



FRANKLIN COUNTY MUNICIPAL COURT
Columbus, Ohio

**NINETIETH ANNUAL
REPORT 2005**

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**“You must be the change you want to see in the world.”
Mahatma Gandhi**



Over the past ninety years a Clerk’s Office report has been released annually to the public. The annual report is more than a reporting of raw statistics. The report measures the efficiency of the Clerk’s Office. Please note that this Ninetieth Annual Report is a direct reflection of the hard work and dedication of the Clerk’s Office Staff. Many of my employees are dedicated workers who are committed to serving the public. As I move forward with new technology, sharing resources with other public entities and improving public service, I recognize that all of this could not have been accomplished without the hard work of my dedicated staff.

As of the release of this annual report, I have only been in office ninety days. During 2005, this office faced many challenges. A new direction and a new course of action were needed. Since taking office, I have moved forward in restructuring all divisions and evaluating overall operations in order to better meet the needs of the public. The improvements and work of this office are and always will be a work in progress.

I am committed as your newly elected Clerk, to improving public and customer service, reaching out to the community and saving taxpayer dollars by working cooperatively with other public entities. The benefit of this approach is that the public will be well served. The Clerk’s Office of The Franklin County Municipal Court, one of Ohio’s busiest court systems, will continue to make improvements in order to better serve you, its customers.

Lori M. Tyack, Clerk
Franklin County Municipal Court

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FRANKLIN COUNTY MUNICIPAL COURT CLERK OF COURT STAFF

March 31, 2006

Lori M. Tyack, Clerk of Court

Mike Rankin, Chief Deputy Clerk

Frank Williams, Assistant Chief Deputy Clerk

Greg Schultz, Director of Operations and Customer Service

Kathryn B. Dunn, Executive Assistant/Paralegal

Abbie Armitage, Acting Manager, Human Resources

Bob Condon, Acting Manager, Civil Division

Tonia McFerin, Manager, Collection Division

Tom McFerin, Manager, Criminal/Traffic Division

Greg Schultz, Acting Manager, Office of Information Services

Tamiyka Koger, Manager, Traffic Violations Bureau

Sancha Young, Assistant Manager, Human Resources

Crystal Ross, Fiscal Administrator, Accounting/Finance Division

Matt Pandy, Assistant Fiscal Administrator, Accounting/Finance Division

David Barnett, Supervisor, Accounting/Finance Division

Jeffrey Burluson, Supervisor, Accounting/Finance Division

Mike Ferguson, Supervisor, Accounting/Finance Division

Julie Westcamp, Assistant Manager Civil Division

Jeffrey Fike, Supervisor, Civil Division

Charles McCoppin, Supervisor, Civil Division

Judy Vance, Supervisor, Civil Division

Mike Cherry, Assistant Manager, Collections

Jon Davis, Assistant Manager, Criminal/Traffic Division

David Petikas, Assistant Manager, Criminal/Traffic Division

Beth Burton, Supervisor, Criminal/Traffic Division

William Cunningham, Supervisor, Criminal/Traffic Division

Mary Galentine, Supervisor, Criminal/Traffic Division

David Jones, Supervisor, Criminal/Traffic Division

Kenneth Peltier, Supervisor, Criminal/Traffic Division/Manager, Courtroom Services Group

Debra Jones, Supervisor, Traffic Violations Bureau

Sue Moreno, Supervisor, Traffic Violations Bureau

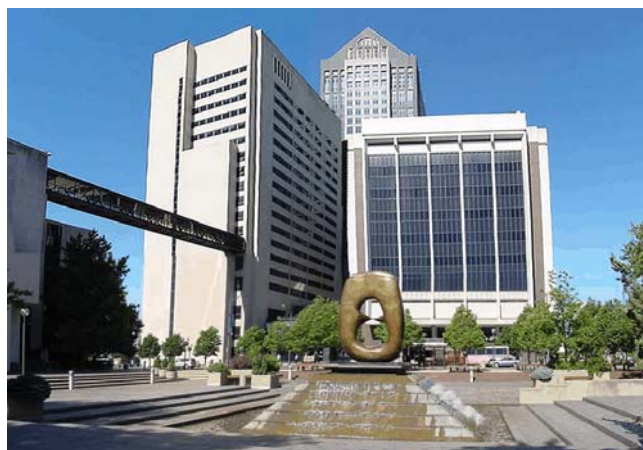
HISTORY OF THE COURT

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) divisions. The divisions 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.



COURT ADMINISTRATION

ADMINISTRATIVE AND PRESIDING JUDGE

Michael T. Brandt

JUDGES

Ted Barrows	Janet A. Grubb	H. William Pollitt, Jr.
Julia Dorrian	Steven B. Hayes (retired 1/31/05) Amy Salerno (appointed eff. 2/1/05)	Anne Taylor
Mark S. Froehlich	Paul M. Herbert	Scott D. VanDerKarr
Carrie E. Glaeden	Teresa L. Liston	
James E. Green	W. Dwayne Maynard	

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 (2004-2005)
Kathleen E. Graham, Clerk – *Pro tem.* (Nov. 15-Dec. 31, 2005)

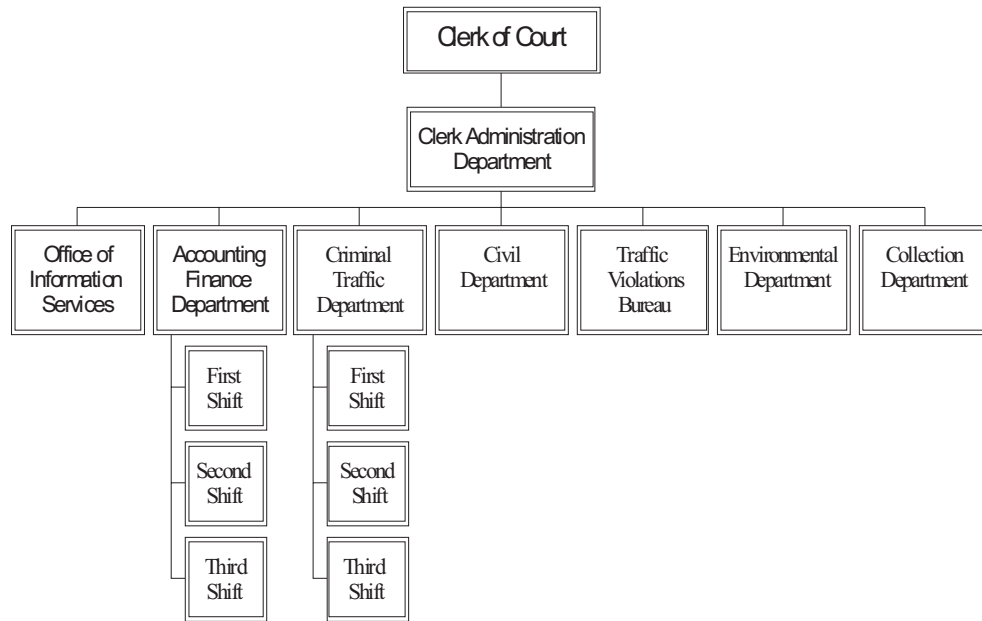
COURT ADMINISTRATOR

Keith Bartlett

TABLE OF ORGANIZATION

THE OFFICE OF THE FRANKLIN COUNTY MUNICIPAL COURT CLERK

Michael A. Pirik, Clerk (2004-2005)
Kathleen E. Graham, Clerk – *Pro tem.* (Nov. 15-Dec. 31, 2005)





ADMINISTRATION DIVISION

The Administration Division 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.

