexible changes to the application and should lessen the impact of addressing future technological changes.</p> <p>Failure to fund the CMS modernization threatens the progress South Carolina has made in providing equal access to justice for its citizens. Without the funding to modernize CMS, South Carolina risks losing a unified CMS and the ability to provide equal court technology solutions to all of its citizens.</p>
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*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. Does this non-recurring appropriation request create an annualization or need for recurring funds?*

<b>AGENCY NAME:</b>	South Carolina Judicial Department		
<b>AGENCY CODE:</b>	B040	<b>SECTION:</b>	57

**FORM B2 – NON-RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	<b>11 – Form #13011</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Digital Recorder Project Phase II</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>\$1,100,000</b>
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*What is the net change in requested appropriations for FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark “X” for all that apply:</b>
	<input type="checkbox"/> Change in cost of providing current services to existing program audience
	<input type="checkbox"/> Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/> Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/> Non-mandated program change in service levels or areas
	<input type="checkbox"/> Proposed establishment of a new program or initiative
	<input type="checkbox"/> Loss of federal or other external financial support for existing program
	<input type="checkbox"/> Exhaustion of fund balances previously used to support program
	<input type="checkbox"/> IT Technology/Security related
	<input type="checkbox"/> Consulted DTO during development
	<input type="checkbox"/> Request for Non-Recurring Appropriations
<input type="checkbox"/> Request for Federal/Other Authorization to spend existing funding	
<input checked="" type="checkbox"/> Related to a Recurring request – If so, Priority # <u>_10</u>	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark “X” for primary applicable Statewide Enterprise Strategic Objective:</b>
	<input type="checkbox"/> Education, Training, and Human Development
	<input type="checkbox"/> Healthy and Safe Families
	<input type="checkbox"/> Maintaining Safety, Integrity, and Security
	<input type="checkbox"/> Public Infrastructure and Economic Development
<input checked="" type="checkbox"/> Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	This funding request will allow the expansion of the digital court recording project to further achieve the goal of increasing technology functions and services provided by our courts throughout the state and significantly enhance the ability of the South Carolina Judicial Department (SCJD) to more efficiently archive and retrieve audio recordings.
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*What specific agency objective, as outlined in the agency’s accountability report, does this funding request support? How would this request advance that objective? How would the use of these funds be evaluated?*

<b>AGENCY NAME:</b>	<b>South Carolina Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B040</b>	<b>SECTION:</b>	<b>57</b>

<b>RECIPIENTS OF FUNDS</b>	Local Governments, Vendors
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

<b>JUSTIFICATION OF REQUEST</b>	<p>The Department has addressed the decline in Court Reporters by implementing Digital Recording into court rooms to provide accurate, verbatim recordings of court proceedings. This funding request will allow SCJD to further expand the Digital Court Recording Project (DCRP) to 25 courtrooms across the state, providing a supplement to our existing court reporter workforce and will achieve a more streamlined and efficient manner of providing court transcripts.</p> <p>The Department is requesting funds to provide equipment and a dedicated network line to each of the requested 25 courtrooms.</p> <p>The funding of the next phase of this DCRP will significantly improve the access to more timely transcripts for judges, attorneys, and litigants throughout the state.</p>
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*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. Does this non-recurring appropriation request create an annualization or need for recurring funds?*

<b>AGENCY NAME:</b>	South Carolina Judicial Department		
<b>AGENCY CODE:</b>	B04	<b>SECTION:</b>	57

**FORM C – CAPITAL REQUEST**

<b>AGENCY PRIORITY</b>	<b>3 – Form #13003</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Office Renovation Calhoun/Brown Building</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>\$900,000</b>
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*How much is requested for this project in FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>CPIP PRIORITY</b>	The South Carolina Judicial Department (SCJD) did not submit a CPIP since all property occupied by SCJD is owned and maintained by the Department of Administration. Funding will enable the Department the means to create adequate and secure office space.
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*Identify the project’s CPIP plan year and priority number, along with the first year in which the project was included in the agency’s CPIP. If not included in the agency’s CPIP, please provide an explanation. If the project involves a request for appropriated state funding, briefly describe the agency’s contingency plan in the event that state funding is not made available in the amount requested.*

