

FRANKLIN COUNTY MUNICIPAL COURT  
Columbus, Ohio



EIGHTY-EIGHTH ANNUAL REPORT  
2003

---

---

Judiciary  
Clerk of Court  
Court Administration

---

---

# Table of Contents

## The Franklin County Municipal Court

History of the Court .....	1
Officials of the Court - 2003 .....	2
 Clerk Of Court	
Table of Organization .....	3
Clerk Administration .....	4
Cost of Maintaining the Municipal Court Clerk’s Office .....	4
Office of Information Services.....	5
Cost of Maintaining the Office of Information Services.....	5
Communications Department.....	6
Civil Department.....	7
New Civil Case Filings .....	8
Civil Ancillary Proceedings.....	9
Criminal/Traffic Department.....	10-11
Total Criminal and Traffic Cases.....	12
Total Environmental Cases.....	13
Other Criminal/Traffic Filings .....	13
Detail of Charges Filed .....	14-18
Traffic Violations Bureau.....	19
Traffic Citations Paid.....	20
City of Columbus Traffic Charges Filed.....	21-22
State of Ohio Traffic Charges Filed.....	23
Accounting/Finance Department.....	24
Trusteeship.....	24
Rent Escrow.....	25
Financial Statements .....	26
Balance Sheet.....	26
Statement Of Receipts And Disbursements .....	26
Statement Of Civil Fund Receipts .....	27
Statement Of Trusteeship Fund Receipts .....	27
Statement Of Rent Escrow Fund Receipts .....	27
Statement Of Criminal/Traffic Fund Receipts .....	28-30
Statement Of Bail Fund Receipts.....	31
Statement Of Disbursements To The City Of Columbus.....	32
Statement Of Disbursements To The State Of Ohio .....	33
Statement Of Disbursements To The County Of Franklin.....	34
Statement Of Disbursements To Municipalities .....	35
Statement Of Disbursements To Townships.....	35
Statement Of Disbursements To Other Entities .....	36-37
Statement Of Criminal/Traffic Receipts .....	38
Statement Of Disbursements to Franklin County .....	39

Municipal Court Judges

Table of Organization.....	41
Judiciary.....	42
Court Administration.....	43
Cost Of Maintaining The Franklin County Municipal Court.....	43
Court Investigation .....	43
Caseload.....	44
Types of Assistance.....	44
Court Security Program .....	44
Spanish Interpreter.....	44
Vehicle Immobilization Program.....	45
Volunteer Services Program .....	45
Assignment Office.....	46
Bailiffs.....	46
Court Reporters .....	46
Information Services Office .....	46
Cost of maintaining the Judges OIS budget.....	46
Jury Commissioner's Office .....	47
Summary of the Jury Commissioner's Office activity.....	47
Legal Research .....	47
Magistrates .....	48
Probation Services Department.....	49
Probation Administration.....	49
Supervision Unit-Regular Supervision .....	49
Active Probation case Activity.....	49
Domestic Violence Unit.....	50
Specilized Probation Supervision Programs .....	50
Non reporting Probation .....	50
Investigation Services .....	50
Investigation Unit case Activity.....	51
Supervised Community Service.....	51
Community Service case activity.....	51
Restitution Program.....	51
Restitution Unit case activity.....	51
The Provided-No-Convictions Program .....	51
Provided No convictions activity.....	51
Support Services .....	52
Assessment Referral Services Program.....	52
Service Bailiffs.....	53
Small Claims Division.....	53
Summary of Small Claims Division activities.....	54
Dispute Resolution Program.....	54
Summary of Dispute Resolution Program activity.....	54