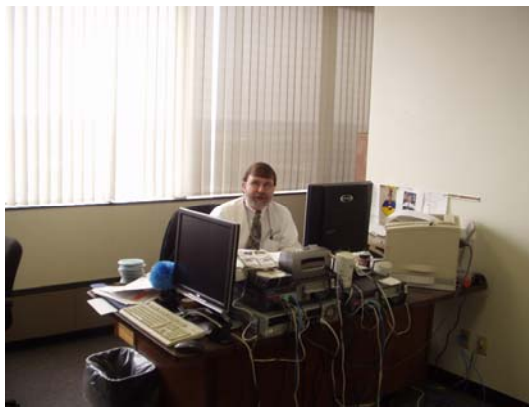
The Administration Division is also responsible for overseeing legal compliance with statutes, rules and case law affecting the Clerk’s office; office risk management; preparing statistical reports required by law; planning, developing and implementing programs and policies to improve the efficiency 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 21st 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.

Cost of Maintaining the Municipal Court Clerk’s Office

2005 General Fund

Personnel Services	\$8,008,809.00
Materials and Supplies	171,747.00
Services for Operations and Maintenance	576,543.00
Other	<u>7,165.00</u>
Total	\$8,764,264.00



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.fmcclerk.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 assesses information technologies and seeks to implement appropriate hardware and software that will enhance overall effectiveness and efficiency.

The OIS Division maintains the 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.

Cost of Maintaining the Municipal Court Clerk's Office

2005 Special Revenue Fund

Personnel Services	\$	886,095.00
Materials and Supplies		269,353.00
Services for Operations and Maintenance		738,177.00
Capital Outlay		<u>185,558.00</u>
Total	\$	2,079,183.00



COLLECTIONS DIVISION

The Collections Division began as a pilot project in 1999 by coordinating and electronically exchanging data and services with an outside agency which 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 Collections Division 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 Driver License Suspension, or an active Arrest Warrant. During the year of 2005, the Collections Division 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 6.5 million dollars, and prompted numerous court appearances. The Collections Division 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 DIVISION

The Civil Division 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 Division 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, Non Compliance Suspensions for no insurance, and the Columbus Parking Violations Bureau, and administrative decisions involving housing and safety code issues.

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

- Preparing and serving all summons by certified mail, express mail, regular mail, registered mail, publication, bailiff, process server or sheriff
- Delivering of all Court House mail to City Hall and Post Office
- Accept for filing all pleadings by fax, mail in or filed in person
- Scheduling hearings for all cases that are not individually assigned to a judge
- Issuing notices for all hearings scheduled
- Putting Alerts in computer on Bankruptcy cases, Garnishment Hearings and Garnishment Release
- Issuing requested service for miscellaneous pleadings
- Issuing notices of failed service

- Issuing final Court notices on cases assigned to a Judge
- Issuing supplemental summons for failed service
- Issuing final court order notices to all parties not in default
- Issuing final Court Order on every Small Claims case filed and housing of all Small Claims Court files
- Issuing Exemplified Copies/Transcripts of Docket
- 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 Garnishment Releases to employers
- Issuing pre-judgment and post-judgment non-wage garnishment
- Working with *Daily Reporter's* office by taking files to them and returning to file room
- Issuing subpoenas
- Processing requests for books and record hearings
- Issuing Civil Capias Warrants to the Criminal Division
- Processing Motions for Show Cause and Motions for Contempt
- Processing requests for judgment debtor examinations
- Processing requests for hearings on executions, replevins, attachments and garnishments
- Processing Motions and Conditional Orders that revive dormant Judgments
- Docketing each action that occurs in every case filed
- Receiving from Assignment Office all files assigned to Judges then processing Judgment entries, sending Notice and returning to Assignment office
- Maintaining, storing and making available files for each case

The Civil Division 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.

New Civil Case Filings 2005

Personal Injury/Property Damage	1,971
Contracts, Notes and Accounts	22,640
Forcible Entry and Detainer (Evictions)	19,779
Small Claims	9,064
Parking Violations Bureau	4
Other Civil *	<u>992</u>
Total	54,450

* Includes 112 Civil Environmental Cases

Civil Ancillary Proceedings 2005

Certified Mail Service Issued	58,769
Ordinary Mail Service Issued	40,637
Bailiff Service Issued	24,285
Process Server Service Issued	2,445
Sheriff Service Issued	13
Service by Publication Issued	29
Registered Mail	2
Garnishments Issued	17,611
Garnishments Released	4,626
Writs of Restitution Issued	11,603
Requests for Set Outs Processed	8,139
Writs of Replevin Issued	125
Writs of Execution Issued	313
Judgments Certified to the BMV	141
Certificates of Judgment Issued	8,227
Venue Transfers Processed	120
Civil Appeals Processed	62
Notice of Final Order Issued	92,583
Notice of Failed Service Issued	22,030
Exemplified Copies	188
Revivors of Judgment	423
Judgment Debtors	2,234
Show Cause Orders	73
Motion for Contempt Orders	72
Mail Payments Processed	<u>111,312</u>
Total	406,062



CRIMINAL/TRAFFIC DIVISION

The Criminal/Traffic Division operates 24 hours per day, 365 days per year, delivering services to the Municipal Court and citizens of Franklin County. The division 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 Division 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 Prosecutors Office
- Private attorneys and their staffs

Further, the Criminal/Traffic Division 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 Division 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 division 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 suspends the defendant's driver license as opposed to canceling the person's driving privileges, as has been done in previous years. The Division is also responsible for notification to the BMV when the court terminates the suspension.

The Criminal/Traffic Division continues to extend the service it provides to the court and law enforcement personnel with the Courtroom Service Group and by assisting 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. The Division continues to be in constant contact with all law enforcement regarding the slating of prisoners.

Some of the other daily duties performed by the Division 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 Division 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 Division 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 2005

Type A - Felony Case	7,920
Type B Criminal Misdemeanor	24,432
Type C - Traffic OMVI Case	5,779
Type D - All Other Traffic Cases	<u>124,970</u>
Total	163,101

ENVIRONMENTAL DIVISION

The Environmental Division of the court began operations in 1992. This Division 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 2005

Type A - Environmental Felony Cases	5
Type B - Environmental Criminal Misdemeanor	3,454
Type C - Environmental Traffic OMVI Cases	10
Type D - Environmental All Other Traffic Cases	2,242
Type H - Environmental Civil Cases	<u>142</u>
Total Cases	5,853

Charges Filed 2005

Environmental	110,018
Criminal	47,594
Traffic*	<u>199,890</u>
Total Charges Filed	357,502

* Includes Traffic Violation Bureau Statistics

Other Criminal/Traffic Filings 2005

Number of charges transferred from Mayors' Courts throughout Franklin County to the Franklin County Municipal Court	1,593
Number of applications received for expungement proceedings	2,246
Number of cases that were ordered expunged	1,415
Number of applications denied for expungement	44
Number of expungement applications withdrawn	33
Number of cases expunged by order of Common Pleas Court	349
Total number of cases ordered expunged	1,785
Number of appeals filed	41

Detail of Charges Filed 2005

	City of Columbus Ordinances	Ohio Revised Code	Other Municipal Ordinances
Homicide And Assault			
Aggravated Murder	0	8	0
Murder	0	61	0
Manslaughter	7	4	0
Vehicular Homicide	0	16	0
Aggravated Vehicular Assault	0	8	0
Felonious Assault	0	360	0
Aggravated Assault	0	2	0
Assault	607	4,317	60
Assault on Peace/Police Officer	0	74	0
Aggravated Menacing	66	665	12
Menacing B Stalking	0	22	0
Menacing	144	218	16
Kidnapping And Enticement			
Kidnapping	0	96	0
Abduction	0	24	0
Unlawful Restraint	13	15	0
Child Enticement	0	6	0
Extortion	0	4	0
Alcohol Offenses			
Prohibited Alcohol under 21	342	452	0
Open Container	994	622	10
Open Container in Motor Vehicle	495	121	0
Minor Purchasing Alcohol	0	64	15
Sale to Minor	1	34	0
Keeper of a Place	16	0	0
Liquor Prohibition	0	526	0

Detail of Charges Filed 2005 (Continued)

