

FRANKLIN COUNTY MUNICIPAL COURT  
Columbus, Ohio



EIGHTY-NINTH ANNUAL REPORT  
2004

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*Judiciary*  
*Clerk of Court*  
*Court Administration*

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The Franklin County Municipal Court

Franklin County Municipal Court  
2004 Annual Report

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*History of the Court  
Officials of the Court – 2004*

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## History of the Court

In 1916, the General Assembly of the State of Ohio created the Columbus Municipal Court. Prior to this time, the court operated under the Justice of the Peace System. On July 5, 1955, the Columbus Municipal Court was given county-wide jurisdiction and, in 1968, the State Legislature changed the name of the court to the Franklin County Municipal Court.

The court has two (2) divisions. The general division operates with fourteen (14) judges, and six (6) magistrates. The environmental division began operating in 1992, and has one (1) judge. In addition to performing all of the duties within the general division, this division also has exclusive jurisdiction over criminal and civil actions to enforce building, housing, health, or safety codes applicable to premises intended for use as a place of human habitation. The Clerk, serving both Departments, has a myriad of both financial and case management duties, as prescribed by law. The terms for the judges and the clerk are for a period of six (6) years.

In 1979, the court moved from its facilities in City Hall to the Franklin County Municipal Court building located at 375 South High Street. Currently, the court has two (2) traffic-arraignment courtrooms, two (2) criminal-arraignment courtrooms, two (2) record hearing courtrooms, one duty courtroom and sixteen (16) jury courtrooms in its general division. The environmental division operates with one (1) courtroom for its arraignment sessions, as well as its record and jury trials.

The Franklin County Municipal Court Clerk's Office is divided into eight (8) departments. The departments which occupy the first four floors of the Municipal Court Building are: Administration, Accounting/Finance, Civil, Collections, Criminal/Traffic, Environmental, and the Traffic Violations Bureau. The Office of Information Services is located on the sixteenth floor.

**ADMINISTRATIVE AND PRESIDING JUDGE**

Charles A. Schneider (resigned March 31, 2004)  
Michael T. Brandt (effective April 1, 2004)

**ASSOCIATE JUDGES**

Marvin S. Romanoff (retired 1/3/04) Paul M. Herbert (appointed 1/4/04)	Julie M. Lynch (term ended 1/6/04) Julia L. Dorrian (appointed 1/7/04)	Carrie E. Glaeden (term ended 1/1/04, reappointed 4/1/04) Ted Barrows (appointed 1/2/04)
Mark S. Froehlich	W. Dwayne Maynard	Anne Taylor
James E. Green	H. William Pollitt, Jr	Scott D. VanDerKarr
Janet A. Grubb	Steven B. Hayes	Teresa L. Liston

**ENVIRONMENTAL DIVISION JUDGE**

Harland H. Hale

**MAGISTRATES**

Kathleen E. Graham	David S. Jump	Denise Mathews
Mark A. Hummer	Dennis R. Kimball	Antonio Paat

**CLERK OF COURT**

Michael A. Pirik  
(appointed 1/5/04)

**COURT ADMINISTRATOR**

Keith Bartlett

Clerk Of Court

**Franklin County Municipal Court  
2004 Annual Report**

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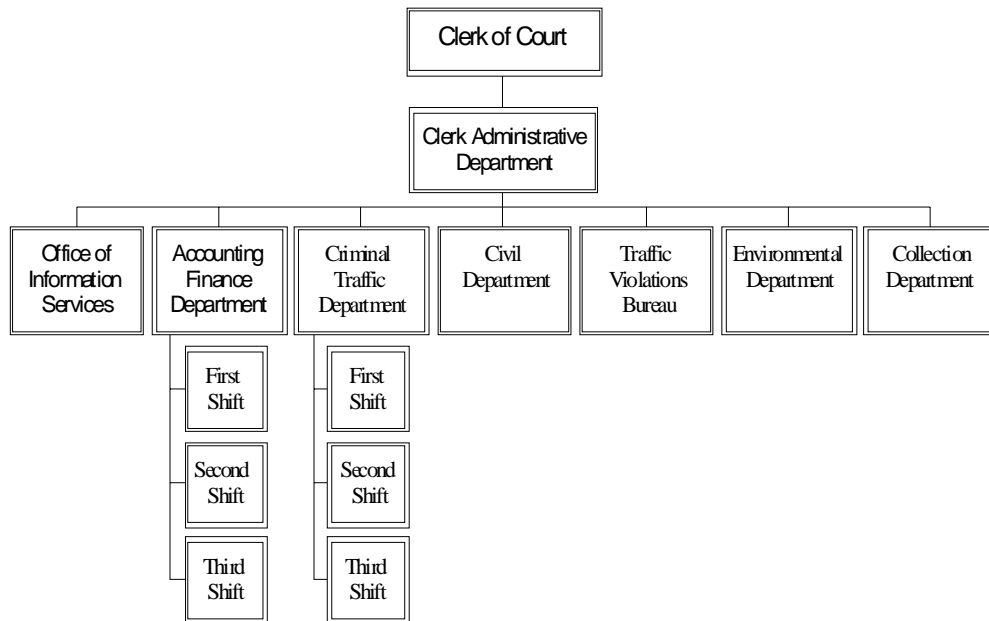
*Table of Organization*  
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Table of Organization

**THE OFFICE OF THE FRANKLIN COUNTY MUNICIPAL COURT CLERK**  
*Michael A. Pirik*  
*Clerk*







## Clerk Administration

The Administration Department provides critical support for the smooth operation of the seven (7) other departments of the Clerk's office. Its responsibilities include: preparing, submitting and tracking the Clerk's annual budgets; interviewing, evaluating and hiring all deputy clerks; processing payroll records; purchasing and maintaining repair of all equipment and supplies; managing personnel matters; providing training and job enrichment opportunities to all levels of personnel; and directing the Office of Information Services.

The Administration Division is also responsible for overseeing legal compliance with statutes, rules and case law affecting the Clerk's office; preparing statistical reports required by law; planning developing and implementing programs and policies to improve the efficiency of the office; reviewing and referring cases to the appropriate authorities for collection proceedings; and evaluating, investigating and responding to inquiries by the public.

The Administration Division plays a key role in the development of new technology to transform old methods and old technology into new and efficient ways of conducting business. Reengineering is taking place in conjunction with the recent installation of new software which will ultimately streamline workflow, and allow for the type of access our society will need to adequately address the problems facing us in the 21<sup>st</sup> Century. The challenges and opportunities these issues present are exciting, and the Administration Division continues to proudly accept ownership for the unequivocal success of this project.

<b>Cost of Maintaining the Municipal Court Clerk's Office 2004 General Fund</b>	
Personnel Services	\$8,047,065
Materials and Supplies	159,010
Services for Operations and Maintenance	564,047
Capital Outlay	
Other	8,482
<b>Total</b>	<b>\$8,778,604</b>

**Office of Information Services**

In 1993, the Ohio legislature established a special fund to provide for the computerization for both the Court and the Clerk Offices. The fund is user-fee based in that all revenues are generated from court costs or filing fees. The Office of Information Services supports a computer network consisting of 500 computers, 80 printers, internal and external customers, web page ([www.fcmcclerk.com](http://www.fcmcclerk.com)) numerous software applications and provides software application training. The staff consists of twelve (12) personnel that are paid from the Clerk's computer budget.

The Office of Information Services (OIS) commitment is to support (directly and indirectly) by providing quality full-service computer network for the Franklin County Municipal Court. The goal is to provide prompt and reliable professional service to the network users in all phases of computer operations. It assures that personnel can access and maintain, through appropriate technology and security, the information necessary to fulfill their roles. The OIS continually assess information technologies and seeks to implement appropriate hardware and software that will enhance overall effectiveness and efficiency.

The OIS Division works countless hours maintaining the state-of-the art Court Case Management System - CourtView 2000. This fully integrated system provides the technology answers for today and the future needs of the court and public.

<b>Cost of Maintaining the Municipal Court Clerk's Office 2004 Special Revenue Fund</b>	
Personnel Services	\$730,669
Materials and Supplies	98,789
Services for Operations and Maintenance	597,881
Capital Outlay	20,706
Total	\$1,448,045

## Collection Department

The Collection Department began as a pilot project in 1999 by coordinating and electronically exchanging data and services with an outside agency who specialized in the collection of debts owed to Courts. Due to the success of the collection effort an additional Agency was added in 2002, and the department continues to operate utilizing two outside agencies. The Collection Department offers several services to the public. Its primary objective is to seek payment of monies due to the City of Columbus taxpayers. However it also acts as a reminder to defendants who have missed a court date or forgotten to pay a citation and unknowingly have a Drivers License Suspension, or an active Arrest Warrant. During the year of 2004, the Collection Department collected in over 1.5 million dollars due to the City of Columbus taxpayers. Since its existence in 1999, the department has collected in excess of 4.5 million dollars, and prompted numerous court appearances. The Collection Department primary responsibilities include:

- Court imposed fines and court costs on all case types
- Minor misdemeanor payable citations
- Minor misdemeanor payable Environmental citations
- Parking citations
- Court costs on all case types
- Returned checks
- Civil case court costs
- Surety Bond Forfeitures
- Appearance Bond Forfeitures
- Cash Bond Forfeitures
- Surety Bond Company monthly billing statements
- Surety Bond Agent registration and compliance

## Civil Department

The Civil Department of the Municipal Court Clerk is responsible for accepting, filing, issuing service, docketing, processing and maintaining the records for all civil cases over which the Franklin County Municipal Court has jurisdiction. In addition, the Civil Department must accept, file, docket, process and maintain all records for every pleading, motion, entry and ancillary action in these cases, including all post judgment collection proceedings and all appeals.

The Franklin County Municipal Court has monetary jurisdiction in civil disputes where the amount in controversy does not exceed \$15,000.00 and all environmental code violations and requests for injunctive relief. The Environmental Division of this court has unlimited monetary jurisdiction in civil injunctive disputes. The subject matter of these cases includes actions in contracts, accounts, notes, personal injury, property damage, forcible entry and detainer (evictions), small claims, certificate of judgment transfers, jurisdictional transfers, judgments issued for the Columbus Parking Violations Bureau, foreclosures, and declaratory judgments. Also, this court possesses jurisdiction over appeals from determinations by the Ohio Bureau of Motor Vehicles for twelve point accumulation suspensions, and the Columbus Parking Violations Bureau and administrative decisions involving housing and safety code issues.