The Franklin County Municipal Court

Franklin County Municipal Court  
2003 Annual Report

---

---

History of the Court  
Officials of the Court – 2003

---

---

## History of the Court

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

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

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

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

**ADMINISTRATIVE AND PRESIDING JUDGE**

Charles A. Schneider

**ASSOCIATE JUDGES**

Michael T. Brandt

Steven B. Hayes

H. William Pollitt, Jr

James J. Fais, retired 9/30/03

Bruce Jenkins, retired 9/5/03

Marvin S. Romanoff

Carrie E. Glaeden, appointed 10/01/03

Julie M. Lynch, appointed 9/8/03

Mark S. Froehlich

Teresa L. Liston

Anne Taylor

James E. Green

W. Dwayne Maynard

Scott D. VanDerKarr

Janet A. Grubb

**ENVIRONMENTAL DIVISION JUDGE**

Richard C. Pfeiffer, Jr., resigned 1/13/03

Harland H. Hale, appointed 2/15/03

elected to a full term 11/05/03

**MAGISTRATES**

Kathleen E. Graham

David S. Jump

Denise Mathews

Mark A. Hummer

Dennis R. Kimball

Antonio Paat

**CLERK OF COURT**

Paul M. Herbert

**COURT ADMINISTRATOR**

A. Richard Capretta, retired 3/31/03

Keith Bartlett, appointed 9/1/03

Clerk Of Court

**Franklin County Municipal Court  
2003 Annual Report**

---

---

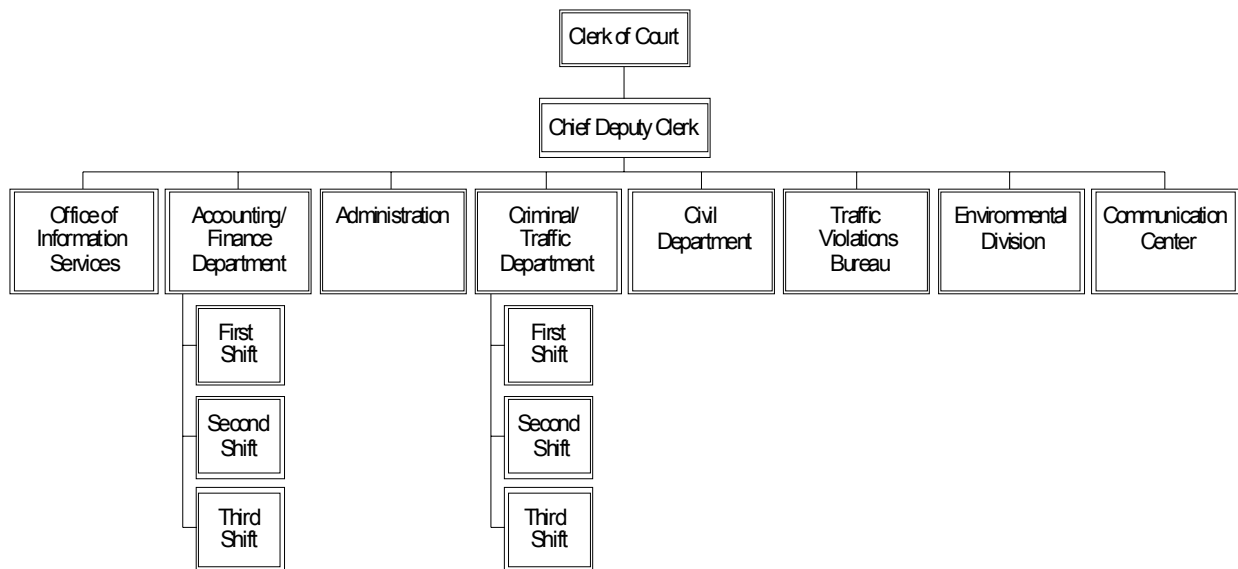
**Table of Organization**  
**Administration**  
**Office of Information Services**  
**Civil Department**  
**Communication Center**  
**Criminal/Traffic Department**  
**Environmental Division**  
**Traffic Violations Bureau**  
**Accounting/Finance Department**  
**Financial Statements**

---

---

Table of Organization

**THE OFFICE OF THE FRANKLIN COUNTY MUNICIPAL COURT CLERK**  
**Paul M. Herbert**  
**Clerk**





## Clerk Administration

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; preparing statistical reports required by law; planning developing and implementing programs and policies to improve the efficiency of the office; reviewing and referring cases to the appropriate authorities for collection proceedings; and evaluating, investigating and responding to inquiries by the public.