	City of Columbus Ordinances	Ohio Revised Code	Other Municipal Ordinances
Sex Offenses			
Rape	0	133	0
Sexual Battery	0	28	0
Unlawful Sexual Conduct	0	43	0
Gross Sexual Imposition	0	68	0
Sexual Imposition	9	11	0
Importuning	0	28	0
Voyeurism	6	3	0
Public Indecency	210	69	0
Promoting Prostitution/Procuring	5	11	11
Soliciting Prostitution	938	72	0
Prostitution	55	22	0
Loitering for Prostitution	18	384	0
Pandering	0	12	0
Weapons			
Complicity B Felony	0	119	0
Complicity - Misdemeanor	3	51	10
Carry Concealed Weapon	100	761	0
Weapons Under Disability	0	79	0
Use Weapons While Intoxicated	4	24	0
Improper Handling of Firearm	0	49	0
Possession of Criminal Tools	0	507	0
Discharging Weapons	42	0	0
Concealed Firearm in Motor Vehicles	6	41	0
Attempt	0	64	0
Felony Attempt	0	68	0
Drug Abuse			
Trafficking in Drugs	0	402	0
Drug Abuse/Possession - Felony	0	2,046	0
Drug Abuse B Misdemeanor	0	2,535	79
Deception to Obtain Drugs	0	56	0
Illegal Procurement of Drug Documents	0	72	0
Abuse of Harmful Intoxicants	0	10	0

Detail of Charges Filed 2005 (Continued)

	City of Columbus Ordinances	Ohio Revised Code	Other Municipal Ordinances
Drug Paraphernalia	0	2,744	86
Illegal Tobacco Distribution	0	63	0
Arson	0	6	0
Loitering-Drug Offenses	13	0	0
Gambling			
Gambling/Gaming	0	23	0
Offenses Against Public Peace			
Disorderly Conduct	1,297	662	30
Misconduct at Emergency	21	14	0
Telephone Harassment	0	368	13
Inducing Panic/Violence/Riot	6	43	0
Making False Alarm/Misuse 911	53	20	0
Felony Obstructing Justice	0	10	0
Obstructing Justice	0	15	0
Public Urination	138	0	0
Offenses Against Family			
Endangering Children	7	405	9
Interfering With Custody	0	30	0
Domestic Violence	0	4,487	0
Violation of Protection Order	0	726	0
Contributing to Delinquency of Minor	12	32	14
Felony Menacing/By Stalking	0	8	0
Arson			
Aggravated Arson	0	24	0
Arson	0	15	0
Vandalism	0	30	0
Criminal Damaging	172	284	17
Criminal Mischief	60	46	2

Detail of Charges Filed 2005 (Continued)

	City of Columbus Ordinances	Ohio Revised Code	Other Municipal Ordinances
Offenses Against Public Administration			
Witness Intimidation	1	38	0
Tampering With Evidence	0	110	0
Falsification/False Information Officer	312	765	20
Obstructing Official Business/Justice	286	334	21
Felony Fleeing	0	62	0
Resisting Arrest	530	382	7
Order of an Officer/Fail to Comply	16	134	0
Escape	0	168	0
Convey Contraband to Jail	0	34	0
Ethics Violation	0	26	0
Robbery, Burglary And Trespassing			
Aggravated Robbery	0	268	0
Robbery	0	178	0
Aggravated Burglary	0	118	0
Burglary	0	344	0
Breaking and Entering	0	179	0
Aggravated Criminal Trespassing	566	632	23
Safecracking/Tampering w/Coin Machine	0	17	0
Theft And Fraud			
Theft B Felony	0	316	0
Theft B Misdemeanor	521	3,157	91
Unauthorized Use of Motor Vehicle B Felony	0	43	0
Unauthorized Use of Motor Vehicle B Misdemeanor	6	102	0
Unauthorized Use of Property	0	15	0
Passing Bad Checks B Felony	0	67	0
Passing Bad Checks B Misdemeanor	1	1,038	0
Misuse of Credit Card	0	18	0
Forgery	0	776	0
Purgery	0	3	0

Detail of Charges Filed 2005 (Continued)

	City of Columbus Ordinances	Ohio Revised Code	Other Municipal Ordinances
Criminal Simulation	0	10	0
Receiving Stolen Property B Felony	0	1,203	0
Receiving Stolen Property - Misdemeanor	69	138	0
Identity Falsification	0	63	0
Grand Theft	0	18	0
Counterfeiting	0	5	0
Insurance/Medical Fraud	0	10	0
Workers Comp Fraud	0	3	0
Miscellaneous			
Fugitive	0	141	0
Holders- Foreign Jurisdiction	0	485	0
Civil Capias	59	0	0
Contempt of Court	0	70	0
Fail to Register Sex Offender	0	121	0
Felony OVI	0	41	0
Graffitiism	25	0	0
Disturbing the Quest	83	0	0
Traffic			
OVI	2,372	2,958	340
OVI Per-Se	750	1,381	0
OVI (18-20 Years Old) Per-Se	40	34	0
Reckless Operation	1,071	621	18
No Operators License	12,818	6,296	268
Drive Under Revocation	14,670	6,217	596
Hit Skip	1,022	178	38
Fleeing/Fail to Comply	371	0	0
Speed	37,810	20,578	341
Seat Belt/Restraints	0	12,215	35

Detail of Charges Filed 2005 (Continued)

	City of Columbus Ordinances	Ohio Revised Code	Other Municipal Ordinances
Environmental			
Dog Registration	0	1,879	0
Dog Confinement	0	787	0
Fail to Display Dog Tag	0	62	0
Fail to Confine Vicious Dog	0	91	0
Cruelty to Animals	0	207	0
Rabies	8	810	0
Wildlife	0	203	0
Zoning	436	0	0
Building Code Violation	0	62	0
Housing Code Violations	336	0	0
Pollution and Litter	334	56	0
Smoking	0	121	0
Loud Sound	737	0	0
Exceeding Highway Load/Length Limits	0	804	0



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.
- Forwarding mandatory citations to the Criminal/Traffic Division.
- Processing reporting requirements associated with proof of financial responsibility into the CourtView 2000.
- Identifying citations which are deemed a second moving violation within a 12-month period and initiating into the CourtView 2000.
- 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.
- 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 Division, the Civil Division, the Accounting/Finance Division, and Traffic Violations Bureau.
- Preparing Traffic and Criminal cases for the Accounting/Finance Division 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 Bureau.
- Maintaining statistical data
- Issuing delinquent parking citation notices for the Franklin County Sheriff, Ohio State Highway Patrol, and eight (8) Township police departments.

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:

- Processing applicable financial responsibility insurance information.
- 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.

The tasks of managing Franklin County's traffic cases, Communications, Correspondence, and mail present daily challenges for the Traffic Violations Bureau.

City of Columbus Traffic Charges Filed 2005

Pedestrian On Freeway/Roadway	146	Fail-Yield To Pedestrian	66
Disobey Traffic Control	3,213	Ped. Fail Yield w/o Safety/Jaywalk	342
Red Light Pedestrian	8	Pedestrian-Under Influence	118
Traffic Control Signal	1,058	Fail To Use Crosswalk	504
Turn On Red	1,546	Soliciting A Ride	671
Traffic Device-Pedestrian	48	Drive-Closed Street	66
Fail to Yield Right on Red	21	Follow/Park Near Emergency	121
Lane Control Signal	41	One-Way Street	697
Pedestrian Wait-Walk Signal	100	Failure to stop-school bus	69
Flashing Traffic Light	86	Wrong Side-Divided Rd	63
Driving On Right Side	181	Unnecessary Horn	32
Passing To Right	54	Failure To Control	3,132
Passing To Left	168	Drive Over Sidewalk, Curb	133
Passing Left Of Center	212	Drive Across Grade Crossing	3
Prohibited/Left Of Center	50	Intersections/Railroad Cross	26
No Passing Zones	166	Bumper Requirements	11
Driving Within Lanes	333	Headset Violation	7
Changing Lanes/Safety/Regard	2,540	Speeding	31,212
Following Too Close	214	ACDA	6,275
Improper Turn/Intersections	1,705	Slow Speed/Expressway	322
Turn, Disregard Paint	14	Squealing Tires	224
Prohibited Turn	1,834	Valid Ops/Exp Ops	14,436
Turn-Private Drive/Alley/Bldg	48	Fail To Display Tag/Registration	5,463
Prohibited U-Turn	786	Title/Violation	1,198
Back/Start w/o Safety	612	Use Fictitious Plate	309
Backing On Freeway	44	Operate Unsafe Vehicle	142
Change Course w/o Safety	3,857	Wheel Protector	23
Loud Sound	729	No Moped License	1
Load Extension Viol	4		