In order to meet its statutory responsibility, the Civil Department must perform the following tasks on a daily basis:

- Preparing and serving all summons by certified mail, express mail, regular mail, publication, bailiff, process server or sheriff
- Scheduling hearings for all cases that are not individually assigned to a judge
- Issuing notices for all hearings scheduled
- Issuing requested service for miscellaneous pleadings
- Issuing notices of failed service
- Issuing supplemental summons for failed service
- Issuing final court order notices to all parties not in default
- Issuing abstracts of records in cases that are appealed or transferred
- Issuing Certificates of Judgment
- Issuing certification of judgments to the Ohio Bureau of Motor Vehicles for revocation of driving privileges
- Issuing Writs of Attachment, Replevin, Restitution and Execution
- Issuing post-judgment wage garnishments
- Issuing pre-judgment and post-judgment non-wage garnishment
- Issuing subpoenas
- Processing requests for books and record hearings
- Processing requests for judgment debtor examinations

- Processing requests for hearings on executions, replevins, attachments and garnishments
- Docketing each action that occurs in every case filed
- Maintaining, storing and making available files for each case

The Civil Department continues to explore ways to take advantage of available technology to further enhance public service and the manner in which we maintain and access records. Technology will be providing many new exciting ways for us to conduct business and increase our efficiency in the very near future. Our challenge at present is to continue to do more with less, remaining accountable to the citizens of Franklin County while meeting the increased demands placed on our staff and resources.

New Civil Case Filings 2004	
Personal Injury/Property Damage	2,383
Contracts, Notes and Accounts	21,528
Forcible Entry and Detainer (Evictions)	18,694
Small Claims	9,567
Parking Violations Bureau	5
Other Civil *	676
<b>Total</b>	<b>52,853</b>
* Includes 112 Civil Environmental Cases	

Civil Ancillary Proceedings 2004	
Certified Mail Service Issued	58,217
Ordinary Mail Service Issued	40,592
Bailiff Service Issued	23,109
Process Server Service Issued	2,573
Sheriff Service Issued	20
Service by Publication Issued	28
Registered Mail	8
Garnishments Issued	16,524
Writs of Restitution Issued	10,695
Requests for Set Outs Processed	7,702
Writs of Replevin Issued	148
Writs of Execution Issued	301
Judgments Certified to the BMV	141
Certificates of Judgment Issued	8,473
Venue Transfers Processed	107
Civil Appeals Processed	50
Notice of Final Order Issued	89,745
Notice of Failed Service Issued	21,573
Mail Payments Processed	95,088
Total	375,094

## Criminal/Traffic Department

The Criminal/Traffic Department operates 24 hours per day, 365 days per year, delivering services to the Municipal Court and citizens of Franklin County. The department processes and maintains Municipal Court records of criminal and traffic cases, which require the defendant's appearance in court. The department also manages all of the cases and arraignment dockets of the Court's Environmental Division.

Additionally, the Criminal/Traffic Department delivers a multitude of services to the general public and continually works with the following court officials and offices:

- Municipal Court Judges and their staff
- Magistrates and their staff
- Courtroom bailiffs
- Service bailiffs
- Department of Probation Services
- Assignment Office
- Court Investigation
- Columbus City Attorney's Office - Criminal Department
- Franklin County Public Defender's Office - Municipal Court Section
- Franklin County Common Pleas Court Clerk - Criminal Department
- Franklin County Prosecutor's Office
- Private attorneys and their staffs

Further, the Criminal/Traffic Department has an enormous impact on law enforcement agencies throughout the County who rely on the work performed in the department. Deputy Clerks perform a myriad of case management duties that come with law enforcement filings of criminal, environmental and traffic matters. Some of these tasks include:

- Communicating with personnel from both Franklin County Correction Centers I and II.
- Processing bail/bond documents.
- Verifying the status and validity of arrest warrants to all law enforcement personnel throughout the County, including verification via E-Mail with the Columbus Police Department.
- Processing applications for the expungement of records and maintaining and securing records ordered expunged
- Scheduling defendants, who have been sentenced to serve time, to The Franklin County Corrections Center II.
- Communicating with Radio Room and Record Room personnel from the various police departments throughout the County.
- Providing sentencing sheets for all defendants that are arraigned in prisoner court.



The Criminal/Traffic Department is also responsible for processing and accurately reporting records to the Ohio Bureau of Motor Vehicles (BMV). The department performs many statutory duties associated with the BMV including:

- Notifying the BMV of the status of a defendant's insurance or financial responsibility coverage.
- Forwarding driver licenses of those individuals who have received a license suspension by the court.
- Researching and processing appropriate point assessments.
- Preparing and forwarding driver license suspensions and reinstatement letters, as well as modifying orders and judgment entries.
- Electronically reports to the BMV outstanding warrants on defendants so that the BMV can deny the defendant the ability to apply for a temporary instruction permit, driver license, or vehicle registration.

The legal mandates associated with Ohio's OMVI law continue to be very complex and demand a sound working relationship among law enforcement, the court, the clerk, and the BMV. The department must timely process administrative license suspensions (ALS), license plate and vehicle impoundments, vehicle immobilizations, and vehicle forfeitures.

The electronic notification of arrest warrants and arrest warrant recalls to the BMV in compliance with state law is another responsibility of the department. The BMV processes the warrant information to deny a person the ability to apply for a driver license or vehicle registration when there is an active arrest warrant on the individual. The department notifies the BMV when an outstanding arrest warrant has been satisfied and the license and registration block can be lifted.

The department continues to process notices to the BMV for court ordered forfeiture of driver licenses for failure to appear in court, or failure to comply with or satisfy a court order. In compliance with Ohio law, the BMV suspend the defendant's drivers license as opposed to canceling the person's driving privileges as has been done in previous years. The Department is also responsible for notification to the BMV when the court terminates the suspension.

The Criminal/Traffic Department continues to extend the service it provides to the court and law enforcement personnel with the Courtroom Service Group and by providing around the clock coverage at the Franklin County Correction Center I. The Courtroom Service Group is comprised of Deputy Clerks who provide each of the fifteen judge's courtrooms and the arraignment courtrooms with more timely processing and computer updating of all criminal, traffic, and environmental cases that are scheduled each day. By having a Deputy Clerk assigned to each courtroom, the court's record reflects dispositions, bond amounts, and sentences within minutes of a judge's entry. By stationing a Deputy Clerk at the jail, the department improves upon the service provided to law enforcement. A Deputy Clerk who works at the slating area allows police officers to file their arrest paperwork with the clerk and have their prisoner processed at the same time.

Some of the other daily duties performed by the Department include:

- Administering oaths of truth to complainants and reviewing the sufficiency of criminal, environmental and traffic complaints, search warrants, and other legal documents filed in the Municipal Court.
- Reviewing, filing, and processing motions, demands, and other legal filings.

- Processing and sending protection order notices in conjunction with Temporary Protection Orders issued by the court to law enforcement personnel in reference to defendants who the court renders Brady Handgun Disqualified.
- Processing criminal, environmental and traffic complaints either on arrest warrants or summonses for initial appearance. Preparing and processing criminal, environmental and traffic summonses and bench warrants for failure to appear at an assigned hearing.
- Calculating the amounts of fines, court costs, and fees.
- Initiating, modifying, updating, and terminating court records on the CourtView 2000 computer. Transferring arrest information to the Criminal History/Identification System which is used by law enforcement personnel throughout the county.
- Preparing cases for the Accounting/Finance Department to receive, account, and disburse all monies collected. This includes performing case management tasks associated with the Time Payment Program, refundable bail monies, and B.M.V. processing, when applicable.
- Processing applications for the expungement of records, and maintaining and securing records ordered expunged.
- Preparing municipal court records and transcripts for cases that have been appealed to the Tenth District Court of Appeals.

The Criminal/Traffic Department is committed to the excellent delivery of public service. The staff continues to develop efficient case management techniques in order to conquer the many challenges which are present in an ever-changing, complex legal environment.

Total Criminal and Traffic Cases 2004	
Type A - Felony Cases	8,048
Type B - Criminal Misdemeanor	24,690
Type C - Traffic OMVI Cases	5,611
Type D - All Other Traffic Cases	120,105
Total	158,454

The Environmental Division of the court began operations in 1992. This Department has exclusive jurisdiction over criminal and civil actions to enforce building, housing, health, or safety codes applicable to premises intended for use as a place of human habitation.

Total Environmental Cases 2004	
Type A - Environmental Felony Cases	15
Type B - Environmental Criminal Misdemeanor	3,896
Type C - Environmental Traffic OMVI Cases	5
Type D - Environmental All Other Traffic Cases	2,273
Type H - Environmental Civil Cases	98
<b>Total Cases</b>	<b>6,287</b>

Charges Filed 2004	
Criminal	48,885
Environmental	11,407
Traffic *	191,886
<b>Total Charges Filed</b>	<b>252,178</b>

\* Includes Traffic Violation Bureau Statistics

Other Criminal/Traffic Filings 2004	
Number of charges transferred from Mayors' Courts throughout Franklin County to the Franklin County Municipal Court	1,597
Number of applications received for expungement proceedings	2,416
Number of cases that were ordered expunged	1,903
Number of applications denied for expungement	512
Number of expungement applications withdrawn	
Number of cases expunged by order of Common Pleas Court	281
<b>Total number of cases ordered expunged</b>	<b>2,184</b>
Number of appeals filed	31

Detail of Charges Filed  
2004

	City of Columbus Ordinances	Ohio Revised Code	Other Municipal Ordinances
<b>Homicide And Assault</b>			
Aggravated Murder		23	
Murder		47	
Manslaughter		4	
Vehicular Homicide		10	
Aggravated Vehicular Assault		13	
Felonious Assault		372	
Aggravated Assault		4	
Assault	707	4,442	59
Assault on Peace/Police Officer		78	
Aggravated Menacing	77	662	23
Menacing – Stalking		34	
Menacing	109	235	19
<b>Kidnapping And Enticement</b>			
Kidnapping		73	
Abduction		32	
Unlawful Restraint	15	18	
Child Enticement		12	
<b>Alcohol Offenses</b>			
Prohibited Alcohol under 21	557	422	
Open Container	1,141	553	13
Open Container in Motor Vehicle	463	170	
Minor Purchasing Alcohol		25	19
Sale to Minor	11	66	
Keeper of a Place	18		
Liquor Prohibition		551	

Detail of Charges Filed  
2004 (Continued)

	<u>City of Columbus Ordinances</u>	<u>Ohio Revised Code</u>	<u>Other Municipal Ordinances</u>
<b>Sex Offenses</b>			
Rape		166	
Sexual Battery		29	
Unlawful Sexual Conduct		61	
Gross Sexual Imposition		56	
Sexual Imposition	5	21	
Importuning		31	
Voyeurism	9	6	
Public Indecency	291	93	
Promoting Prostitution		16	
Procuring Prostitution	25	17	4
Soliciting Prostitution	885	47	
Prostitution	48	3	
Loitering for Prostitution	11	484	
Pandering		20	
Felony Importuning		31	
<b>Weapons</b>			
Complicity – Felony		78	
Complicity - Misdemeanor	4	62	10
Carry Concealed Weapon	115	707	
Weapons Under Disability		55	
Use Weapons While Intoxicated	1	30	
Improper Handling of Firearm		26	
Possession of Criminal Tools		521	
Discharging Weapons	22		
Concealed Firearm in Motor Vehicles	4	57	
<b>Drug Abuse</b>			
Trafficking in Drugs		755	
Drug Abuse/Possession - Felony		1,967	
Drug Abuse – Misdemeanor		2,262	69
Deception to Obtain Drugs		67	
Illegal Procurement of Drug Documents		55	
Abuse of Harmful Intoxicants		4	
Drug Paraphernalia		2,725	98
Counterfeit Drugs		107	
Illegal Tobacco Distribution		85	

