



**South Carolina Court Administration**  
South Carolina Supreme Court  
Columbia, South Carolina

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**MEMORANDUM**

TO: Municipal Judges  
FROM: Walter T. Leverette, Summary Courts Representative  
RE: Municipal Judicial Surveys  
DATE: July 11, 2017

Attached you will find the Annual Municipal Judicial Survey for fiscal year 2016-2017. **Your prompt assistance in completing this survey is required and appreciated.** The results from this survey are used in determining the cost of operating the various components of the court system and for planning for the future. Frequent users of the report include the General Assembly and municipal governing bodies in preparing budget comparisons. Many of you have found the data helpful when requesting budget adjustments.

Because of monitoring requirements imposed on us, and a consequent need for detailed information, it is necessary that a survey response be submitted from each municipality. The number of employees on the payroll (court staff) and the cost per position will be broken down for each municipal office, as will the totals for "Total Personnel Cost", "Operating Cost", "Juror and Witness Cost", and "Fines, Fees and Assessments Collected." Please provide an e-mail address for each staff member, as we use this information to update our e-blast list.

For those municipalities that are on the Chief Justice's Statewide Case Management System (CMS), **please** complete the Personnel Costs Page, addressing salaries and costs. The Judicial Department's Information Technology Department will import your caseload information and fines, fees and assessment information for all CMS hosted municipalities. Therefore, you do not have to compile this information. However, please review this information for accuracy when we send out the final report. We are unable to run the numbers on non-hosted courts, so non-hosted courts must run their caseload information and fees and cost information and return it along with the Personnel Costs report. Mail or e-mail to [tleverette@sccourts.org](mailto:tleverette@sccourts.org).

If you are not on the CMS system, you must complete all three tabs.

**The surveys are due by Friday, August 18, 2016.**

Thank you.

Attachments