City of Columbus Traffic Charges Filed 2005 (Continued)

Fail-To-Yield: At Intersection	23	Tail Light Violation	1,348
Fail-To-Yield: Left Turn	1,656	Red Reflector Violation	55
Fail-To-Yield Right-Of-Way	75	Red Light/Flag Violation	10
Fail-To-Yield: Stop Sign	3,956	Parking Light Violation	4
Fail-To-Yield: Yield Sign	44	Allow Rider Outside	12
Stop Sign	112	Open Door On Wrong Side	42
Fail-To-Yield: Pub Safety Vehicle	112	Motorcycle Helmet/Glasses	20
Fail-To-Yield: Private Drive	900	Motor vehicle /Cycle Noise	36
Stop At Sidewalk	84	Bicycle Violations	531
View/Cntrl Obstructed	28	Stop Light Violation	111
Fender & Back-up Lights	77	Mirror-Clean View	59
Two Lights Display	636	Obstruct Windshield Violation	1,135
Headlight Use/Violation	1,221	Inadequate Brakes	15
Red/Blue Lights	237	Mufflers	876

State of Ohio Traffic Charges Filed 2005

Apply Registration	2,350	Mufflers/Smoke/Gas	170
Title & Registration Transfer	80	Rearview Mirrors	46
Temp Plate-Registrar	7	Windshields/Wipers	72
Fail to Register	29	Tinted Windows	485
Display License Tags	2,182	Right-Of-Way: Public Hwy	220
Valid Ops/Exp Ops	253	Right-Of-Way: Safety Vehicle	26
Pedestrian on Freeway	4	Pedestrian FTY Right of Way	49
Traffic Control Device	1,822	Pedestrian Intoxicated On Hwy	13
Signal Terms/Lights	556	Pedestrian Use Of Walks	115
Pedestrian Control Signals	3	Pedestrian Solicit Ride	50
Flashing Traffic Signals	33	Bikes/Cycles/Snowmobile	8
Fail To Control	1,132	Drive/Grade Crossing	18
Assured Clear Distance Ahead	1,470	Parking: Highway	27
Speed	19,477	Unattended Motor Vehicle	11

State of Ohio Traffic Charges Filed 2005 (Continued)

Slow Speed	103	Parking	157
Passing On Right	89	Parking: Sidewalk	39
Left Of Center Line	171	Park in Safety Zone	208
Driving Left Side Roadway	96	Parking Near Curb	27
Hazardous Zones	79	Parking: Handicapped Zone	291
One-Way Highway/Rotary	25	Obstructed View	2
Changing Lanes	1,611	Closed Highway	112
Space Between Moving Vehicle	304	Drive On Curb/Walk	18
Divided Roadways	52	Obstruct Road Passage	15
Turns At Intersections	127	Stop For School Bus	15
U-Turn	101	Seatbelt Usage	12,215
Start/Back Without Safety	137	Display Reg-Comm	47
Turn/Stop Signals	1,500	Parking in Fire Lane	12
Right-Of-Way:Intersection/Turn/Stop	424	No Red Light/Flag	29
Stop Sign	497	Non Commercial MV use	55
Failure to Yield	251	Child Restraint	414
Stop: Sidewalk Area	13	Unsafe Vehicle	122
Headlights	380	Improper Lights/Tail	733
No Tail Lights	733	Unauthorized Plates/Tags	848
Two Headlight Display	239		



ACCOUNTING/FINANCE DIVISION

The Accounting/Finance Division was established in 1989 to centralize all accounting functions dictated by the Ohio Revised Code. This Division 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 Division is also responsible for accepting and disbursing all Civil Division 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 Division 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.

Epay2005

Total Receipts	\$3,231,449.21
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- 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.

Cases Filed 32

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

Cases Filed 233



The Accounting/Finance Division 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.

Financial Statements	
Balance Sheet	
December 31, 2005	
Assets	
Cash Civil Fund	1,165,940.85
Cash Trusteeship Fund	3,379.57
Cash Rent Escrow Fund	60,552.26
Cash Criminal/Traffic/Bail Fund	934,187.47
Total Assets	<u>\$ 2,164,060.15</u>
Liabilities	
Due to Payee Civil Fund	1,165,940.85
Due to Payee Trusteeship Fund	3,379.57
Due to Payee Rest Escrow Fund	60,552.26
Due to Payee Criminal/Traffic/Bail Fund	934,187.47
Total Liabilities	<u>\$ 2,164,060.15</u>
Statement of Receipts and Disbursements	
For the Year Ending December 31, 2005	
Receipts	
Receipts Civil Fund	19,949,976.39
Receipts Trusteeship Fund	64,427.79
Receipts Rent Escrow Fund	250,356.74
Receipts Criminal/Traffic/Bail Fund	22,612,370.45
Total Receipts	<u>\$ 42,877,131.37</u>
Disbursements	
Disbursements Civil Fund	19,873,656.84
Disbursements Trusteeship Fund	61,212.72
Disbursements Rent Escrow Fund	243,257.67
Disbursements Criminal/Traffic/Bail Fund	22,762,912.15
Total Disbursements	<u>\$ 42,941,039.38</u>

Statement of Civil Fund Receipts For the Year Ending December 31, 2005		
Court Costs	5,292,557.03	
Return Check Costs	700.00	
Civil Environmental Penalty	4,900.00	
Administrative Fee - 1% State Legal Aid Fees	8,513.68	
Civil Security Facilities	366,761.00	
Municipal Clerk Computerization Fees	524,890.00	
Municipal Court Computerization Fees	157,476.00	
State Legal Aid Fees	842,910.02	
Publication Fees	449,401.30	
Civil Bond Deposits	35,867.51	
Civil Refund Cost Deposit	(2,411.69)	
Civil Judgment Deposits	12,160,532.96	
Civil Jury Deposits	63,300.00	
Civil Refund/Overpayment Deposits	29,080.58	
Civil Sheriff Deposits	4,760.00	
Civil Towing Deposits	5,200.00	
Civil Witness Deposits	5,538.00	
Total Receipts Civil Fund		\$ 19,949,976.39

Statement of Trusteeship Fund Receipts For the Period Year Ending December 31, 2005		
Trusteeship Deposits	\$ 61,811.24	
Court Costs	1,704.01	
Overpayments	912.54	
Total Receipts Trusteeship Funds		\$ 64,427.79

Statement of Rent Escrow Fund Receipts For the Year Ending December 31, 2005		
Deposits	\$ 247,744.74	
Court Costs	2,612.00	
Overpayments		
Total Receipts Rent Escrow Fund		\$ 250,356.74

Statement of Criminal/Traffic Fund Receipts
For the Year Ending December 31, 2005

Fines and Bail Forfeitures

Municipalities

Bexley	\$ 1,848.00
Brice	350.00
Canal Winchester	851.00
Dublin	11,758.00
Gahanna	10,118.00
Grandview Heights	13,659.40
Grove City	11,459.80
Groveport	3,221.50
Harrisburg	150.00
Hilliard	15,626.20
Minerva Park	795.00
New Albany	6,906.00
Obetz	514.00
Reynoldsburg	24,121.50
Upper Arlington	23,929.00
Urbancrest	325.00
Valleyview	485.00
Westerville	19,846.90
Whitehall	10,630.10
Worthington	7,677.00