Detail of Charges Filed  
2004 (Continued)

	City of Columbus Ordinances	Ohio Revised Code	Other Municipal Ordinances
<b>Gambling</b>			
Gambling	2	24	
Operate Gambling House		8	
Public Gaming		81	
<b>Offenses Against Public Peace</b>			
Disorderly Conduct	1,147	807	27
Misconduct at Emergency	2	17	
Telephone Harassment		394	14
Inducing Panic	3	30	
Making False Alarm/Misuse 911	56	22	
<b>Offenses Against Family</b>			
Endangering Children	1	438	21
Interfering With Custody		27	
Domestic Violence		4,862	
Violation of Protection Order		619	
Contributing to Delinquency of Minor	3	34	10
<b>Arson</b>			
Aggravated Arson		17	
Arson		12	
Vandalism		40	
Criminal Damaging	162	322	25
Criminal Mischief	54	48	8

Detail of Charges Filed  
2004 (Continued)

	City of Columbus Ordinances	Ohio Revised Code	Other Municipal Ordinances
<b>Offenses Against Public Administration</b>			
Witness Intimidation	2	19	
Tampering With Evidence		146	
Falsification	268	468	13
Obstructing Official Business	173	302	22
Felony Fleeing		66	
Resisting Arrest	504	393	20
Order of an Officer	21	105	
Escape		212	
Convey Contraband to Jail		38	
<b>Robbery, Burglary And Trespassing</b>			
Aggravated Robbery		217	
Robbery		179	
Aggravated Burglary		117	
Burglary		366	
Breaking and Entering		187	
Aggravated Criminal Trespassing	533	562	21
<b>Theft And Fraud</b>			
Theft – Felony		665	
Theft – Misdemeanor	549	2,839	82
Unauthorized Use of Motor Vehicle – Felony		92	
Unauthorized Use of Motor Vehicle – Misdemeanor	8	68	
Unauthorized Use of Property		4	
Passing Bad Checks – Felony		57	
Passing Bad Checks – Misdemeanor	13	679	
Misuse of Credit Card		22	
Forgery		759	
Criminal Simulation		12	
Tampering With Records		25	
Receiving Stolen Property – Felony		1,261	
Receiving Stolen Property - Misdemeanor	51	147	
Identity Falsification		40	

Detail of Charges Filed 2004 (Continued)			
	City of Columbus Ordinances	Ohio Revised Code	Other Municipal Ordinances
<b>Miscellaneous</b>			
Fugitive		122	
Holders- Foreign Jurisdiction		550	
Civil Capias	64		
Contempt of Court		61	
Fail to Register Sex Offender		87	
Felony OMVI		24	
Graffitiism	33		
Disturbing the Quiet	82		
<b>Traffic</b>			
OVI	1,950	3,099	329
OVI Per-Se	971	1,643	131
OVI (18-20 Years Old) Per-Se	46	36	
OVI Per Se (Prior within 20 years)		41	
Reckless Operation	1,252	574	27
No Operators License	12,378	5,785	293
Drive Under Revocation	13,980	6,393	549
Hit Skip	1,067	259	48
Speed	30,744	19,947	382
Seat Belt/Restraints		13,659	26
<b>Environmental</b>			
Dog Registration		1,922	
Dog Confinement		850	
Fail to Display Dog Tag		67	
Fail to Confine Vicious Dog		245	
Vicious Dog Insurance		366	
Cruelty to Animals		53	
Rabies	7	812	
Wildlife		153	
Zoning	505		
Building Code Violation		26	
Health	236		
Housing Code Violations	349		130
Pollution and Litter	295	54	
Loud Sound	700		
Exceeding Highway Load/Length Limits		918	



## Traffic Violations Bureau

The Traffic Violations Bureau processes and maintains Municipal Court records for all payable traffic citations.

The Bureau manages all traffic citations issued by the following jurisdictions within Franklin County: Columbus Department of Police, Ohio State Highway Patrol, Franklin County Sheriff, Ohio State University, Port Columbus Police, eight (8) Townships, and other municipal law enforcement agencies when a court appearance by the defendant is not required by law.

The Traffic Violations Bureau manages the Communications, Correspondence and Mail Center. This area was created to enhance and promote ongoing communication and delivery of excellent public service to the general public, law enforcement agencies, attorneys, court personnel, other courts, and governmental entities. The duties of the Traffic Violations Bureau are dictated by the Ohio Revised Code, the Ohio Supreme Court, and Local Court Rules. These duties include but are not limited to the following:

- Initiating all payable traffic citations, that are received, into the CourtView 2000 computers.
- Forwarding mandatory citations to the Criminal/Traffic Department.
- Processing reporting requirements associated with proof of financial responsibility into the CourtView 2000 computers.
- Identifying citations which are deemed a second moving violation within a 12-month period and initiating into the CourtView 2000 computer.
- Identifying citations issued in a construction zone.
- Preparing affidavits when court hearings are requested.
- Processes record and jury demands.
- Preparing unpaid traffic cases to go to court.
- Modifying, updating, and terminating court records from traffic courtrooms 1A and 1B.
- Modifying, updating and terminating court records on the CourtView 2000 computers.
- Initiating appropriate information for the reporting of point assessments to the Ohio Bureau of Motor Vehicles.
- Responding to public inquiries pertaining to the status and dispositions of cases.
- Opening, Logging and Procession of all mail for the Clerk's Office which includes the Criminal/Traffic Department, the Civil Department, the Accounting/Finance Department, and Traffic Violations Department
- Preparing Traffic and Criminal cases for the Accounting/Finance Department to accept payment.
- Returning Traffic and Criminal payments which are inaccurate.

- Sending out notices for late fees, balance due on partial payments, declined credit card or payment notice, returned check not signed, proof of insurance letters, mandatory court appearance required letters.
- Filing, maintaining, and protecting the cases stored in the Department.
- Maintaining statistical data
- Issuing delinquent parking citation notices for the Franklin County Sheriff, Ohio State Highway Patrol, and eight (8) Township police department.

In October of 1995, the new Financial Responsibility Law became effective in the State of Ohio, pursuant to Section 4509.101 of the Ohio Revised Code. The legal mandates require a sound working relationship among Law Enforcement, the Court, the Clerk, and the Ohio Bureau of Motor Vehicles. This Department must insure that a violator's proof of financial responsibility insurance, which may be produced to a law enforcement officer when a traffic citation is issued, be properly identified for the accurate reporting of records to the Ohio Bureau of Motor Vehicles. Some of the daily duties associated with this responsibility include:

- Researching and processing applicable financial responsibility insurance information.
- Researching and processing a violator's proof of financial responsibility insurance at the time the traffic citation is paid, either in person or by mail.
- Identifying accurate information for proof of financial responsibility insurance on the CourtView 2000 for reporting to the Ohio Bureau of Motor Vehicles.

Clerk Michael A. Pirik, thru the traffic violation bureau, has implemented the distribution of the traffic violations envelope to all police jurisdictions in Franklin County. This traffic envelope eases the payment of traffic violations. The amount of a traffic citation owed is on the envelope along with the telephone number for inquiries, and payment options which include mail, fax and Internet. You can pay with a check, money order or charge card. To expedite your payment you can use the self-addressed traffic envelope as well as the Internet and fax.

The tasks of managing Franklin County's traffic cases, Communications, Correspondence, and mail present daily challenges for the Traffic Violations Bureau. Effective communication occurs on a daily basis with the Office of Information Services in order to improve upon the technology used to process the multitudinous traffic citations. Technology and creative experienced management aid in streamlining the workflow encountered by the current legal and caseload demands.

In 2004, a total of 152,469 payable citations were processed in the Traffic Violations Bureau.

<b>Traffic Citations Paid 2004</b>	
City of Columbus	35,172
Ohio State Highway Patrol	10,920
Ohio State University	399
Franklin County Sheriff	4,208
Townships	5,161
Port Columbus	114
<b>Total</b>	<b>55,974</b>

**City of Columbus Traffic Charges Filed  
2004**

Traffic Direction Emerg/xng	1	Fail-Yield To Pedestrian	84
Pedestrian On Freeway	210	Pedestrian-Fail Yield	119
Disobey Traffic Control	3,169	Pedestrian-Under Influence	76
Red Light Pedestrian	31	Pedestrian Cross w/o Safety	40
Traffic Control Signal	1,029	Jaywalking-On Street	455
Turn On Red	1,076	Jaywalk-Across Street	119
Traffic Device-Pedestrian	13	Fail To Use Crosswalk	374
Fail to Yield Right on Red	33	Soliciting A Ride	755
Lane Control Signal	44	Drive-Closed Street	37
Pedestrian Wait-Walk Signal	81	Folw/Park Near Emergency	67
Flashing Traffic Light	89	Drive Over Fire Hose	5
Driving On Right Side	141	One Way/Traffic Island	22
Passing To Right	17	One-Way Street	669
Passing To Left	176	Failure to stop-school bus	51
Passing To Right/Left	100	Wrong Side-Divided Rd	46
Passing Left Of Center	269	Unnecessary Horn	39
Prohibited/Left Of Center	70	Failure To Control	3,042
No Passing Zones	115	Drive Over Sidewalk, Curb	136
Driving Within Lanes	295	Drive Across Grade Crossing	15
Changing Lanes	1,952	Intersections/Railroad Cross	46
Regard Marked Lanes	17	Bumper Requirements	10
Following Too Close	239	Headset Violation	10
Turning Intersections	7	Speed per se-Freeway	1,335
Improper Right Turn	738	Speeding/ACDA	29,408
Improper Turn	454	ACDA	6,166
Turn, Disregard Paint	16	Slow Speed	5
Prohibited Turn	1,645	Slow Speed Expressway	267
Turn-Pvt Drive/Alley/Bldg	47	Squealing Tires	414
Prohibited U-Turn	725	Valid Ops/Exp Ops	11,838
Prohibited Start/Backing	49	M/C Ops/Exp Ops	2
Start w/o Safety	509	Fail To Display Tag	2,456
Back w/o Safety	66	Registration Violation	3,536
Backing On Freeway	44	Title/Violation	1,186
Signal/Change Course	106	Use Fictitious Plate	9
Change Course w/o Safety	3,044	Operate Unsafe Vehicle	137
Loud Sound	700	Wheel Protector	29
Load Extension Viol	5	No Moped License	4
Motorcycle on Walks	5		

