

J.P. Court 4-2 – 4842

Summary

FY2023 Adopted Budget	FY2023 Projections	FY2024 New Funding Requests	
\$37,880	\$18,216	Operating:	\$23,072
		Equipment/Furniture:	\$5,105
\$663,509	\$694,237	Personnel:	\$106,498
\$701,389	\$712,453	New Funding Total:	\$134,630

FY2024 requests represents a **19.2%** increase over FY2023 adopted budget



DALLAS COUNTY JUSTICE OF THE PEACE 4-2
JUDGE SASHA MORENO

REQUEST #1: ADDITIONAL STAFF

The court will like to hire two (2) additional full-time court clerks for the upcoming fiscal year.

CURRENT STAFF:

1. JP 4-2 has the smallest court JP staff in all of Dallas County
 - i. Current staff size: 7 clerks

REASONING FOR ADDITIONAL STAFFING:

1. Increase in case filings since 2020

Fiscal Year	New Case Filings Per Year	Percentage Increase / Decrease
FY 2021	5297	
FY 2022	7902	49.12% Increase
FY 2023	7220	Currently at 91.36% of FY 21-22 filing numbers
<i>*Five months remaining in FY*</i>		<i>*As of 4/30/2023*</i>

- i. As of April 30, 2023, the Court has received 7,220 new filings with five (5) months left in the fiscal year.
- ii. This number shows we are currently at 91.36% of the FY 2022 filing numbers with five (5) months left in the fiscal year.

*a. The court is currently on track to see approximately 12,000 new case filings for FY 2023 which would result in an increase of 60% in case filings.***

2. Increase in court revenue since 2020

Fiscal Year	Revenue
FY 2021	\$1,069,076.00
FY 2022	\$1,229,642.00
FY 2023	\$784,012.00
<i>*Five months remaining in FY*</i>	

- i. Our revenue has continually increased since 2019 even with the pandemic.
- ii. Our court brought the 6th highest court revenue county-wide in FY 2022.
- iii. ***We are currently on track to bring in over approximately \$1,300,000.00 in revenue by end of this fiscal year – FY 2023.***

3. Ensure JP 4-2 is provided the same staffing as all other JP courts
 - i. The numbers of staffers for each court has not changed in several years
 - ii. JP 4-2 has the smallest staff out of all JP courts (7 total)
 - a. All other JP courts have a minimum of 9 clerks or more
 - iii. Moreover, JP 4-2 has more new case filings and brings in more revenue than other courts



**DALLAS COUNTY JUSTICE OF THE PEACE 4-2
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COURT	NUMBER OF CLERKS ON STAFF	CASE FILINGS FOR FY 2022	CASE FILINGS FOR FY 2021	REVENUE FOR FY 2022	REVENUE FOR FY 2021
JP 1-1	14	26,144	16,389	\$3,633,132	\$2,092,078
JP 1-2	9	4,335	3,982	\$424,739	\$639,050
JP 2-1	9	9,916	10,517	\$1,276,283	\$1,120,892
JP 2-2	9	4,584	1,989	\$882,458	\$340,210
JP 3-1	11	16,239	11,548	\$3,107,215	\$2,013,448
JP 3-2	9	9,549	6,140	\$675,709	\$538,013
JP 4-1	9	10,644	12,115	\$1,455,816	\$1,745,746
JP 4-2	7	7,902	5,297	\$1,229,642	\$1,069,076
JP 5-1	9	11,136	10,813	\$1,622,335	\$1,478,256
JP 5-2	10	10,272	9,942	\$961,605	\$1,456,381

4. Truancy Cases

- i. Truancy cases have not been filed in JP 4-2 since 2016.
- ii. Beginning with FY 2024, we have partnered with Irving Independent School District to begin hearing truancy cases in our court again.
- iii. Currently, we anticipate approximately 500 truancy cases to be filed in the next school year. At a minimum, we need one additional court clerk to handle these cases.

5. JP 4-2 is currently open all day to ensure the community has accessibility to the court.

- i. Our court does not close during the lunch hour. Clerks currently rotate lunch shifts with two clerks working each shift.
 - a. Unfortunately, most customers come to court between 11 AM and 1 PM when only two clerks are working the window. This results in longer processing times.
- ii. Night Court
 - a. Our Court is also open until 7:30 PM on the first and third Tuesday of the month.
 - b. To accommodate the late night hours and to not incur over-time, the clerks rotate between the following shifts:
First Shift: 8:00 AM to 5:00 PM (Lunch 12:00 PM – 1:00 PM)
Second Shift: 11:00 AM to 7:00 PM (Lunch 3:00 PM – 4:00 PM)
 Therefore, throughout most of the day only two clerk windows are open to assist the public.

BUDGET: Salary of a Clerk II (2 CLERKS REQUESTED)

- Minimum Salary: \$14.36
- Maximum Salary: \$17.64



**DALLAS COUNTY JUSTICE OF THE PEACE 4-2
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REQUEST #2- OFFICE EQUIPMENT

EQUIPMENT REQUESTED:

1. Equipment Needed for One Clerk Workstation
 - a. Monitor - \$1,325 + \$180 (2nd monitor) = 1,505.00
 - i. **Currently, all clerks have 2 desk monitors.
 - b. Printer - \$680.00
 - c. Desk - \$1,280.00
 - d. Chair - \$225.00
 - e. Scanner - \$964.22
 - f. TOTAL - \$4,654.22
2. Additional Equipment Requested
 - a. Two (2) Desk Chairs: \$225.00 each (TOTAL \$450.00)
3. TOTAL FOR ALL EQUIPMENT REQUESTED: \$5104.22

REASONING FOR ADDITIONAL EQUIPMENT:

1. Currently, we have one empty work station that one new clerk could utilize. Therefore, if our court is approved for two additional clerks, only equipment for one clerk workstation is needed.
2. We also need to replace two desk chairs because they are older and not as functional.