Townships

Blendon	119,890.00
Clinton	57,479.80
Franklin	22,259.20
Hamilton	21,407.75
Madison	38,157.75
Mifflin	24,029.01
Norwich	5,705.50
Perry	71,275.50
Prairie	24,571.90
Sharon	31,936.00
Washington	8,756.80

State of Ohio

Ohio Highway Patrol	294,925.51	
Trauma and EMT Fund 5%	36,860.55	
State Seatbelt	209,763.50	
State Liquor	49,658.75	
Child Restraint	9,471.00	\$ 1,190,419.92

Statement of Criminal/Traffic Fund Receipts
For the Year Ending December 31, 2005

Fines and Bail Forfeitures (continued)

City of Columbus	
Columbus Fines	\$ 4,467,547.43
Ohio Highway Patrol	331,716.72
Cr/Tr Environmental Fines	39,795.30
Indigent Driver Alcohol Fund DUS	182.00
Indigent Driver Alcohol Fund DUI	54,425.10
Appearance Bonds	159,046.20
County of Franklin	
Department of Animal Control	66,908.90
Franklin County Development Center	1,210.00
Ohio State Agencies	2,220.00
Ohio Department of Natural Resources	185.00
Municipal	669,940.65
Ohio State University	66,256.60
ODJS Unemployment Fraud	500.00
Franklin County Sheriff (Note D Schedule 1)	539,977.40
Blendon Township	119,324.00
Clinton Township	56,750.20
Franklin Township	21,984.20
Madison Township	37,485.75
Mifflin Township	23,595.02
Perry Township	69,220.00
Sharon Township	31,686.00
Liquor Violations - County Share	49,658.75
Country Road and Bridge Fund	248,630.50
Ohio Highway Patrol	73,714.75
Ohio Department of Taxation	1,666.00
Ohio Department of Commerce	450.00
Port Columbus Police	16,203.00
Bureau of Motor Vehicles	9,751.20
Ohio Department of Public Safety	6,276.50
Capital Area Humane Society	50.00
Chessie Sea Board	50.00
Ohio Ethics Commission	4,700.00
DUI Law Enforcement and Education	3,923.70
Franklin County Sheriff	6,469.50
Ohio Highway Patrol	17,497.00
Port Columbus Airport	346.50
Ohio State University	2,213.00

(continued)

Statement of Criminal/Traffic Fund Receipts
For the Year Ending December 31, 2005

Fines and Bail Forfeitures (continued)

Other Entities

Metro Parks	\$	420.00	
State Wildlife Fund		8,801.00	
State Watercraft Fund		422.00	
State Drug/Pharmacy Fund		21,676.50	
Ohio Department of Agriculture		100.00	
Sheriff OMVI Housing the Prisoner Fund		171,372.10	
Refunds/Overpayments		96,045.33	
Total Fines and Bond Forfeitures	\$		8,690,813.72

Costs

Assessed Costs		4,517,669.06	
Mayors Court Costs		21,842.40	
Total Costs	\$		4,539,511.46

Fees

Collection Fee		424,985.79	
Criminal/Traffic Security Fee		807,783.75	
State Jury Fees		8,618.60	
City Jury Fees		6,517.80	
Late Fee		8.00	
Municipal Court Computerization Fees		349,964.00	
Municipal Clerk Computerization Fees		1,166,618.13	
Witness Fees - Local		19,073.45	
Local Expungements - City		7,020.00	
Probation Fees		307,284.50	
Probation Fees - Scram		14,626.00	
Criminal/Traffic Diversion Fee		2,189.00	
Prosecutor's Check Resolution		80,950.50	
Returned Check Fees		6,245.00	
Witness Fees - State		18,129.50	
State Expungements - County		12,280.00	
BMV Driver's License Suspension		8,495.00	
BMV Warrant Block Reinstatement		33,636.80	
State Expungements - State		18,420.00	
Local Expungements - State		10,530.00	
Victims-of-Crime Fee		1,049,656.00	
Public Defender Fee		1,736,330.84	
Crime Stopper Fee		7,385.00	
Indigent Application Fee		2,597.00	
Total Fees	\$		6,099,344.66

Time Payment Deposits		\$	(162.40)
Total Receipts Criminal/Traffic Fund		\$	19,329,507.44

Statement of Bail Fund Receipts
For the Year Ending December 31, 2005

Bail Deposits			
Appearance Bonds	\$	1,339,830.90	
Applied Appearance Bonds		(252,783.60)	
Appearance Costs		148,870.10	
Applied Appearance Costs		(149,921.20)	
Cash Bonds		2,245,196.01	
Applied Cash Bonds		(231,618.70)	
			3,099,573.51
Total Bail Deposits			
Victim-of-Crimes Posted			
Victim-of-Crime Deposited	\$	191,178.00	
Applied Victims-of Crime		(91,275.00)	
			99,903.00
Total Victim-of Crime Deposited			\$ 99,903.00
Public Defender Posted			
Public Defender Deposited	\$	235,185.00	
Applied Public Defender		(151,798.50)	
			83,386.50
Total Public Defender Deposited			\$ 83,386.50
Total Receipts Bail Fund			\$ 3,282,863.01

Statement of Disbursements to the City of Columbus
For the Year Ending December 31, 2005

Civil Fund			
Court Costs	\$	5,282,421.58	
Civil Environmental Penalty		4,900.00	
Administrative Fees - 1% State Legal Aid Fees.		8,432.68	
Civil Security Facilities		365,864.00	
Civil Collection Fee			
Municipal Clerk Computerization Fees		523,610.00	
Municipal Court Computerization Fees		157,092.00	
Returned Check Fees		700.00	
Unclaimed Funds		26,644.34	
Total Civil Fund Disbursements	\$		6,369,664.60
Trusteeship Fund			
Court Costs	\$	1,212.00	
Total Trusteeship Fund Disbursements	\$		1,212.00
Rent Escrow Funds			
Court Costs	\$	2,625.66	
Unclaimed Funds		5,685.57	
Total Rent Escrow Fund Disbursements	\$		8,311.23
Criminal/Traffic Fund			
Fines and Bail Forfeitures	\$	4,473,500.13	
Ohio Highway Patrol - City Share		296,025.06	
Criminal/Traffic Environmental Fines		39,662.30	
Court Costs		4,503,334.41	
Late Fee		8.00	
Collection Fee		424,294.39	
Security Fee		808,910.95	
Municipal Clerk Computerization Fees		1,168,303.13	
Municipal Court Computerization Fees		350,480.00	
Returned Check Fees		6,220.00	
Witness Fees		19,067.45	
Indigent Driver Alcohol Treatment - DUS		182.00	
Indigent Driver Alcohol Treatment - DUI		54,864.10	
Law Enforcement and Education Fund		3,956.70	
Expungement Fees - City Share		7,060.00	
Probation Fees		306,473.50	
Probation Scram Fees		14,217.00	
Diversion Fees		2,214.00	
Prosecutor Check Resolution		81,724.50	
City Jury Fees		6,417.80	
Appearance Bond Costs		159,006.20	
Total Bail/Criminal/Traffic Fund Disbursements	\$		12,725,921.62
Criminal/Traffic/ Bail Unclaimed Funds	\$	142,879.88	
Total Criminal/Traffic/ Bail Unclaimed Funds	\$		142,879.88
Total Disbursements to the Treasurer, City of Columbus	\$		19,247,989.33

Statement of Disbursements to the State of Ohio
For the Year Ending December 31, 2005

Civil Fund

State Legal Aid Fees	\$ 834,891.02	
Total Civil Fund Disbursements		\$ 834,891.02

Criminal/Traffic Fund

Highway Patrol - State Share	\$ 332,953.72	
Seatbelt Violations	209,666.50	
Liquor Violations - State Share	49,513.25	
Child Restraint Law	9,531.00	
State Expungement Fees - State Share	18,480.00	
Local Expungement Fee - State Share	10,590.00	
Victims-of-Crime Fees	1,051,039.00	
Public Defender Fees	1,738,516.84	
BMV Driver License Suspension	8,690.00	
BMV Warrant Block Reinstatement	34,393.80	
Trauma and EMT Fund 5%	36,997.98	
Total Criminal/Traffic Fund Disbursements		\$ 3,500,372.09