<b>City of Columbus Traffic Charges Filed 2004 (Continued)</b>			
Fail To Signal	269	Fail Display Head Lights	11
Fail-To-Yield: Intersect	19	Headlight Violation	185
Fail-To-Yield: "T" Intersection	115	Tail Light Violation	1,376
Fail-To-Yield: Left Turn	1,688	Red Reflector Violation	39
Fail-To-Yield Right-Of-Way	163	Red Light/Flag Violation	17
Fail-To-Yield: Stop Sign	2,866	Parking Light Violation	1
Fail-To-Yield: Yield Sign	43	Allow Rider Outside	14
Stop Sign	126	Board/Leave Moving Vehicle	19
Fail-To-Yield: Pub Safety Veh	145	Open Door On Wrong Side	13
Fail-To-Yield: Private Drive	908	Motorcycle Helmet/Glasses	30
Stop At Sidewalk	73	Bicycle-Signal Device	230
View/Cntrl Obstructed	66	Bicycle Operating Lights	4
Fender & Back-up Lights	1	Hand & Arm Signals	6
Backup Lights/Forward	31	Bicycle-Keep to Right	58
Two Lights Display	767	Bicycle-Reckless	32
Headlight Use	598	Bicycle-Ride Sidewalk	104
Red/Blue Lights	347	Stop Light Violation	83
Inadequate Brakes	14	Mirror-Clean View	39
Mufflers	868	Obstruct Windshield Violation	1,695
Motor vehicle /Cycle Noise	9	Window Transparency	39

State of Ohio Traffic Charges Filed 2004			
Apply Registration	1,965	Headlights Required	4
Title & Reg Transfer	54	Mufflers/Smoke/Gas	162
Temp Plate-Registrar	8	Rearview Mirrors	28
Fail to Register	29	Windshields/Wipers	58
Display License Tags	1,938	Tinted Windows	860
Valid Ops/Exp Ops	5,001	Stop on Private Drive	6
Pedestrian on Freeway	19	Right-Of-Way: Public Hwy	209
Traffic Control Device	1,442	Right-Of-Way: Safety Veh	25
Signal Terms/Lights	594	RT of Way Ped Xwalk	9
Pedestrian Control Signals	2	Pedestrian FTY Right of Way	35
Flashing Traffic Signals	10	Pedestrian Intox On Hwy	15
Fail To Control	1,231	Pedestrian Use Of Walks	57
Speed/ACDA	9,451	Ride Outside/Hitch	90
Assured Clear Distance Ahead	1,603	Bikes/Cycles/Snowmobile	43
Speed	10,394	Drive/Grade Crossing	3
Slow Speed	76	Parking: Highway	43
Lanes Of Travel	228	Unattended Motor Vehicle	11
Travel in Opposite Direction	6	Parking	337
Passing Vehicles	46	Parking: Sidewalk	35
Passing On Right	49	Park in Safety Zone	298
Left Of Center Line	162	Park/Proh by Sign	10
Driving Left Side Roadway	49	Parking Near Curb	117
Hazardous Zones	90	Parking: Handicapped Zone	115
One-Way Highway/Rotary	60	Obstructed View	13
Changing Lanes	1,610	Closed Highway	104
Space Between Moving Veh	235	Drive On Curb/Walk	21
Divided Roadways	78	Obstruct Road Passage	11
Turns At Intersections	197	Stop For School Bus	18
U-Turn	67	Seatbelt Usage	13,445
Start/Back Without Safety	173	Oper W/O Plates	105
Turn/Stop Signals	1,513	Driving W/Former Own Tag	34
Right-Of-Way: Intersection	432	Driving W/Foreign Tag	1
Right-Of-Way: Left Turn	17	Display Reg-Comm	140
Right-Of-Way: Stop/Yield	5	Parking in Fire Lane	6
Stop Sign	645	No Red Light/Flag	16
FTY Thru Highway	24	Non Commercial MV use	66
Stop: Sidewalk Area	14	Impaired Alter-Comm	37
Headlights	308	Child Restraint	420
No Tail Lights	598	Use of Headphones	10
Brake/Stop Lights	69	Unsafe Vehicle	131
2 Headlight Display	208	Bumper Regulations	6
Secure Loads	19	Improper Lights	465
Follow Safety Veh	6	Unauthorized Plates	679

Accounting/Finance Department
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The Accounting/Finance Department was established in 1989 to centralize all accounting functions dictated by the Ohio Revised Code. This Department is responsible for the receipt, disbursement and accounting of fines, court costs, fees, as well as bail for applicable criminal and traffic charges filed in the Franklin County Municipal Court. This includes minor misdemeanor cases and traffic citations where a court appearance is not required. This Department is also responsible for accepting and disbursing all Civil Department funds paid to the court for court costs and fees plus judgment and garnishment amounts.

The distribution of collected funds involves not only the payment to the appropriate parties, but also releases to individuals in satisfaction of judgments, attachments, garnishments and executions. Additionally, the Accounting/Finance Department administers the following sub departments:

- Epay, is our office’s abbreviation for electronic payment of criminal and traffic cases made online via our website through a third party credit card processor. This payment alternative was made available to the general public on May 23, 2004. Epay also serves as an electronic admission of guilt and waiver of trial in lieu of appearing in court. Cases that have already been adjudicated may also be completed by using this procedure instead of mailing the money to the court or remitting the balance due in person.

Epay 2004	
Total Receipts	\$ 1,348,469.55

- Time Payments Program, wherein a defendant may be permitted to pay fines and court costs in monthly installments instead of the entire amount at one time, if authorized by the sentencing judge.
- Trusteeship, which gives aid to individuals heavily in debt by collecting a percentage of the debtor’s wages, then disbursing these funds to the consenting creditors.

Trusteeship 2004	
Cases Filed	19

- Rent Escrow, where a tenant with complaints regarding housing conditions may deposit rent due into an escrow account until the matter is resolved.

Rent Escrow 2004	
Cases Filed	226

The Accounting/Finance Department is also responsible for preparing a general accounting of all the money received and disbursed by the Clerk's Office. These records are audited annually by a licensed Certified Public Accounting firm, and approved by the State Auditor's Office.

Technological advancements continue to provide the court and the public with accurate financial statements. An experienced management team and a well-trained staff compliment the technological advances to ensure the required public trust.

Financial Statements		
Balance Sheet		
For the Period Ended December 31, 2004		
Assets		
Cash Civil Fund	\$	1,089,621.30
Cash Trusteeship Fund		164.50
Cash Rent Escrow Fund		53,453.19
Cash Criminal/Traffic Fund		203,142.58
Cash Bail Fund		881,586.59
Total Assets		<u>\$ 2,227,968.16</u>
Liabilities		
Due to Payee Civil Fund	\$	1,089,621.30
Due to Payee Trusteeship Fund		164.50
Due to Payee Rest Escrow Fund		53,453.19
Due to Payee Criminal/Traffic Fund		203,142.58
Due to Payee Bail Fund		881,586.59
Total Liabilities		<u>\$ 2,227,968.16</u>
Statement Of Receipts And Disbursements		
For the Year Ended December 31, 2004		
Receipts		
Receipts Civil Fund	\$	17,624,909.69
Receipts Trusteeship Fund		85,668.17
Receipts Rent Escrow Fund		191,856.89
Receipts Criminal/Traffic Fund		17,353,186.72
Receipts Bail Fund		3,465,152.32
Total Receipts		<u>\$ 38,720,773.79</u>
Disbursements		
Disbursements Civil Fund	\$	17,377,102.97
Disbursements Trusteeship Fund		87,735.16
Disbursements Rent Escrow Fund		181,643.15
Disbursements Criminal/Traffic Fund		17,357,029.61
Disbursements Bail Fund		3,540,928.42
Total Disbursements		<u>\$ 38,544,439.31</u>



Statement Of Civil Fund Receipts For the Year Ended December 31, 2004		
Court Costs	\$	4,249,959.54
Return Check Costs		875.00
Civil Environmental Penalty		2,757.00
Administrative Fee - 1% State Legal Aid Fees		7,069.71
Civil Security Facilities		360,860.00
Civil Collection Fee		
Municipal Clerk Computerization Fees		517,513.92
Municipal Court Computerization Fees		155,267.87
State Legal Aid Fees		699,934.99
Publication Fees		431,555.30
Civil Bond Deposits		60,057.65
Civil Refund Cost Deposit		(1,875.00)
Civil Judgment Deposits		11,032,456.00
Civil Jury Deposits		59,700.00
Civil Refund/Overpayment Deposits		33,383.00
Civil Sheriff Deposits		4,725.00
Civil Towing Deposits		2,100.00
Civil Witness Deposits		8,569.71
Total Receipts Civil Fund		\$ 17,624,909.69

Statement Of Trusteeship Fund Receipts For the Year Ended December 31, 2004		
Trusteeship Deposits	\$	84,800.17
Court Costs		863.58
Overpayments		4.42
Total Receipts Trusteeship Funds		\$ 85,668.17

Statement of Rent Escrow Fund Receipts For the Year Ended December 31, 2004		
Deposits	\$	189,905.09
Court Costs		1,951.80
Overpayments		
Total Receipts Rent Escrow Fund		\$ 191,856.89

Statement Of Criminal/Traffic Fund Receipts  
For the Year Ended December 31, 2004

Fines and Bail Forfeitures	
Municipalities	
Bexley	\$ 3,348.00
Brice	487.00
Canal Winchester	
Dublin	15,760.00
Gahanna	7,913.00
Grandview Heights	16,254.00
Grove City	10,603.30
Groveport	2,234.50
Harrisburg	50.00
Hilliard	15,605.50
Minerva Park	1,971.50
New Albany	9,145.50
New Rome	50.00
Obetz	1,637.00
Reynoldsburg	21,013.80
Upper Arlington	31,036.50
Urbancrest	384.00
Valleyview	604.00
Westerville	19,407.40
Whitehall	8,880.10
Worthington	8,868.50
Townships	
Blendon	77,371.35
Clinton	50,464.95
Franklin	26,127.70
Hamilton	21,440.00
Madison	36,158.28
Mifflin	26,141.65
Norwich	5,200.50
Perry	68,952.75
Prairie	17,674.50
Sharon	11,636.00
Washington	5,577.35
State of Ohio	
Ohio Highway Patrol	375,899.10
Trauma and EMT Fund 5%	41,765.60
State Seatbelt	262,460.00
State Liquor	47,554.00
Child Restraint	8,947.00
City of Columbus	
Columbus Fines	4,329,645.99
Ohio Highway Patrol	334,131.77
Cr/Tr Environmental Fines	13,867.50
Indigent Driver Alcohol Fund DUS	2,007.74
Indigent Driver Alcohol Fund DUI	62,626.60

Statement Of Criminal/Traffic Fund Receipts  
For the Year Ended December 31, 2004 (Continued)

Other Fines and Bail Forfeitures	
County of Franklin	
Department of Animal Control	\$ 81,364.00
Franklin County Development Center	1,698.00
Ohio State Agencies	5,362.00
Ohio Department of Natural Resources	50.00
Municipal	784,642.90
Ohio State University	66,765.50
ODJS Unemployment Fraud	928.00
Franklin County Sheriff (Note D Schedule 1)	489,389.75
Blendon Township	76,715.35
Clinton Township	49,764.95
Franklin Township	25,585.20
Madison Township	35,504.78
Mifflin Township	25,778.65
Perry Township	66,954.25
Sharon Township	11,536.00
Liquor Violations - County Share	47,554.00
Country Road and Bridge Fund	268,051.00
Ohio Highway Patrol	82,766.15
Ohio Department of Liquor Control	
Ohio Department of Taxation	4,481.00
Ohio Department of Commerce	600.00
Port Columbus Police	14,154.00
Bureau of Motor Vehicles	12,369.60
Ohio Department of Public Safety	3,511.00
Capital Area Humane Societv	250.00
Chessie Sea Board	200.00
DUI Entities	
DUI Law Enforcement and Education	4,129.00
Franklin County Sheriff	5,504.60
Ohio Highway Patrol	24,868.00
Port Columbus Airport	183.00
Ohio State University	2,003.00
Columbus Development Center	25.00
Other Entities	
Metro Parks	675.00
State Wildlife Fund	9,861.00
State Watercraft Fund	496.00
State Drug/Pharmacy Fund	24,961.00
Ohio Department of Agriculture	1,275.00
Sheriff OMVI Housing the Prisoner Fund	172,433.20
Refunds/Overpayments	99,573.21
Total Fines and Bond Forfeitures	\$ 8,502,867.02