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

Cost of Maintaining the Municipal Court Clerk's Office 2003 General Fund	
Personnel Services	\$8,532,083
Materials and Supplies	43,439
Services for Operations and Maintenance	283,915
Capital Outlay	
Other	13,576
<b>Total</b>	<b>\$8,873,013</b>

**Office of Information Services**

In 1993, the Ohio legislature established a special fund to provide for the computerization for both the Court and the Clerk’s Offices. The fund is user-fee based in that all revenues are generated from court costs or filing fees. In year 2000, the Office of Information Services (OIS) supported a computer network consisting of 500 computers, 80 printers, internal and external customer, web page ([www.fcmcclerk.com](http://www.fcmcclerk.com)), numerous software applications and provided software application training. The staff consists of eight (8) personnel of which two (2) employees are paid from the Court’s computer budget and the remaining staff 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 service to the network users in all phases of computer operations. It assures that personnel can access and maintain, through appropriate technology and security, the information necessary to fulfill their roles. The OIS continually assess information technologies and seeks to implement appropriate hardware and software that will enhance overall effectiveness and efficiency.

The OIS Division works countless hours to design, prepare and implement a new state-of-the art Court Case Management System – CourtView 2000. This fully integrated system provides the answers of today and offers a secure platform for the future needs of the court and public.

Cost of Maintaining the Municipal Court Clerk’s Office 2003 Special Revenue Fund	
Personnel Services	\$632,855
Materials and Supplies	345,953
Services for Operations and Maintenance	542,233
Capital Outlay	35,729
Total	\$1,556,770

## Communications Department

The Communications Center was created in 1999 to further promote ongoing communications and delivery of excellent public service to the general public, law enforcement agencies, attorneys, court personnel, other courts, and governmental entities. In that effort, the Communications Correspondence Center was appropriated the following responsibilities:

- Opening, logging, and processing of all mail for the Clerk's Office, which includes the Criminal/Traffic Department, the Civil Department, the Accounting/Finance Department, and Traffic Violations Bureau
- Accepting and processing all traffic and criminal fax correspondence including case payments, filings and public record requests
- Preparing traffic and criminal cases for the Accounting/Finance Department to accept payment
- Returning traffic and criminal payments which are inaccurate
- Responding to public record requests pertaining to the status and disposition of cases
- Accepting and processing payments transmitted through the Clerk's website on the Internet

## Civil Department

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

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

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

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

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

We have been recognized statewide for our efforts and smooth transition. With the aid and flexibility of our new computer system, we are now able to produce a printout for publication of our new case filings. That has enabled us to keep all new case files in the department. In addition, with the availability of our records online through [www.fmcclerk.com](http://www.fmcclerk.com), the amount of telephone and walk-in inquiries have been significantly reduced and, at the same time, the service to the public has been greatly enhanced.

New Civil Case Filings 2003	
Personal Injury/Property Damage	3,069
Contracts, Notes and Accounts	20,574
Forcible Entry and Detainer (Evictions)	17,401
Small Claims	11,247
Parking Violations Bureau	9
Other Civil *	573
<b>Total</b>	<b>52,873</b>
* Includes 197 Civil Environmental Cases	

=

Civil Ancillary Proceedings 2003	
Certified Mail Service Issued	60,792
Ordinary Mail Service Issued	38,367
Bailiff Service Issued	22,218
Process Server Service Issued	2,604
Sheriff Service Issued	15
Service by Publication Issued	15
Registered Mail	1
Garnishments Issued	16,092
Writs of Restitution Issued	9,945
Requests for Set Outs Processed	6,734
Writs of Replevin Issued	173
Writs of Execution Issued	347
Judgments Certified to the BMV	156
Certificates of Judgment Issued	7,342
Venue Transfers Processed	104
Civil Appeals Processed	55
Notice of Final Order Issued	89,196
Notice of Failed Service Issued	29,734
Mail Payments Processed	87,313
Total	371,203