Total Disbursements to the Treasurer, State of Ohio		\$ 4,335,263.11
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Statement of Disbursements to the County of Franklin
For the Year Ending December 31, 2005

Criminal/Traffic Fund

Fines and Bail Forfeitures

Arresting Agency	State Traffic 4511 & 4513	Other State Traffic	Other State Violations
Department of Animal Control			\$ 67,014.90
ODJFS Unemployment Fraud			500.00
Franklin County Col. Development Center	240.00	985.00	225.00
Ohio Department of Natural Resources			175.00
Municipal Police	307,840.30	105,795.00	260,297.85
Ohio State University	52,972.50	6,492.50	6,891.60
Ohio State Agencies			2,220.00
Public Utilities Commission of Ohio			
Port Columbus Airport	11,045.00	4,201.00	1,072.00
Ohio Department of Liquor Control			
Sheriff Office (Note D Schedule 1)	346,279.40	133,798.80	62,887.20
Blendon Township - County Share	96,600.00	21,156.50	1,580.00
Clinton Township - County Share	40,637.20	15,054.25	1,256.25
Franklin Township - County Share	13,717.90	7,410.60	946.70
Madison Township - County Share	25,597.05	10,713.50	1,685.70
Mifflin Township - County Share	13,227.50	8,953.02	1,454.50
Perry Township - County Share	53,659.00	14,918.00	450.00
Sharon Township - County Share	26,079.50	5,412.00	140.00
Ohio Highway Patrol - County Share	73,828.44	37.30	123.90
Liquor Violations - County Share			49,513.25
Road and Bridge Fund			250,674.45
Department of Taxation			1,666.00
Department of Commerce			450.00
Bureau of Motor Vehicles			9,861.20
Ohio Department of Public Safety		778.00	5,498.50
Capital Area Humane Society			50.00
Chessie Sea Board Corp.			50.00
Ohio Ethics Commission			4,700.00
Total Fines and Bail Forfeitures	\$ 1,061,723.79	\$ 335,705.47	\$ 731,384.00
Witness Fees			18,088.10
Indigent Application Fee			2,372.00
Expungements Fees - County Share			12,320.00
State Jury Fees			8,291.60
Deduction for Law Library Fund			(15,000.00)
Total Disbursements to the Treasurer, Franklin County			\$ 2,154,884.96

Statement of Disbursements to Municipalities
For the Year Ending December 31, 2005

Criminal/Traffic Fund	<u>Mayors Costs</u>	<u>DUI Fund</u>	<u>Fines/Forfeitures</u>	Total
Bexley		\$ 424.00	\$ 1,274.00	\$ 1,698.00
Brice		50.00	300.00	350.00
Canal Winchester	470.00		851.00	1,321.00
Dublin	3,856.00	769.00	10,983.00	15,608.00
Gahanna	2,381.00	1,047.00	9,006.00	12,434.00
Grandview Heights`		1,060.00	12,599.40	13,659.40
Grove City	44.00	3,365.80	8,198.00	11,607.80
Groveport		654.50	2,592.00	3,246.50
Harrisburg			150.00	150.00
Hilliard	4,526.00	941.00	14,963.20	20,430.20
Minerva Park	210.00	275.00	545.00	1,030.00
New Albany	1,010.00	585.00	6,171.00	7,766.00
Obetz	30.00	150.00	449.00	629.00
Reynoldsburg	600.00	3,912.50	19,908.00	24,420.50
Upper Arlington	1,533.00	425.00	25,035.00	26,993.00
Urbancrest			325.00	325.00
Valleyview	312.00	35.00	450.00	797.00
Westerville	3,104.00	1,106.50	18,685.40	22,895.90
Whitehall	1,661.40	575.00	10,080.10	12,316.50
Worthington	1,956.00	1,745.50	5,956.50	9,658.00
Total Disbursements to Municipalities			\$	187,335.80

Statement of Disbursements to Townships
For the Year Ending December 31, 2005

Criminal/Traffic Fund	<u>DUI Fund</u>	<u>Fines/Forfeitures</u>	Total
Blendon	\$ 666.00	\$ 119,236.50	\$ 119,902.50
Clinton	629.60	57,047.70	57,677.30
Franklin	275.00	22,075.20	22,350.20
Hamilton		21,330.25	21,330.25
Madison	702.00	37,996.25	38,698.25
Mifflin	434.00	23,635.01	24,069.01
Norwich		5,675.50	5,675.50
Perry	1,980.50	69,027.00	71,007.50
Prairie		24,567.40	24,567.40
Sharon	250.00	31,631.50	31,881.50
Washington		8,809.30	8,809.30
Total Disbursements to Townships			\$ 425,968.71

Statement of Disbursements to Other Entities
For the Year Ending December 31, 2005

Civil Fund		
Publication Fees	\$ 449,441.30	
Civil Bond Deposits	16,810.10	
Civil Deposits	1,303.48	
Civil Judgment Deposits	12,112,727.25	
Civil Jury Deposits	63,900.00	
Civil Refund/Overpayment Deposits	27,225.50	
Civil Sheriff Deposits	7,571.22	
Civil Towing Deposits	2,600.00	
Civil Witness Deposits	14,166.71	
Unclaimed Funds	(26,644.34)	
Total Civil Fund Disbursements		\$ 12,669,101.22
Trusteeship Fund		
Trusteeship Deposit Payments	\$ 59,088.38	
Overpayments	912.34	
Total Trusteeship Fund Disbursements		\$ 60,000.72
Rent Escrow Fund		
Rent Deposit Payments	240,632.01	
Unclaimed Funds	(5,685.57)	
Total Rent Escrow Fund Disbursements		\$ 234,946.44
Criminal/Traffic Fund		
DUI Law Enforcement and Education		
DUI Franklin County Sheriff	6,584.50	
DUI Ohio Highway Patrol	17,620.50	
DUI Port Columbus Airport	346.50	
DUI Ohio State University	2,213.00	
DUI Columbus Development Center		
Other Entities		
State Wildlife Fund	8,751.00	
State Watercraft Fund	422.00	
State Drug/Pharmacy Fund	21,554.50	
Metro Parks	470.00	
Law Library Fund	15,000.00	
Ohio Department of Agriculture	100.00	
Sheriff OMVI Housing the Prisoner Fund	172,059.60	
Cime Stoppers Fee	7,343.00	
Overpayments/Refunds	93,875.26	
Total Criminal/Traffic Disbursements		\$ 346,339.86
Criminal/Traffic/ Bail Unclaimed Funds	\$ (142,879.88)	
Total Criminal/Traffic/ Bail Unclaimed Funds		\$ (142,879.88)

Statement of Disbursements to Other Entities For the Year Ending December 31, 2005		
Bail Fund		
Appearance Bond Returned to Individuals	1,144,184.20	
Appearance Bond Cost	3,430.80	
Cash Bond Returned to Individuals	2,061,864.11	
Victims of Crime Returned to Individuals	115,845.00	
Public Defender Returned to Individuals	96,765.00	
Total Bail Fund Disbursements		\$ 3,422,089.11

Notes to the Financial Statements

Notes A - Summary Of Significant Accounting Policies

Reporting Entity

The Franklin County Municipal Court (the Court) was created and operates under the authority of Section 1901.01 of the Ohio Revised Code. Under the present law, the Court operates with 15 elected Judges and an elected Clerk of Court, each of whom serves a six-year term. The court has been granted jurisdiction for the entire area of Franklin County.

For financial reporting purposes, the Court is an agency fund group which consists of the agency fund of the five divisions of the Court: Criminal/Traffic, Bail, Civil, Trustee and Rent Escrow. The operating expenses of the Court are funded by the City of Columbus and Franklin County and are not , therefore, part of the reporting entity.