Statement Of Criminal/Traffic Fund Receipts  
For the Year Ended December 31, 2004 (Continued)

Costs		
Assessed Costs	\$ 3,036,254.94	
Mayors Court Costs	22,135.40	
Total Costs		\$ 3,058,390.34
Fees		
Collection Fee	421,664.32	
Criminal/Traffic Security Fee	800,179.45	
State Jury Fees	4,180.00	
City Jury Fees	3,253.20	
Late Fee	22.00	
Municipal Court Computerization Fees	350,457.75	
Municipal Clerk Computerization Fees	1,168,317.43	
Witness Fees - Local	19,531.30	
Local Expungements - City	7,500.00	
Probation Fees	263,497.25	
Criminal/Traffic Diversion Fee	15,410.00	
Prosecutor's Check Resolution	95,602.50	
Returned Check Fees	6,780.00	
Witness Fees - State	17,658.30	
State Expungements - County	11,840.00	
BMV Driver's License Suspension	45,250.00	
BMV Warrant Block Reinstatement	57,242.25	
State Expungements - State	17,760.00	
Local Expungements - State	11,250.00	
Victims-of-Crime Fee	941,963.80	
Public Defender Fee	1,534,169.56	
Crime Stopper Fee	951.00	
Total Fees		\$ 5,794,480.11
Time Payment Deposits		\$ (2,550.75)
Total Receipts Criminal/Traffic Fund		\$ 17,353,186.72

Statement Of Bail Fund Receipts  
For the Year Ended December 31, 2004

Bail Deposits		
Appearance Bonds	\$ 946,266.18	
Appearance Costs	149,863.40	
Cash Bonds	1,249,670.52	
Posted Bail Applied to Fines and Costs	686,501.22	
Total Bail Deposits		\$ 3,032,301.32
Victim-of-Crimes Posted		
Victim-of-Crime Deposited	239,411.00	
Total Victim-of Crime Deposited		\$ 239,411.00
Public Defender Posted		
Public Defender Deposited	193,440.00	
Total Public Defender Deposited		\$ 193,440.00
Interest		
Total Receipts Bail Fund		\$ 3,465,152.32

Statement Of Disbursements To The City Of Columbus  
For The Year Ended December 31, 2004

Civil Fund		
Court Costs	\$ 4,211,972.99	
Civil Environment Penalty	2,757.00	
Administration Fees - 1% State Legal Aid Fees	6,999.81	
Civil Security Facilities	357,263.00	
Civil Collection Fee		
Municipal Clerk Computerization Fees	512,373.92	
Municipal Court Computerization Fees	153,725.87	
Returned Check Fees	875.00	
Unclaimed Funds	19,127.40	
Total Civil Fund Disbursements		\$ 5,265,094.99
Trusteeship Fund		
Court Costs	872.58	
Total Trusteeship Fund Disbursements		\$ 872.58
Rent Escrow Funds		
Court Costs	1,915.88	
Total Rent Escrow Fund Disbursement		\$ 1,915.88
Criminal/Traffic Fund		
Fines and Bail Forfeitures	4,260,271.19	
Ohio Highway Patrol - City Share	333,785.72	
Criminal/Traffic Environmental Fines	84,225.50	
Criminal/Traffic Environmental Fines-OHPI	1,012.00	
Court Costs	3,031,822.50	
Late Fee	22.00	
Collection Fee	421,559.72	
Security Fee	800,604.45	
Municipal Court Computerization Fees	1,169,053.43	
Municipal Clerk Computerization Fees	350,716.75	
Returned Check Fees	6,823.50	
Witness Fees	19,413.10	
Indigent Driver Alcohol Treatment - DUS	2,005.49	
Indigent Driver Alcohol Treatment - DUI	62,227.60	
Law Enforcement and Education Fund	4,164.00	
Expungement Fees - City Share	7,440.00	
Probation Fees	263,343.25	
Diversion Fees	15,885.00	
Prosecutor Check Resolution	95,467.50	
City Jury Fees	3,253.20	
Total Criminal/Traffic Fund Disbursements		\$ 10,933,095.90
Bail Fund		
Appearance Bond Costs	143,276.20	
Total Bail Fund Disbursements		\$ 143,276.20
Criminal/Traffic Bail Unclaimed Funds	225,637.30	
Total Criminal/Traffic Bail Unclaimed Funds		\$ 225,637.30
Total Disbursements to the Treasurer, City of Columbus.		\$ 16,569,892.85

Statement Of Disbursements To The State Of Ohio  
For the Year Ended December 31, 2004

Civil Fund		
State Legal Aid Fees	\$ 693,014.89	
Total Civil Fund Disbursements		\$ 693,014.89
Criminal/Traffic Fund		
Highway Patrol - State Share	376,648.30	
Seatbelt Violations	264,490.00	
Liquor Violations - State Share	48,069.00	
Child Restraint Law	8,882.00	
State Expungement Fees - State Share	17,670.00	
Local Expungement Fee - State Share	11,160.00	
Victims-of-Crime Fees	942,582.30	
Public Defender Fees	1,534,149.56	
BMV Driver License Suspension	46,390.00	
BMV Warrant Block Reinstatement	57,168.25	
Trauma and EMT Fund 5%	41,848.84	
Total Criminal/Traffic Fund Disbursements		\$ 3,349,058.25
Bail Fund		
Victims-of-Crime Fees	93,784.60	
Public Defender Fees	154,183.00	
Total Bail Fund Disbursements		\$ 247,967.60
Total Disbursements to the Treasurer, State of Ohio		\$ 4,290,040.74

Statement Of Disbursements To The County Of Franklin  
For The Year Ended December 31, 2004

Criminal/Traffic Fund

Fines and Bail Forfeitures

Arresting Agency	State Traffic 4511 & 4513	Other State Traffic	Other State Violations
Department of Animal Control			\$ 81,323.00
ODJFS Unemployment Fraud			928.00
Central Ohio Psychiatric Hospital			
Columbus Development Center	\$ 260.00	\$ 1,243.00	
Ohio Department of Natural Resources			50.00
Municipal Police	384,197.80	106,260.75	293,395.85
Ohio State University	54,364.50	5,186.50	7,228.50
Ohio State Agencies		50.00	5,362.00
Public Utilities Commission of Ohio			
Port Columbus Airport	9,282.00	3,428.00	1,284.00
Ohio Department of Liquor Control			
Sheriff Office ( Note D Schedule 1)	308,758.40	139,547.75	41,074.60
Blendon Township - County Share	59,700.00	15,944.50	1,027.35
Clinton Township - County Share	37,283.95	10,437.00	1,779.00
Franklin Township - County Share	16,601.45	8,052.25	959.00
Madison Township - County Share	27,445.25	6,171.63	1,231.40
Mifflin Township - County Share	13,587.40	11,540.25	776.00
Perry Township - County Share	54,228.50	12,296.75	399.50
Sharon Township - County Share	8,700.00	2,681.25	199.50
Ohio Highway Patrol - County Share	78,924.53	3,468.56	539.55
Liquor Violations - County Share			48,069.00
Road and Bridge Fund			267,259.05
Department of Taxation			4,681.00
Department of Commerce			600.00
Bureau of Motor Vehicles			12,659.60
Ohio Department of Public Safety		611.00	2,850.00
Capital Area Humane Society			250.00
Chessie Sea Board Corp.			100.00
<b>Total Fines and Bail Forfeitures</b>	<b>\$ 1,053,333.78</b>	<b>\$ 326,919.19</b>	<b>\$ 774,025.90</b>
Witness Fees			17,652.30
Expungements Fees - County Share			11,780.00
State Jury Fees			4,180.00
Deduction for Law Library Fund			(15,000.00)
<b>Total Disbursements to the Treasurer, Franklin County</b>			<b>\$ 2,172,891.17</b>



Statement of Disbursements To Municipalities For the Year Ended December 31, 2004				
Criminal/Traffic Fund				
	Mayors Costs	DUI Fund	Fines/Forfeitures	Total
Bexley	\$	\$ 650.00	\$ 2,698.00	\$ 3,348.00
Brice		25.00	462.00	487.00
Canal Winchester	363.00			363.00
Dublin	5,607.00	641.00	15,100.00	21,348.00
Gahanna	1,823.00	821.00	7,217.00	9,861.00
Grandview Heights		1,713.00	14,641.00	16,354.00
Grove City	105.00	3,112.70	7,655.60	10,873.30
Groveport		547.50	1,662.00	2,209.50
Harrisburg	53.00		50.00	103.00
Hilliard	2,652.00	1,335.50	14,192.00	18,179.50
Minerva Park	70.00	641.50	1,305.00	2,016.50
New Albany	2,060.00	760.00	8,410.50	11,230.50
New Rome			50.00	50.00
Obetz	44.00	300.00	1,252.00	1,596.00
Reynoldsburg	265.00	2,375.00	18,538.80	21,178.80
Upper Arlington	1,689.00	170.00	29,260.50	31,119.50
Urbancrest			434.00	434.00
Valleyview	70.00		604.00	674.00
Westerville	3,723.00	650.00	19,582.40	23,955.40
Whitehall	1,495.40	761.00	8,119.10	10,375.50
Worthington	2,327.00	1,766.00	7,302.50	11,395.50
Total Disbursements to Municipalities				\$ 197,152.00

Statement of Disbursements to Townships For the Year Ended December 31, 2004				
Criminal/Traffic Fund				
		DUI Fund	Fines/Forfeitures	Total
Blendon		\$ 731.00	\$ 76,596.85	\$ 77,327.85
Clinton		500.00	49,699.95	50,199.95
Franklin		667.50	25,487.70	26,155.20
Hamilton			21,482.50	21,482.50
Madison		623.50	34,848.28	35,471.78
Mifflin		363.00	25,903.65	26,266.65
Norwich			5,218.00	5,218.00
Perry		1,998.50	66,924.75	68,923.25
Prairie			17,724.00	17,724.00
Sharon		100.00	11,580.75	11,680.75
Washington			5,604.85	5,604.85
Total Disbursements to Townships				\$ 346,054.78

Statement of Disbursements to other Entities  
For the Year Ended December 31, 2004