<b>OTHER APPROVALS</b>	N/A
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*What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, SFAA, etc.)*

<b>LONG-TERM PLANNING AND SUSTAINABILITY</b>	There is no plan for a future request once these modifications have been made.
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*What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured? What is the agency’s expectation with regard to additional annual costs or savings associated with this capital improvement? What source of funds will be impacted by those costs or savings? What is the expected useful life of the capital improvement?*

<b>AGENCY NAME:</b>	<b>South Carolina Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B04</b>	<b>SECTION:</b>	<b>57</b>

**SUMMARY**

The South Carolina Judicial Department (SCJD) has a critical need to create additional work space within the Calhoun Building. Many staff members are working in less than desirable conditions already. SCJD has been forced to construct office cubicles in hallways, storage areas, and closets. The need for additional space has prompted the Department to acquire additional square footage in the Brown Building. Space in the Brown Building must be renovated before it can be occupied. Because of tedious approval processes and lack of funding to renovate the Calhoun Building as planned by the Calhoun Building Interior Renovation study of 2011, the need for space has now become dire. Both buildings have renovation projects that have been stalled for several years due to lack of funding.

Funding is requested to renovate space the Department currently occupies within the Calhoun Building and the Brown Building as well as the new space acquired. SCJD anticipates as direct recipient of these funds, the projects will move more quickly through the process. Some building renovations involve abatement/remediation and should fall under the responsibility of the landlord. It is expected those costs will be picked up by the Department of Administration. The renovations, if performed, will help the Department optimize the use of the space to provide an adequate work environment for employees to better serve the citizens of the State.

*Provide a summary of the project and explain why it is necessary. Please refer to the budget guidelines for appropriate questions and thoroughly answer all related items.*

<b>AGENCY NAME:</b>	<b>Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B04</b>	<b>SECTION:</b>	<b>57</b>

**FORM C – CAPITAL REQUEST**

<b>AGENCY PRIORITY</b>	<b>4 – Form #13004</b>
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Supreme Court Building Security</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<b>\$1,500,000</b>
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*How much is requested for this project in FY 2018-19? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>CPIP PRIORITY</b>	<p>The South Carolina Judicial Department (SCJD) did not submit a CPIP since all property occupied by SCJD is owned and maintained by the Department of Administration. If the requested funding is not appropriated for the requested improvements to the Supreme Court Building, SCJD will continue to depend on outdated, and in some cases obsolete, security equipment to protect the SCJD staff, including the Supreme Court Justices.</p>
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*Identify the project's CPIP plan year and priority number, along with the first year in which the project was included in the agency's CPIP. If not included in the agency's CPIP, please provide an explanation. If the project involves a request for appropriated state funding, briefly describe the agency's contingency plan in the event that state funding is not made available in the amount requested.*

<b>OTHER APPROVALS</b>	N/A
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*What approvals have already been obtained? Are there additional approvals that must be secured in order for the project to succeed? (Institutional board, JBRC, SFAA, etc.)*

<b>LONG-TERM PLANNING AND SUSTAINABILITY</b>	There is no plan for a future request once these modifications have been made.
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*What other funds have already been invested in this project (source/type, amount, timeframe)? Will other capital and/or operating funds for this project be requested in the future? If so, how much, and in which fiscal years? Has a source for those funds been identified/secured? What is the agency's expectation with regard to additional annual costs or savings associated with this capital improvement? What source of funds will be impacted by those costs or savings? What is the expected useful life of the capital improvement?*

<b>AGENCY NAME:</b>	<b>Judicial Department</b>		
<b>AGENCY CODE:</b>	<b>B04</b>	<b>SECTION:</b>	<b>57</b>

**SUMMARY**

The Supreme Court Building houses the highest court in the state, including the Chief Justice, four Associate Justices, the Clerk of Court, and other court staff. The records for the most high profile civil and criminal cases are maintained in the building and are accessible to the public, as is the Court's extensive law library. Further, the Supreme Court Justices regularly meet for conferences in the building, and hear oral arguments in matters of great interest which are also open to the public.