Basis of Accounting

The Court prepares its financial statements on the basis of cash receipts and disbursements. Under this method of accounting, revenues are recognized when received in cash rather than when earned and disbursements are recognized when paid rather than when incurred.

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 not 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 <u>4511 & 4513</u>	Other State <u>Traffic Violations</u>	Other State <u>Violations</u>
Sheriff Non - Township	\$ 132,410.20	\$ 91,856.05	\$ 26,526.90
Sheriff Blendon	25,175.00		4,458.00
Sheriff Brown Township	6,206.40	225.00	
Sheriff Clinton Township	9,762.00		4,517.00
Sheriff Franklin Township	13,426.00		8,965.40
Sheriff Hamilton Township		21,332.75	75.00
Sheriff Jackson Township	23,848.00	5,011.50	225.00
Sheriff Jefferson Township	18,976.00		50.00
Sheriff Madison Township	13,245.00		2,139.00
Sheriff Mifflin Township	29,913.00		6,943.00
Sheriff Norwich Township	4,063.00	1,605.00	37.50
Sheriff Perry Township	610.00		980.00
Sheriff Plain Township	4,620.00	676.00	
Sheriff Pleasant Township	9,605.00	965.00	50.00
Sheriff Prairie Township	16,884.00	7,612.90	75.00
Sheriff Sharon Township	8,545.00		905.00
Sheriff Truro Township	20,614.00	8,087.00	
Sheriff Washington Township	6,701.80	2,030.00	25.00
Total Sheriff	\$ 344,604.40	\$ 139,401.20	\$ 55,971.80

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

Agency Location	<u>State Traffic 4511 & 4513</u>	<u>Other State Traffic Violations</u>	<u>Other State Violations</u>
Sheriff Non - Township	133,102.20	93,886.55	26,076.90
Sheriff Blendon Township	25,135.00		4,433.00
Sheriff Brown Township	6,331.40	275.00	
Sheriff Clinton Township	9,672.00		4,492.00
Sheriff Franklin Township	13,531.00		8,965.40
Sheriff Hamilton Township		21,255.25	75.00
Sheriff Jackson Township	23,857.00	5,036.50	225.00
Sheriff Jefferson Township	18,852.00		50.00
Sheriff Madison Township	13,230.00		2,139.00
Sheriff Mifflin Township	30,258.00		6,933.00
Sheriff Norwich Township	4,100.50	1,537.50	37.50
Sheriff Perry Township	610.00		980.00
Sheriff Plain Township	4,565.00	651.00	
Sheriff Pleasant Township	9,790.00	965.00	50.00
Sheriff Prairie Township	16,992.00	75.00	7,500.40
Sheriff Sharon Township	8,545.00		905.00
Sheriff Truro Township	20,954.00	8,087.00	
Sheriff Washington Township	6,754.30	2,030.00	25.00
Total Sheriff	\$ 346,279.40	\$ 133,798.80	\$ 62,887.20

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**THE FRANKLIN COUNTY MUNICIPAL
COURT
COLUMBUS, OHIO**

2005 ANNUAL REPORT

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THE FRANKLIN COUNTY MUNICIPAL COURT
COLUMBUS, OHIO



Front Row (left to right) Judges and Ege, Anne Taylor, Teresa L
Iston, Administrative & Residing Judge Michael T. Banta, Janet A. Cobb, W
Dyne Maynard and Scott D. McKr

Back Row (left to right) Judges Carrie Ege, Paul M. Ebert, and H
He, Howard Pitt, J., Mark S Froehlich, Ted Brown, and
and Anselmo.

FRANKLIN COUNTY MUNICIPAL COURT- December 2005

General Division Judges' Bailiffs
(13)

General Division Judges
(13)

Administrative/ Presiding Judge Bailiff
Michael T. Brandt
Jill Whittier

Environmental Division Judge
Harland Hale

Environmental Division Bailiff
Janice Byrd
Chief Environmental Specialist
Frank Gill

Court Administrator: Keith Bartlett
Assistant Court Administrator: Tim Sellers
Assistant Court Administrator: Emily Shaw

Director of Finance & Administration
Deborah Klie

Human Resources Manager
Tamra Meister

Judicial Secretaries: (8)

Duty Room Bailiff: Lisa Montgomery
Unassigned Bailiff: Rachel Clark

Court Administration Secretary
Kelli Davis

Spanish Interpreter: Brenda Williams
Spanish Interpreter: Hector Rodriguez (PT)

Legal Research
Legal Research Director: Kate Graham
Law Clerks (4 PT)

Magistrates
Kate Graham, Administrative Magistrate
Mark Hummer Dave Jump Dennis Kimball
Denise Mathews Tony Paat
Magistrates' Bailiffs: 4 FT, 1 PT
Magistrates' Secretaries: 3

Security
Security Director: Danny Whittier
Security Supervisor: Fred Monroe
Security Officers: 14
Community Service: Andrew Ellis (PT)

Vehicle Immobilization
Coordinator: Elwin Rasmussen
Assistant: Amber Johnson

Appointed Counsel/Interpreter Services/Volunteer Services Coordinator
Suzanne Ruzicka

Court Investigation
Court Investigators: Mark Larger & Dave Lucas

Court Reporters
Chief Court Reporter: Linda Howell
Court Reporters: 13 FT, 2 PT

Jury Commission
Jury Commissioner: Tom Shields

Assignment Office
Assignment Commissioner: Bob McGee

Small Claims Court & Dispute Resolution Department
Director: Eileen Pruett

Service Bailiffs Department
Chief Service Bailiff: Bob Bulen
Assistant Chief Service Bailiff: Bob Campbell
Assistant Chief Service Bailiff: Bob Cooper
Regular Deputy Service Bailiffs: 14
Set-Out Deputy Service Bailiffs: 4
Secretary: 1

Department of Probation Services
Chief Probation Officer: Tony Tedeschi
Deputy Chief Probation Officer: Kevin Clark
Supervisors: 6
Assistant Supervisors: 3
Probation Officers: 33
Support Staff: 16 FT, 1 PT
Victim Assistants: 2

MUNICIPAL COURT JUDGES

Judiciary

Court Administration

 Court Investigation

 Court Security

 Interpreter Services

 Vehicle Immobilization Program

 Volunteer Services Program

Assignment Office

Bailiffs

Court Reporters

Jury Commissioner's Office

Legal Research

Magistrates

Probation Services Department

 Probation Administration

 Supervision Unit - Regular Supervision

 Domestic Violence Unit

 Specialized Probation Supervision Programs

 Non-Reporting Probation

 Investigation Services

 Supervised Community Service

 Restitution Program

 Provided-No-Convictions Program

 Support Services

 Assessment Referral Services Program

Service Bailiffs

Small Claims Division

 Dispute Resolution Department

Office of Information Services

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. Judge Michael T. Brandt of Grove City was re-elected Administrative and Presiding Judge for 2005.

The judges who served the Franklin County Municipal Court during the year 2005 were:

- Judge Michael T. Brandt, Administrative/Presiding Judge
- Judge Steven B. Hayes (retired January 31, 2005)
- 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 Ted Barrows
- Judge Paul M. Herbert
- Judge Julia L. Dorrian
- Judge Carrie E. Glaeden
- Judge Amy Salerno (appointed effective February 1, 2005, replacing Judge Hayes)

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 nearly 200 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's immediate staff includes the Court Administrator, Assistant Court Administrator, Director of Finance & Administration, Human Resources Manager, 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.

The year 2005 was marked by the retirement of Assistant Court Administrator Tim Sellers. Tim had served this Court for nearly 37 years, beginning in 1969. His knowledge of court operations and finance were a significant contributing factor in the successful administration of this court, and he had served ably as Acting Court Administrator for part of 2003. Tim's experience, expertise, and work ethic will be sorely missed, and all members of the Court family wish him well in his retirement.