Civil Fund			
Publication Fees	\$	427,325.30	
Civil Bond Deposits		22,673.40	
Civil Deposits			
Civil Judgment Deposits		10,874,042.38	
Civil Jury Deposits		74,400.00	
Civil Refund/Overpayment Deposits		35,609.78	
Civil Sheriff Deposits		1,629.13	
Civil Towing Deposits		1,500.00	
Civil Witness Deposits		940.50	
Unclaimed Funds		(19,127.40)	
Total Civil Fund			\$ 11,418,993.09
Trusteeship Fund			
Trusteeship Deposit Payments		86,858.16	
Overpayments		4.42	
Total Trusteeship Fund			\$ 86,862.58
Rent Escrow Fund			
Rent Deposit Payments		179,727.27	
Total Rent Escrow Fund			\$ 179,727.27
Criminal/Traffic Fund			
DUI Law Enforcement and Education			
DUI Franklin County Sheriff		5,392.60	
DUI Ohio Highway Patrol		24,844.50	
DUI Port Columbus Airport		183.00	
DUI Ohio State University		2,003.00	
Other Entities			
State Wildlife Fund		10,417.00	
State Watercraft Fund		496.00	
State Drug/Pharmacy Fund		25,263.00	
Metro Parks		625.00	
Law Library Fund		15,000.00	
Ohio Department of Agriculture		1,275.00	
Sheriff OMVI Housing the Prisoner Fund		171,577.10	
Crime Stoppers Fee		910.00	
Overpayments/Refunds		100,791.31	
Total Criminal/Traffic Disbursements			\$ 358,777.51
Criminal/Traffic/Bail Unclaimed Funds		(225,637.30)	
Total Criminal/Traffic/Bail Unclaimed Funds			\$ (225,637.30)

Statement Of Disbursements To Other Entities For the Year Period December 31, 2004 (Continued)		
Bail Fund		
Appearance Bond Returned to Individuals	\$	977,454.28
Appearance Bond Cost		5,103.00
Cash Bond Returned to Individuals		1,267,200.72
Victims of Crime Returned to Individuals		94,529.50
Public Defender Returned to Individuals		118,895.90
Posted Bail Applied to Fines and Costs		686,501.22
Total Bail Fund Disbursements		\$ 3,149,684.62

## Notes To The Financial Statements

### Notes A – Summary Of Significant Accounting Policies

The accounting policies and financial reporting practices of the Municipal Court conform to generally accepted accounting principles as applicable to governmental units.

#### **Basis of Presentation – Fund Accounting**

The Municipal Court's accounts are organized as agency funds. Governmental accounting systems should be organized on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

An agency fund comes into existence because the governmental unit becomes incidentally a custodian of assets. When this occurs, accounts are required to record on the modified accrual basis for assets received and the liabilities to those for whose benefit they were received. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available.

### Note B – Civil Fund Receipts

In addition to the Civil Fund total receipts and disbursements, cases are processed for the City of Columbus, State of Ohio, and Franklin County agencies at no cost at the time of filing.

#### **Additional Amount Breakdowns**

See Statements for summary totals of this information

### Note C – Statement of Disbursements To Municipalities

The DUI Education Fund fine amounts are included in the totals for each municipality and township.

Schedule 1  
Statement of Criminal/Traffic Receipts  
Detail of Sheriff Fines and Bail Forfeitures

Agency Location	State Traffic 4511 &4513	Other State Traffic Violations	Other State Violations
Sheriff Non - Township	\$ 142,302.90	\$ 99,902.40	\$ 25,856.60
Sheriff Blendon	12,067.00	200.00	3,888.00
Sheriff Brown Township	4,670.00	269.00	
Sheriff Clinton Township	1,630.00		1,784.00
Sheriff Franklin Township	8,261.00		3,004.00
Sheriff Hamilton Township		21,440.00	
Sheriff Jackson Township	25,949.40	3,216.60	220.00
Sheriff Jefferson Township	15,892.00		
Sheriff Madison Township	11,343.00		1,295.00
Sheriff Mifflin Township	21,709.00		3,572.50
Sheriff Norwich Township	4,165.00	985.50	50.00
Sheriff Perry Township	1,170.00		351.00
Sheriff Plain Township	4,535.00	675.00	75.00
Sheriff Pleasant Township	8,753.00	714.00	
Sheriff Prairie Township	12,532.50	4,900.50	241.50
Sheriff Sharon Township	5,177.00		325.00
Sheriff Truro Township	25,164.00	5,526.00	
Sheriff Washington Township	4,543.10	1,034.25	
<b>Total Sheriff</b>	<b>\$ 309,863.90</b>	<b>\$ 138,863.25</b>	<b>\$ 40,662.60</b>

Schedule 2  
Statement of Disbursements to Franklin County  
Detail of Sheriff Fines and Bail Forfeitures

Agency Location	State Traffic 4511 &4513	Other State Traffic Violations	Other State Violations
Sheriff Non - Township	\$ 141,794.40	\$ 100,706.90	\$ 26,131.60
Sheriff Blendon Township	11,912.00	200.00	3,990.00
Sheriff Brown Township	4,640.00	219.00	
Sheriff Clinton Township	1,630.00		1,809.00
Sheriff Franklin Township	8,226.00		3,029.00
Sheriff Hamilton Township		21,482.50	
Sheriff Jackson Township	26,250.40	3,266.60	220.00
Sheriff Jefferson Township	16,077.00		
Sheriff Madison Township	11,288.00		1,320.00
Sheriff Mifflin Township	21,214.00		3,532.50
Sheriff Norwich Township	4,182.50	985.50	50.00
Sheriff Perry Township	1,225.00		351.00
Sheriff Plain Township	4,645.00	675.00	75.00
Sheriff Pleasant Township	8,633.00	714.00	
Sheriff Prairie Township	12,469.50	5,013.00	241.50
Sheriff Sharon Township	5,177.00		325.00
Sheriff Truro Township	24,824.00	5,251.00	
Sheriff Washington Township	4,570.60	1,034.25	
<b>Total Sheriff</b>	<b>\$ 308,758.40</b>	<b>\$ 139,547.75</b>	<b>\$ 41,074.60</b>



Municipal Court Judges

Franklin County Municipal Court  
2003 Annual Report



*Front row (left to right): Judge W. Dwayne Maynard, Judge Janet A. Grubb, Judge Steven B. Hayes, Administrative & Presiding Judge Charles A. Schneider, Judge Teresa L. Liston, Judge Anne Taylor, Judge James E. Green.*

*Back row (left to right): Judge Paul M. Herbert, Judge Harland H. Hale, Judge Michael T. Brandt, Judge Scott D. VanDerKarr, Judge H. William Pollitt, Jr., Judge Mark S. Froehlich, Judge Ted Barrows, Judge Julia L. Dorrian.*

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*Table of Organization  
Judiciary  
Court Administration  
Department of Probation Services*

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## Judiciary

The Franklin County Municipal Court traces its origin to the creation of the Columbus Municipal Court in 1916. The geographic jurisdiction of the Court is all of Franklin County and those portions of the City of Columbus that extend beyond the boundaries of Franklin County.

The Court has fourteen judges in the General Division and one judge in the Environmental Division. Judges serve six-year terms, unless appointed or elected to fill a vacancy. Annually, they elect one of their peers to serve as the Administrative and Presiding Judge.

The judges who served the Franklin County Municipal Court during the year 2004 were:

- Judge Charles A. Schneider, Administrative/Presiding Judge (resigned March 31, 2004)
- Judge Michael T. Brandt, Administrative/Presiding Judge (effective April 1, 2004)
- Judge Marvin S. Romanoff (retired January 3, 2004)
- Judge Steven B. Hayes
- Judge Teresa L. Liston
- Judge Janet A. Grubb
- Judge Anne Taylor
- Judge W. Dwayne Maynard
- Judge James E. Green
- Judge Scott D. VanDerKarr
- Judge H. William Pollitt, Jr.
- Judge Mark S. Froehlich
- Judge Harland H. Hale
- Judge Julie M. Lynch (term ended January 6, 2004)
- Judge Carrie E. Glaeden (term ended January 1, 2004)
- Judge Ted Barrows (term beginning January 2, 2004, succeeding Glaeden)
- Judge Paul M. Herbert (term beginning January 4, 2004, succeeding Romanoff)
- Judge Julia L. Dorrian (term beginning January 7, 2004, succeeding Lynch)
- Judge Carrie E. Glaeden (reappointed April 1, 2004, succeeding Schneider)

Judges preside over civil, criminal, and traffic cases and conduct both jury and non-jury trials. In jury trials, judges interpret the law and the jury determines factual matters. In non-jury trials, by far the more common, judges have the dual role of interpreting the law and determining the facts. The judges also conduct criminal arraignments and preliminary hearings on felony cases; set bond on criminal charges; issue search warrants; and impose sentence when a defendant is found guilty of a traffic or criminal charge. The judges hear civil cases where the amount in controversy is \$15,000 or less, and cases that are transferred from the Small Claims Division to the regular docket of the Court.

Each week, a different judge is assigned to the Duty Session to handle a variety of responsibilities, which include applications for search warrants, motions to dismiss filed by the prosecutor, cognovit notes, motions to excuse jurors, probable cause hearings, motions for default judgments filed in unassigned cases, and performing civil wedding ceremonies.

The jurisdiction and powers of the Environmental Division differ from those of the General Division in several important respects. The Environmental Division has exclusive jurisdiction to enforce local codes and regulations affecting real property, such as fire and building codes. The Environmental Division has injunctive powers, and there is no monetary limit on the cases that fall within the Environmental Division's exclusive jurisdiction.



## COURT ADMINISTRATION

Court Administration oversees the administrative and operational functions of the Court. It is the vehicle by which the non-judicial policies of the Court are carried out on a daily basis. In addition to providing support and direction to the Court's 180+ employees, some of the specific functions of Court Administration are: personnel management; budgeting and fiscal management; purchasing; liaison with other courts, governmental entities and private agencies; public information; appointment of interpreters; appointment of counsel for indigent defendants; statistics; security; and special projects.

The Court Administration Office immediate staff includes the Court Administrator, Assistant Court Administrator, and Court Administration Secretary. Units within Court Administration include Court Investigation, Court Security, Interpreter Services, the Vehicle Immobilization Program, the Volunteer Services Program, and the Court-Appointed Counsel Program.

### Franklin County Municipal Court Operating Budget 2004

Personnel Services	\$10,261,003
Materials/Supplies & Furniture	49,391
Services for Operations and Maintenance	<u>1,409,316</u>
Total	\$11,719,710

## COURT INVESTIGATION

Court Investigation is a two-person unit that helps defendants obtain relief with such matters as an extension of time to pay a fine and court costs; delaying the start of court-ordered incarceration; issuance of or change in limited driving privileges; withdrawal of warrant or order-in that has been issued; assistance with impounded vehicle; assistance with Bureau of Motor Vehicle problems; continuance of a court date; placement into the Time Payment Program; and a request by a family member for early release of a defendant from incarceration due to a family emergency or an employment crisis. In addition, this office processes requests from the Ohio Department of Rehabilitation and Corrections and the Adult Parole Authority to determine status of pending misdemeanor cases of persons under their jurisdictions.

Three of the most serious and time-consuming problems that the unit encounters are:

1. When a defendant's name has been used fictitiously by another person when charged or convicted of a traffic or criminal offense.
2. When an innocent person's driver's license has been suspended for the reason stated above.
3. When a defendant has multiple cases before different judges with numerous sentencing requirements.