Threats and acts of violence toward judicial officers and employees is a continuing nationwide problem. There have been no major upgrades of the security systems at the Supreme Court Building since the last major renovation in 1990, other than adding a card access system to the building and parking lot. In order to address these grave security concerns, SCJD would like to replace existing analog security cameras with digital cameras, while increasing the number of cameras viewing the inside of the Supreme Court Building and its exterior grounds. The Department would also like to create additional doorways with card access to secure non-public areas, such as the Court's conference room and Justices' chambers.

It is necessary for SCJD to add ballistic protection to critical areas in the Supreme Court Building. Bullet resistant glass would be added to the windows in the Justices' chambers and the main hallway at the rear of the building that is used by the court members and others to access the Court's conference room. Ballistic protection would be added to the bench in the courtroom and the walls separating the conference room from the courtroom.

Finally, SCJD must improve the physical security of the Supreme Court parking lot. This would involve building a wall to create a barrier between Sumter Street and the parking lot and replacing the current traffic control arms with a more secure gate or other barrier. As part of this project, we would like to add a ramp for ADA access to the front of the Supreme Court Building. Currently persons with disabilities are required to enter through a ramp at the back of the building which does not meet current ADA standards, and presents safety and security concerns. Moving the ramp to the front of the building would increase the security of the Supreme Court Building, its parking lot, and allow persons with disabilities to enter through the front of the Supreme Court like all other citizens.

SCJD feels that the proposed enhancements will increase the security of the Supreme Court Building, provide safety for Judicial Department staff and the Citizens of South Carolina while in the Supreme Court Building.

*Provide a summary of the project and explain why it is necessary. Please refer to the budget guidelines for appropriate questions and thoroughly answer all related items.*



# The Supreme Court of South Carolina

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September 15, 2017

## Memorandum

Subject: Agency Cost Savings and General Fund Reduction Contingency Plan

The South Carolina Judicial Department is one of three co-equal branches of state government created by the South Carolina Constitution. The Department's mission is to ensure an accessible forum for the resolution of civil disputes and criminal matters and to resolve those cases expeditiously and fairly. The Department's operating costs are 70.6% funded by the state's budgetary general fund and 29.4% funded by other fund sources. The Department's appropriations from the state's budgetary general fund represent .70% of the funds allocated. 87.4% of the Department's general fund appropriation is used for salaries and fringe benefits primarily for judges and some court staff. The remaining 12.6% of the general fund appropriation is used for operating costs essential to support the courts.

Article V, § 16 of the South Carolina Constitution specifically provides that the compensation received by the Justices of the Supreme Court and the Judges of the Court of Appeals and Circuit Court shall not be diminished during their term of office. Likewise, S.C. Code § 63-3-50 provides that the compensation of Family Court Judges may not be reduced during their term of office. Additionally Section 57.16 of Part 1B of the 2017-2018 Appropriations Act exempts judges' salaries and related employer contributions in Part 1A, Section 57, from mid-year across-the-board reductions.

Further, the Constitution also mandates that Circuit Judges systemically rotate throughout the State, Article V, § 14. Additionally, S.C. Code § 63-3-320 requires that Family Court Judges rotate among all counties in a circuit.

With the current level of funding, the Department's ability to adequately fulfill constitutional functions is already at risk. Any reduction in funding will render the Department incapable of meeting constitutionally required mandates. Therefore, the Department cannot identify any existing program that can be cut from an already strained budget.





# The Supreme Court of South Carolina

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September 15, 2017

## Memorandum

Subject: Reducing Cost and Burden to Businesses and Citizens

By the adoption of Article V of the South Carolina Constitution, the people of South Carolina have established the South Carolina Judicial Department as one of the three co-equal branches of the State Government. As is such, the South Carolina Judicial Department is not subject to executive orders of the Governor.