



2841 6<sup>th</sup> Street  
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*Melanie Leutenegger*

Clerk of Circuit Court

Heather Coffey  
CHIEF DEPUTY CLERK

Abby Larson  
Traffic/Court Clerk

Thomas Gunnell  
Small Claims/Court Clerk

Heather Ellefson  
Jury Clerk

To the Honorable Chairman and Board of Supervisors of Green County:

The following is the Annual Report of the Clerk of Circuit Court's office from  
January 1, 2024 through December 31, 2024.

Respectfully submitted,

Melanie Leutenegger  
Clerk of Circuit Court





Clerk of Circuit Court  
2024 Annual Report

Melanie Leutenegger

7-22-2025

<https://greencountycourts.com>

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**Green County**

**Clerk of Circuit Court and Staff:**

**Melanie Leutenegger Clerk of Circuit Court**

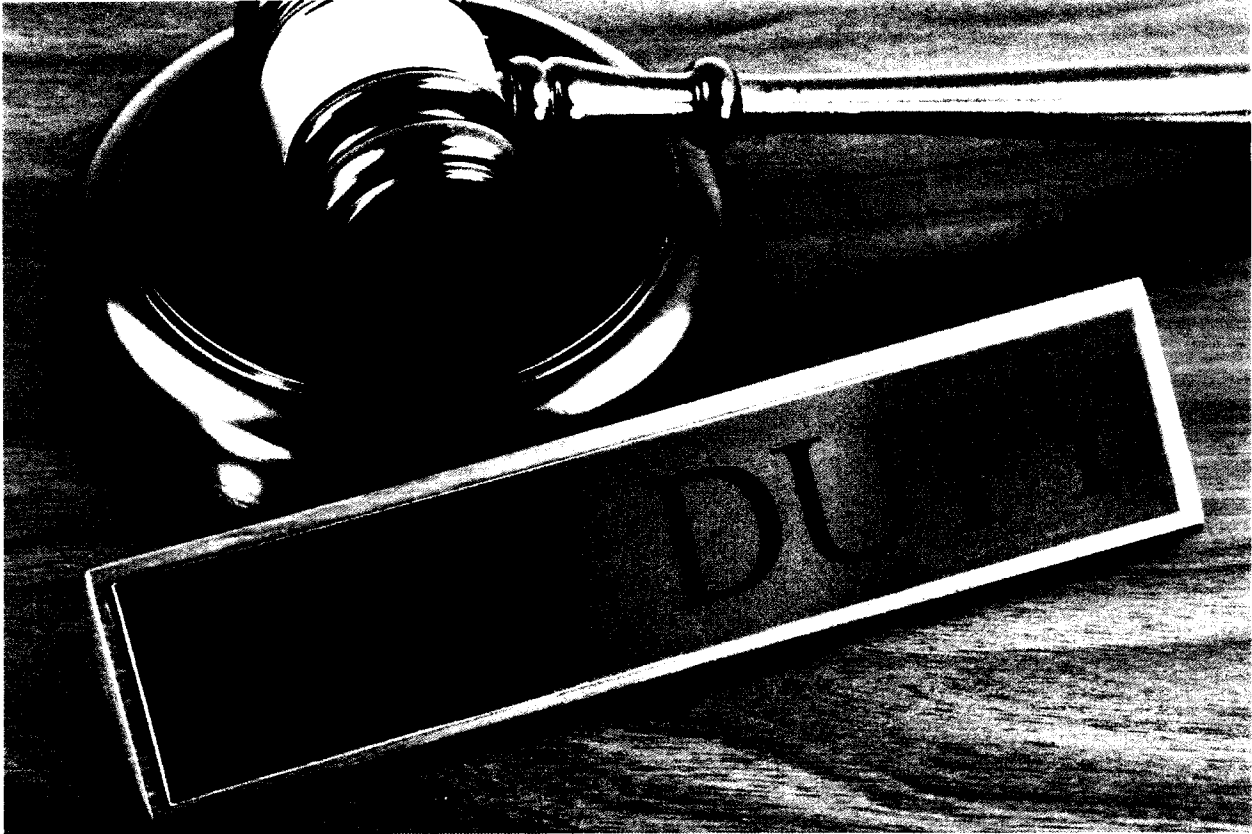
**Heather Coffey Chief Deputy**

**Abby Larson Traffic/Court Clerk**

**Thomas Gunnell Court Clerk /Small Claims**

**Heather Ellefson Jury Clerk**

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## 2024 Jury Trials

Total number of Jury Trials.....4

Total Number of Trial Day.....12 days

Total Costs of 2024 Jury Trials...\$8046.15

Case-Related Expenditure

Interpreter Fees...\$27,652.00

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**Summary Revenue submitted to the State of Wisconsin  
Collected by the Clerk of Circuit Court Office**