<b><u>Caseload</u></b>	
People provided assistance	15,777
In-office interviews	9,565
Telephone interviews	4,349
Requests for information (No interviews)	<u>2,018</u>
Total provided assistance	31,709

<b><u>Types of Assistance</u></b>	
Set-aside or recalled warrants for non-payment of fines/costs	958
Failed to appear for court appearance	1,875
Request for Time Payment Program	421
Continuance of time to pay fines & costs before due	2,123
Continuance to comply with or complete program	113
Request for limited driving privileges	404
Vehicle releases not in jurisdiction of Immobilization Program	25
Request to change direct reporting to jail	91
Request for referral to judge to change plea	187
Request by judge or bailiff to pull file	203
Referred to attorney	1,248
Referred to Traffic or Criminal Arraignment as Add-on to docket	1,499
Special requests or inquiries (Identification, BMV problems, Sentence review, bond return, prosecutor's request; visiting Attorney, treatment and hospital program personnel, and Probation departments from other cities in and outside of Ohio)	439

The 9,565 people who had an in-office interview averages approximately 638 people for each judge of this court.

### **COURT SECURITY PROGRAM**

The Court Security Program was established to comply with the Court Security Standards adopted by the Supreme Court of Ohio in 1994. The purpose is to establish and maintain a safe environment in the courthouse for elected officials, Court employees, and all others having business in the courthouse.

All of the Court's security staff have been trained by the Ohio Peace Officer Training Academy and certified by the Ohio Peace Officer Training Council, or qualified through military police academies and other state or federal law enforcement agencies. The staff consists of a Security Director, control room operator and 13 security officers on the 1<sup>st</sup> shift, plus a control room operator on the second and third shifts. In addition, the Court contracts with a security company that provides evening, weekend, and holiday coverage.

During an average week, over 24,000 persons are screened and over three hundred and fifty prohibited items are detected and retained.

## **INTERPRETER SERVICES**

In 2004, one of the Court's two part-time Spanish interpreters began working full-time, and a part-time volunteer interpreter continued to help us meet the growing needs of the Spanish-speaking community. The tremendous influx of residents from Somalia who now live in Central Ohio resulted in 172 requests for Somali interpreters in 2004. For the most part, that need is being met through the Court's contract with a local interpreting service. The service fulfilled 580 requests for interpreters in 39 languages during 2004. In addition, the Court fulfilled 248 requests for American Sign Language interpreters. Interpreters are used during courtroom proceedings and related court events, and for communication between the clients and various departments.

## **VEHICLE IMMOBILIZATION PROGRAM**

State law mandates the immobilization or forfeiture of vehicles operated by defendants who are convicted of the following offenses: repeat OMVI offenses (operating a motor vehicle while under the influence of alcohol or drugs); driving under court-ordered suspension; Financial Responsibility/Accountability (FRA) suspensions; and wrongful use of a vehicle. A steering wheel locking device is used to immobilize vehicles.

The program has two employees, who act as the liaison between the Court and all law enforcement agencies in the county, to ensure enforcement and compliance of court orders to immobilize or release vehicles driven by defendants. The activities of the program involve considerable interface with the judges, bailiffs, probation department, clerk of court, Bureau of Motor Vehicles, attorneys, defendants, vehicle owners and law enforcement.

In 2004, there were 11,142 driving under suspension cases processed by the Court. In a high percentage of these cases, the Court was required to either issue an order to release the vehicle or order the immobilization of the vehicle. There were 9,229 OMVI cases processed by the Court. Approximately one-half of these cases were 1<sup>st</sup> offense cases which did not require action by the program. The remaining cases involved action by the Court to either release the vehicle or to order the immobilization of the vehicle.

## **VOLUNTEER SERVICES PROGRAM**

The Volunteer Services Program was developed to augment and enhance services to the Court and the community. The volunteer coordinator recruits, screens, and places volunteers in appropriate positions by matching their interests, skills, and scheduling requirements. While volunteers serve in a variety of positions, such as mediators in the Small Claims Division, the greatest impact has been realized in the Department of Probation Services, where they serve as case aides and provide records management, office coverage, and other clerical tasks as needed. In 2004, five volunteers served in various positions throughout the Court, providing a total of 1,222 hours of service at an estimated cost savings of \$21,004.

## **ASSIGNMENT OFFICE**

The assignment office is responsible for assigning cases to the judges in a random order. Criminal and traffic cases are assigned when a not guilty plea has been entered in an arraignment courtroom, and civil cases are assigned when an answer or a motion has been filed. The Court employs a single assignment system, which means that when a person is charged with a criminal or traffic offense and already has a pending criminal or traffic case, or the person is on probation to this court, the new charges will be assigned to the judge who presided in the previous case.

Once a case is assigned to a judge, the assignment office is responsible for the management of the case through the system, which includes: (a) preparing daily schedules of the cases to be heard by each judge; (b) notifying parties, prosecutors, and attorneys of court hearings; (c) maintaining an up-to-date computer status of all active cases assigned to the judges; and (d) processing all motions and pleadings to the judges for review. This office also prepares monthly individual judge reports for the Ohio Supreme Court.

## **COURTROOM BAILIFFS**

Each of the 15 judges has a courtroom bailiff. There is also an unassigned or floater bailiff who rotates among the judges when an assigned bailiff is absent, four bailiffs to serve the five magistrates, and a Duty Room bailiff.

Bailiffs coordinate activities in the courtrooms, schedule cases, provide docket management, provide information to the public regarding the status of cases, and act as liaison between their assigned judge or magistrate, attorneys, court personnel, and the general public.

## **COURT REPORTERS**

Court reporters make a verbatim record of all court proceedings, prepare a transcript from the record of court proceedings upon request, and maintain records of exhibits introduced at court proceedings. The Court has an obligation to provide a transcript of all proceedings upon request of a party, and there must be a court record of all pleas and waivers. There are 14 full-time and 2 part-time court reporters.

## **JURY COMMISSIONER'S OFFICE**

It is the duty of the jury commissioner's office to implement and maintain compliance with the Trial Court Jury Use and Management Standards adopted by the Ohio Supreme Court in 1993 and the Jury Use and Management Plan adopted by the Franklin County Municipal Court in 1994. The office assigns prospective trial jurors to courtrooms when needed and tracks voir dire results and trial verdicts.

Jury service is limited to two weeks, except in those cases in which additional days are required to reach a verdict. Jurors are paid \$20 per day, which by law is set by the county commissioners, for each day they are in attendance. The number of jurors in attendance in 2004 was 3,658.

When jurors begin their two-week rotation, each juror completes a questionnaire that accompanies the juror to the courtroom when called to a voir dire. After a juror is impaneled, the office acts as a liaison between the courtroom and juror should any extenuating circumstance present itself, such as illness of a juror. When jurors are not assigned to a trial and are in the pool waiting to be called on a case, their hours are flexible and they may report in the morning or the afternoon.

The jury commissioner is responsible for the welfare, comfort, and morale of the jurors during their service. Tours of the Statehouse and the jail are scheduled, as are opportunities to meet and ask questions of the judges and other government officials. The jury assembly room is equipped with a television donated by the Columbus Bar Association Foundation and a VCR, and movies are shown twice daily. Carrels with modem hook-ups give the jurors the opportunity to work while waiting to be called for a trial. Internet access is available in the jury assembly room as well as a fax machine.

The office employs two full-time people.

**Summary of Jury Commissioner's Office Activity for  
2004**

Total Jury Draw	30,000
Total Summons Issued by Regular Mail	3,658
Total Number of Jurors in Attendance	1,455
Total Number of Jurors Excused from Duty	171
Reporting Percentage for Calendar Year 2004	82.02%

**LEGAL RESEARCH**

The Court employs a full-time employee who provides legal research and supervises the work of part-time law clerks. They research and prepare memoranda on issues pending before the Court; maintain the law library, review new case law to ensure the Court's compliance with the decisions; review pending legislation that may affect the Court; advise the judges and employees regarding new legal developments and applications of current law to court procedures; and update local court rules.

**MAGISTRATES**

A magistrate is an attorney employed by the court to whom a judge may refer a case to take testimony, make legal rulings, and render a decision, subject to final approval of the decision by a judge. The duties and responsibilities of the magistrates include those specified in Rule 19 of the Rules of Superintendence for the Courts of Ohio, Civil Rule 53, Criminal Rule 19 and Traffic Rule 14. Local Court Rule 7.01 specifies particular duties of the magistrates, which includes traffic arraignments, landlord-tenant actions; damage hearings on default judgments; motions for orders of recovery of specific personal property either before or after judgment, and motions for orders of attachment of personal earnings after judgment; trusteeships; judgment debtor hearings; small claims cases; and parking violation appeals.

Magistrates are permitted to hear motions in criminal misdemeanor cases, subject to the unanimous consent of the parties if imprisonment is a possible penalty. Magistrates have the authority in misdemeanor cases to accept guilty and no contest pleas, hear non-jury contested cases with the consent of all parties if imprisonment is a possible penalty, and recommend sentences. No consent from either party is required in order for a judge to refer a minor misdemeanor criminal case to a magistrate.

The Court employs six full-time magistrates.

**DEPARTMENT OF PROBATION SERVICES**

**Probation Administration**

The chief probation officer is responsible for managing and administering the various units within the Department of Probation Services. Administrative functions include assuring consistent and quality recruitment, employment screening and training, and providing a safe and productive work environment that encourages staff retention.

Other administrative responsibilities include the provision of day-to-day structure and support; flexibility to adapt to the changing work environment due to new legislation, instructions from the administrative judge and from court administration, judicial preference, and community concerns; ensuring that the staff has been properly trained in requesting, retrieving and interpreting information from many sources; networking and interacting with other judicial and law enforcement jurisdictions, and with the treatment community to provide appropriate services for the probationers that the department supervises and monitors.

## **Supervision Unit Regular Supervision**

The probation officers assigned to regular probation supervision are responsible for supervising all types of cases that are referred by the judges of the court, and for enforcing the court-ordered conditions imposed upon the probationers. Conditions of probation may include: serving time in the county jail, Intensive Supervision Residential Program (ISRP), or Home Incarceration Program; payment of fines and court costs; completion of a three-day residential Driver Intervention Program for OMVI offenders; completion of an alcohol, drug, or mental health assessment, and, if warranted, a recovery or care program; testing for alcohol or drug use; domestic violence or anger management counseling; adherence to a stay away order regarding individuals, schools, businesses, and others; attending a Defensive Driving Course, Anti-Theft Course, or Underage Drinking Program; community service work; restitution to victims; attending The Art of Positive Parenting Classes (TAPP); and following directions of Franklin County Children Services.

The probation officer must evaluate the needs of the offender based on information obtained from various sources, the type of charge, and other criteria; formulate a workable program for the offender to address the conditions of probation and effectively cope with other problem areas of life; refer the probationer to appropriate community agencies; ensure that the probationer is complying as directed and that necessary documentation is provided to the officer; communicate with family members, the probationer's attorney, prosecutors, the sentencing judge, police officers, other probation departments, and others on the progress or problems the defendant is experiencing, and respond in an appropriate manner; and file statements of violation when necessary.