Mr. Sellers was replaced by Emily Shaw as Assistant Court Administrator. Emily joined the Court in November 2005 after a highly successful career with the Franklin County Common Pleas Court Clerk's Office. Earlier in the year, Deborah Klie, our former Budget Analyst in the City Finance Director's Office, filled the newly-created position of Director of Finance & Administration; Tamra Meister filled the newly-created position of Human Resources Manager; and Kelli Davis was hired as the new Court Administration Secretary. Both Ms. Meister and Ms. Davis had previously been employed with the Columbus City Attorney's Office.

Franklin County Municipal Court Operating Budget

	2004	2005
Personnel Service	\$10,261,003	\$10,364,265
Materials, Supplies & Furniture	49,391	86,943
Service for Operations and Maintenance	1,409,316	1,415,359
Transfer Out-Operating	<u>0</u>	<u>12,500</u>
Total	\$11,719,710	\$11,879,067

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.

2005 Caseload

People provided assistance	16,543
In-office interview	10,186
Telephone interviews	4,155
Requests for information (No interview)	2,202

Types of Assistance

Set-aside or recalled warrants for non-payment of fines, costs, or both	951
Failed to appear for court appearance	1,760
Request for Time Payment Program	505
Continuance of time to pay fines & costs before due	2,459
Continuance to comply with or complete program	129
Request for limited driving privileges	392
Vehicle releases not in jurisdiction of Vehicle Immobilization Program	21
Referred to attorney	1,124
Referred to Traffic or Criminal Arraignment as Add-on to docket	1,246
Request to change direct reporting to jail	123
Request referral to judge to change plea	148
Request by judge or bailiff to pull file	168
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)	421

In addition, this office processed requests from the Ohio Department of Rehabilitation and Correction and Adult Parole Authority to determine status of pending misdemeanor cases of persons under their jurisdictions. The 10,186 people interviewed averages about 680 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 1st 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

The Spanish-speaking community in Franklin County continues to grow. In 2005, the Court employed one full-time and one part-time Spanish interpreter and utilized the services of a part-time volunteer interpreter. Residents from Somalia continue to relocate to the Central Ohio area resulting in 195 requests for Somalian interpreters in 2005. For the most part, that need is being met through the Court's contract with a local interpreting service. The service fulfilled 453 requests for interpreters in 32 languages during 2005. In addition, the court fulfilled 138 requests for American Sign Language interpreters. Interpreters are used during courtroom proceedings and related court events, and for communication between clients and various court 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 2005, there were 21,912 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 5,791 OMVI cases processed by the Court. Approximately one-half of these cases were 1st 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 or forfeiture 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 2005, eleven volunteers served in various positions throughout the Court, providing a total of 2,383.75 hours of service at an estimated cost savings of \$40,976.66.

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, 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 summoned in 2005 was 4,162.

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

2005

Total Jury Draw	30,000
Total Summons Issued by Regular Mail	4,162
Total Number of Jurors in Attendance	1,594
Reporting Percentage for Calendar Year 2005	81.41%

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
General Supervision**

The probation officers assigned to general 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 those probationers. Conditions of probation may include: serving time in the county jail, home incarceration in lieu of jail; payment of fines and court costs; completion of a three-day residential Driver Intervention Program for OMVI offenders; attendance at a drunk driving impact panel presentation; 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 stay away orders 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.

**Probation Supervision
Active Probation Case Activity
2005**

Cases brought forward from 2004	5,270
New cases received	+ <u>8,032</u>
Total active cases supervised	13,302
Cases completed (expired, terminated, revoked, ordered in)	-
	7,940
Active supervision cases as of 12/31/2005	5,362

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 utilizes a variety of community resource agencies that have programs specifically designed 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 takes place over a period of 26 weeks or until the probationer grasps the necessary concepts to complete the group.

Two victim assistance officers assist victims of domestic violence 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 PROGRAM

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 or who may be in the process of accomplishing such may be 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

2005

New presentence investigations ordered	202
Sealing of record investigations assigned	+ <u>2,197</u>
Total Investigations Ordered	2,399

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.

Community Service Case Activity

2005

Cases ordered	1,079
Cases satisfactorily completed	883
Hours of community service ordered	46,473
Hours of community service completed	35,411

Restitution Program

The restitution program illustrates the Court's commitment towards victims of crime 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.

Restitution Unit Case Activity

2005

New cases ordered	994
Cases completed satisfactorily	607
Total restitution ordered	\$443,138.80
Total restitution collected	\$417,188.82

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.

Provided No Convictions Activity

2005

Cases brought forward from 2004	7,174
New cases received	+ 4,906
Total cases supervised	12,080
Cases completed	5,353
Active supervision cases as of 12/31/2005	6,727

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 annually. There are 18 full-time employees in the department: a chief service bailiff, two assistant chief service bailiffs, 14 service bailiffs; and a secretary/receptionist.

2005 Service Bailiffs' Caseload

Forcible Entry & Detainers	23,498
Garnishment	9,064
Summons	677
Subpoenas	520
Notices	25
BMV's	151
Small Claims	134
Executions	236
Replevins	161
Small Claims Judgment	27
Debtor Exams	
Writs	11,551
Set Outs	1,844
Criminal Summons	202
Traffic Summons	2
Environmental Summons	18
Criminal Supoenas	<u>2,519</u>
TOTAL	52,546

SMALL CLAIMS DIVISION

The Small Claims Division assists individuals and businesses pursue claims for money damages up to \$3,000. Small Claims Court offers a more informal and speedier forum for citizens. Usually, representation by an attorney is not required in small claims cases.

Individuals, partnerships, corporations, unincorporated associations, and political subdivisions may file cases in the Small Claims Division. People seeking to file a complaint are required to complete and sign under oath a Complaint and file the Complaint with the Clerk of Court's Office. The cost to file a small claims case is \$71.00. Cases will generally be set for trial before a Magistrate within 30 days. A judgment obtained in Small Claims Court may be enforced and appealed in the same manner as any other civil judgment.

The Small Claims Division provides individuals with all of the required legal forms. Because litigants are usually not familiar with legal procedures, the Division 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 24-hour Information Line (614-645-8615). Personal assistance is available by telephone (614-645-7381) and at the Division office (375 S. High Street 16th floor). Information and forms may be reviewed on the Court's web site (www.fcmcclerk.com) and questions may be submitted via e-mail to the Webmaster.

State law recognizes the difficulty of collecting judgments and requires the Small Claims Division to help those who have won their case collect their judgments. The Small Claims Division staff provides explanations of and assistance with a variety of collection procedures.

The Division provides support for the magistrates who hear small claims cases by initiating, assigning, and scheduling each case for trial. The Small Claims Division also supports the Court's Dispute Resolution Department. The Division has five full-time employees and handles more than 11,000 small claims and mediation cases each year.

THE DISPUTE RESOLUTION DEPARTMENT

The Dispute Resolution Department provides mediation services for the Court. Mediation is a process in which a neutral third party, a mediator, meets with disputing parties in an effort to achieve a voluntary settlement of their dispute. It is very different from trial or arbitration.

The mediator does not have the responsibility or authority to make a decision or recommendation or impose a resolution upon the parties. Mediation is a valuable tool because it offers the parties a real opportunity to discuss all of their concerns, even if not legally relevant, and to reach a settlement that better suits their needs and will be more satisfactory than a decision imposed by the Court. Mediation provides positive outcomes for both the Court and citizens: the Court avoids a number of potential trials, the parties solve their differences privately and inexpensively, and the community as a whole benefits from improved relationships among citizens. More than 2,000 mediations were scheduled before small claims cases were filed to help citizens avoid the cost and time needed to complete a

small claims case. The mediation program also offers post-filing mediation for rent escrow, small claims and general division civil cases.

The Mediation Program utilizes highly skilled volunteer mediators from the community and from Capital University Law School and the Moritz College of Law, The Ohio State University.

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 Judiciary collects approximately \$500,000 annually that is used for the purchase and maintenance of personal computers, printers, software and for other information technology needs.