Circuit Court Fees Payable CCFP	32,218.24
CCAP Fee Payable CFP	23,489.09
Nat Res Rest Surcharge	1,462.29
Nat Res Surcharg	516.53
Dom Abuse Surcharg	4,752.92
Driver Improvement Surcharge	47,898.98
Victim/Wit Surcharge Part A	404.11
Victim/Wit Surcharge Part B & C	100.00
VWC	7.00
State F/F ch. 348	1,307.50
State F/F ch. 341	21,324.89
Penalty Surcharge	49,672.88
Court Support Service Surcharge	238,359.95
Drug Abuse Surcharge	82.00
DNA Analysis Surcharge	34,973.45
Crime Lab and Drug Surcharge	34,072.10
Juvenile Legal Fees	691.12
Truck Driver Education Surcharge	187.41
Drug Offender Diversion Surcharge	10.00
Wildlife Violator Compact Surcharge	50.00
<b>Total Revenue Collected and submitted to the Sate</b>	<b>\$491,580.46</b>

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# Clerk of Circuit Court Revenue Summary 2024

<b><i>Revenue from State:</i></b>	
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Circuit Court Support Payment	136,912.84
Guardian ad Litem (GAL) Payment	50,969.00
Interpreter Reimbursements	4,687.84
<b>Total Revenue from State:</b>	<b>\$ 192,569.68</b>

<b><i>Statutory Fines, Forfeitures, and Surcharges</i></b>	
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State Fines & Forfeiture(County Share)	21,324.89
County Ordinance Forfeitures	90,907.61
Ignition Interlock Device Surcharge	2,000.87
Occupation Driver's License Surcharge	40.00
State Forfeiture under ch. 348	1,307.50
State Fines & Forfeiture under 341-347 & 349 & 351	21,324.89
<b>Total Statutory Fines, Forfeitures and Surcharges</b>	<b>\$ 136,905.76</b>

<b><i>Statutory Fees For Services</i></b>	
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Criminal & Civil Action Fees	37,312.44
Clerk of Court child Support Fee	540.00
Family Counseling Service Fee	3,635.00
Mediation Fee	-
Other Clerk of Court Fees	7,131.33
Copy Fees (Clerk of Court & Probate)	4,516.97
Administrative Fees	1,031.75
Interest on Judgments	3,771.15
Jury Demand Fee	1,368.00
Municipal Forfeiture Fee	8,095.00
Probate Fees	
Restitution Fee 10 %	2,185.52
	<b>\$ 69,587.16</b>

<b><i>Recoupment of Expenses and Other Revenue:</i></b>	
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Recoupment of Attorney Legal Services Paid by the County	12,220.02
Recoupment of GAL Legal Services Paid by the County	38,314.13
Recoupment of Legal Fees (SPD), DLQ, Chips & JIPS	172.78
Recoupment of Extradition Costs	1,526.97
Bond/Bail Forfeitures Recovered	3,000.00
Interest Earned on Bank Accounts and Investments	644.12
Service fees	166.46
<b>Total Recoup of Exp. and Other Revenue</b>	<b>\$ 56,044.48</b>

<b><i>Total Revenue</i></b>	<b>\$ 455,107.08</b>
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## CASE FILINGS

CLERK OF COURT	2020	2021	2022	2023	2024
Felony	230	200	234	236	234
Misdemeanor	163	150	170	155	121
Criminal Traffic	132	139	124	76	49
Traffic/ <i>Forfeiture</i>	3782	3821	2395	3529	3421
Civil	203	217	201	237	225
Paternity	53	56	57	77	56
Divorce/Family	134	159	169	171	161
Small Claims - UNcontested	547	560	622	417	417
Small Claims - contested	48	30	44	28	447
Garnishments (SC & CV)	159	119	119	119	119
TOTAL COCC	5451	5451	4135	5045	5250

REGISTER IN PROBATE	2020	2021	2022	2023	2024
Probate/Wills w/o Probate	110	106	150	100	102
Mental Commitments	24	32	22	20	26
Terminate Parental Rights	15	5	7	7	5
Adoptions	21	8	10	8	4
Guardianships	28	22	20	16	27
JV CHIPS	9	28	11	29	10
JV Delinquency	19	16	11	9	10
JV Mental	6	5	6	6	7
JV Ordinance	74	87	125	102	112
TOTAL PROBATE	306	309	362	297	303

<b>OVERALL CASE TOTALS</b>	<b>6203</b>	<b>5887</b>	<b>5757</b>	<b>5342</b>	<b>5760</b>
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OTHER DUTIES	2020	2021	2022	2023	2024
Occupational Licenses	1	2	0	0	1
Judgements-Liens-Tax	2233	2780	3508	3356	2275

*Probate & Juvenile cases are administered by the Register in Probate*

## **Summary Revenue Retained by the County for Other County Budgets 2024**

County Ordinance Forfeiture	85,526.14
Driver Improvement Surcharge	24,093.19
Jail Assessment Surcharge	24,272.74
Recoupment of Juvenile Custody Costs Paid by the County	783.96
Recoupment of Medical/Psychological Services Paid by the County	1,384.76
Service Fees	166.46
<b>Total Revenue retained by other County Budgets</b>	<b>\$136,227.25</b>

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