<b>Probation Supervision Active Probation Case Activity 2004</b>	
Cases brought forward from 2003	4,916
New cases received	+ <u>8,131</u>
Total active cases supervised	13,047
Cases completed (expired, terminated, revoked, ordered in)	-7,777
Active supervision cases as of 12/31/2004	5,270

## **Domestic Violence Unit**

This unique program offers judges a viable sentencing option in those cases involving domestic violence, where specialized probation supervision can be used instead of incarceration. It also offers the defendant a unique opportunity to secure treatment for his or her behavior and to be held accountable for their actions in a community setting rather than a jail setting.

Staff utilize a variety of community resource agencies specifically designed to provide a program to assist this type of offender in changing their behavior, belief system, and, ultimately, their actions. Probationers in this program must submit to appropriate treatment. When the case originates out of a domestic violence charge, probationers are referred to domestic violence counseling that lasts for 26 weeks or until the probationer grasps the necessary concepts to complete the group.

Two victim assistance officers assist victims of domestic violence cases by helping them complete victim statements; providing crime victim compensation applications; making plans to ensure the safety of the victim; making referrals to support groups, counseling, shelters, and the Prosecutor's Office; offering support at court hearings; and keeping victims informed of court proceedings.

## Specialized Probation Supervision Programs

### Chemical Abuse Program (CAP), Multiple O.M.V.I. Offender Program (MOP) Sex Offender Program, and Mental Health Officer

These specialized probation supervision programs offer judges viable sentencing options in cases involving drug usage or chemical dependency, sexually deviant behavior, or mental health issues, whereby specialized probation supervision can be utilized instead of incarceration. It also offers the probationer a unique opportunity to obtain treatment for these particular problem areas. To enhance public safety, specialized/intensive probation supervision is designed to assist clients in achieving recovery through the fullest possible use of all available treatment resources.

Numerous studies have shown that intensive/specialized probation supervision programs, with a smaller number of offenders assigned to a probation officer specialist, are more effective in dealing with certain offenders, and they save valuable dollars by diverting offenders from a more costly sentencing option - - - jail.

### Non-Reporting Probation

Probationers who successfully complete all conditions of probation are transferred to non-reporting status for the remainder of their probation period. Cases are continually monitored for new convictions until probation expiration.

### Investigation Services

The Investigation Unit prepares presentence reports and postsentence reports, and conducts sealing of records (expungement) investigations. These reports provide critical information for the court to consider in making an appropriate disposition of the matter based on the particular defendant and facts. Presentence reports provide information for treatment and rehabilitation of the offender, and options for the supervision of the offender, should he/she be placed on probation.

Investigation Unit Case Activity 2004	
New presentence investigations ordered	313
Sealing of record investigations assigned	+ 2,445
Total Investigations Ordered	2,758

### Supervised Community Service

This sentencing alternative allows for placement of convicted offenders in unpaid positions with nonprofit or governmental agencies. They perform a specified number of court-ordered community service hours in lieu of costly incarceration. Community service allows the offender to repay a debt to society in a meaningful way, by working in the community at one of many court-approved agencies. The court, through its probation department, provides free labor in the form of community service workers at many city departments. The staff is responsible for making appropriate placements, verifying the offender's progress or completion of hours of service, issuing reminders or warnings, and submitting reports to the court.

<b>Community Service Case Activity 2004</b>	
Cases ordered	1,184
Cases satisfactorily completed	941
Hours of community service ordered	54,606
Hours of community service completed	43,447

### **Restitution Program**

The restitution program illustrates the Court's philosophy of serving the needs of victims and the community at large. When a judge orders a defendant to make restitution to a victim, the restitution officer determines the amount to be paid, then collects and disburses the monies to the victim.

<b>Restitution Unit Case Activity 2004</b>	
New cases ordered	1,184
Cases completed satisfactorily	676
Total restitution ordered	\$779,745.26
Total restitution collected	\$435,987.29
Percentage collected	56%

### **The Provided-No-Convictions Program**

PNC is a special conditional sentence where all or part of a sentence may be suspended provided there are no other convictions for a specific period of time, not to exceed five years. All new arrests and convictions found on PNC cases are reviewed to determine those cases that need to be referred back to the sentencing judge for a hearing.

<b>Provided No Convictions Activity 2004</b>	
Cases brought forward from 2003	6,894
New cases received	+ 5,173
Total cases supervised	12,067
Cases completed	5,047
Active supervision cases as of 12/31/2004	7,174

### **Support Services**

The Support Services Unit includes receptionists; intake assignment coordinators, who conduct intake interviews and assign cases to probation officers; transcriptionists, who transcribe probation reports, presentence and post-sentence investigations, statements of violation, and correspondence; support relief officers, who perform the duties of receptionist, intake assignment coordinator, or transcriptionist as the need arises; and a support/liaison officer who provides support and assistance to both the sex offender probation officer specialist and the mental health probation officer specialist.



## Assessment Referral Services Program (ARSP)

Clinicians paid by Netcare, a local mental health agency, staff this program. They assess probationers for chemical dependency abuse, dual diagnosis (substance abuse and mental health issues), and basic mental health issues. They also assist in the referral process when probation officers have difficulty with a particular agency or need assistance concerning where to refer a probationer.

## SERVICE BAILIFFS

Service bailiffs assist litigants, attorneys, and the Court by delivering court documents to parties and enforcing judgment remedies. Service bailiffs serve complaints, summonses, subpoenas, and garnishments; enforce orders of attachment and seizure of personal property; attach bank accounts; enforce writs of execution and restitution; and supervise the set-out of tenants' property during an eviction.

Service bailiffs process or serve more than 51,000 legal documents. There are 20 full-time employees in the department: a chief service bailiff, 13 general service bailiffs, 5 set-out crew service bailiffs and a secretary/receptionist.

### 2004 Service Bailiffs' Caseload

Forcible Entry & Detainers	22,025
Garnishments	9,589
Summonses	1,046
Subpoenas	832
Notices	23
BMV's	174
Small Claims	164
Executions	296
Replevins	143
Judgment Debtor Exams	1,837
Writs	10,742
Set Outs	1,828
Criminal Summonses	266
Traffic Summonses	11
Environmental Summonses	73
Criminal Subpoenas	<u>2,535</u>
TOTAL	51,584

## SMALL CLAIMS DIVISION

The Small Claims Division was created in 1967 through the enactment of Chapter 1925 of the Ohio Revised Code, which mandates the establishment of a Small Claims Division in each of Ohio's municipal and county courts. Its purpose is to enable individuals to pursue claims for money in amounts up to \$3,000 in a more informal and expeditious forum without the expense of using an attorney.

Individuals, partnerships, corporations, unincorporated associations, and political subdivisions all are eligible to file in the Small Claims Division. Complainants are required to complete and sign under oath a complaint form and file the form with the clerk of court's office together with a \$47 filing fee. Cases generally are heard within 30 days by magistrates. A judgment obtained in Small Claims Court may be enforced and appealed in the same manner as any other civil judgment rendered by the Court.

The Small Claims Division provides the individual litigant with all of the required legal forms. Because litigants are usually not familiar with legal procedures, the office publishes and distributes informational handouts, brochures, and booklets explaining how to file, prepare for trial, and collect a judgment. Information is also available on the Court's Information Line, a 24-hour touch-tone telephone information line (614-645-8615), and in person. Anyone requiring assistance with completing any of the forms may obtain help in this office. The office also provides support for the magistrates who hear small claims cases by initiating, assigning, and scheduling each case for trial.

Recognizing the difficulty of collecting judgments, especially by lay persons, state law requires Small Claims courts to assist those who have won their case in collecting their judgment. While trial procedures have been simplified in Small Claims Court, collection procedures are identical to those in all regular civil cases. Thus the office spends much of its time explaining these procedures to litigants. Also, the Court has written and published a 28-page booklet entitled "Collecting Your Judgment" which outlines in detail those methods and includes sample forms.

This office is closely interwoven with the Court's Dispute Resolution Program, which schedules and conducts mediation in civil cases for the Court, and as such, performs virtually all of the support for that program.

The office has five full-time employees and handles more than 11,000 cases per year.

#### **Summary of Small Claims Division Activity 2004**

Cases Pending Prior to 2004	4,750	
Cases filed in 2004	<u>9,567</u>	
Total		14,317
Default Judgments	4,947	
Settlements, Other Dismissals, Transfers, and No Service	2,968	
Trials Held	538	
Other Dispositions	<u>3,247</u>	
Total Cases Disposed of in 2002		<u>11,700</u>
Cases Pending as of December 31, 2004		2,617

### **THE DISPUTE RESOLUTION PROGRAM**

The Dispute Resolution Program was established within the Small Claims Division to provide mediation services for the Court. Mediation is a process where a neutral third party, a mediator, meets with disputing parties in an effort to achieve a voluntary settlement of their controversy. It is very different from adjudication or arbitration in that the mediator does not have to responsibility or authority to impose a resolution upon the parties. Mediation has been found to be a very valuable tool for the court in that it affords the parties a real opportunity to vent all of their concerns, even if not legally relevant, and to arrive at a creative plan for settlement which is not bound by jurisdictional or judicial constraints. In this way, all concerned win: the court avoids a number of potential trials, the parties solve their differences privately and inexpensively, and the community, hopefully, gains from the lasting peace between the parties. Most disputes are mediated prior to the filing of formal legal action; others may be mediated at any stage of their progress through the system.

The Dispute Resolution Program is extremely cost effective. Since its rebirth in 1988, the program has been staffed by trained volunteers from the community and by law students from both Ohio State University and Capital University law schools. This provides an opportunity for the Court to reach out to and involve members of the community in the legal system.

There are approximately 24 evening sessions scheduled per year. One part-time coordinator works only in the evening for three hours per session. Other assistance is provided by the regular Small Claims Division staff.

This program also provides support for "Settlement Week," a Columbus Bar Association-sponsored program that provides volunteers from its membership to mediate civil cases from the Court's regular civil docket. Settlement Week takes place one week per year in the month of November.

**Summary of Dispute Resolution Program Activity  
2004**

Mediations scheduled in 2004	2,158
Less mediations canceled, reassigned, or no service	<u>- 172</u>
Total	1,986
Cases resolved	1,928
Cases unresolved, legal action not pursued	1
Cases unresolved, legal action pursued	<u>57</u>
Total	1,986

**INFORMATION SERVICES OFFICE**

The Franklin County Municipal Court Judiciary and the Clerk of Court operate a shared computer system that is funded by court costs and filing fees. The Office of Information Services supports the computer network, which includes 550 computers, 80 printers, a case management system, and a web page ([www.fcmmcclerk.com](http://www.fcmmcclerk.com)). The staff consists of eleven employees. During 2004, two OIS employees who had been paid by the Court were transferred to the Clerk's computer budget.

**Municipal Court Judges 2004 Information Services Budget**

Personnel Services	\$ 174,805
Materials and Supplies	72,574
Services for Operations and Maintenance	201,696
Capital Outlay	<u>37,306</u>
Total	\$ 486,381