## Criminal/Traffic Department

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

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

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

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

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

=

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

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

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

The electronic notification of arrest warrants and arrest warrant recalls to the BMV in compliance with state law is another responsibility of the department. The BMV processes the warrant information to deny a person the ability to apply for a driver license or vehicle registration when there is an active arrest warrant on the individual. The department collects a \$15 processing fee and notifies the BMV when an outstanding arrest warrant has been satisfied and the license and registration block can be lifted.

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

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

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

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



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

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

Total Criminal and Traffic Cases 2003	
Type A - Felony Cases	7,886
Type B - Criminal Misdemeanor	28,079
Type C - Traffic OMVI Cases	5,124
Type D - All Other Traffic Cases	128,459
	<hr/>
	169,548

=

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

Total Environmental Cases 2003	
Type A - Environmental Felony Cases	41
Type B - Environmental Criminal Misdemeanor	3,549
Type C - Environmental Traffic OMVI Cases	21
Type D - Environmental All Other Traffic Cases	2,202
Type H - Environmental Civil Cases	197
<b>Total Cases</b>	<b>6,010</b>

Charges Filed 2003	
Criminal	49,331
Environmental	11,131
Traffic *	206,343
<b>Total Charges Filed</b>	<b>266,805</b>

- Includes Traffic Violation Bureau Statistics

Other Criminal/Traffic Filings 2003	
Number of charges transferred from Mayors' Courts throughout Franklin County to the Franklin County Municipal Court	1,474
Number of applications received for expungement proceedings	2,331
Number of cases that were ordered expunged	1,891
Number of applications denied for expungement	412
Number of expungement applications withdrawn	28
Number of cases expunged by order of Common Pleas Court	235
Total number of cases ordered expunged	2,126
Number of appeals filed	39

Detail of Charges Filed  
2003

	City of Columbus Ordinances	Ohio Revised Code	Other Municipal Ordinances
<b>Homicide And Assault</b>			
Aggravated Murder		32	
Murder		48	
Manslaughter		9	
Vehicular Homicide		7	
Aggravated Vehicular Assault		10	
Felonious Assault		392	
Aggravated Assault		5	
Assault	1,016	4,691	47
Assault on Peace/Police Officer		112	
Aggravated Menacing	106	671	15
Menacing – Stalking		48	
Menacing	107	272	12
<b>Kidnapping And Extortion</b>			
Kidnapping		109	
Abduction		36	
Unlawful Restraint	6	17	
Child Enticement		16	
Extortion		6	
<b>Alcohol Offenses</b>			
Liquor Prohibition	551	412	
Open Container	1,103	326	15
Open Container in Motor Vehicle	384	151	4
Minor Purchasing Alcohol	6	129	22
Sale to Minor	21	271	4

Detail of Charges Filed  
2003 (Continued)

	<u>City of Columbus Ordinances</u>	<u>Ohio Revised Code</u>	<u>Other Municipal Ordinances</u>
<b>Sex Offenses</b>			
Rape		190	
Sexual Battery		22	
Unlawful Sexual Conduct		50	
Gross Sexual Imposition		73	
Sexual Imposition	2	9	1
Importuning	2	4	
Voyeurism	8	8	
Public Indecency	291	110	3
Promoting Prostitution		3	
Procuring Prostitution	27	1	
Soliciting Prostitution	1,141	32	1
Prostitution	12	6	
Loitering for Prostitution	10	548	
Pandering		18	
<b>Weapons</b>			
Complicity – Felony		144	
Complicity - Misdemeanor	2	31	8
Carry Concealed Weapon	77	670	4
Weapons Under Disability		59	
Use Weapons While Intoxicated	1	28	
Improper Handling of Firearm		69	4
Possession of Criminal Tools		543	4
Discharging Weapons	15		2
Concealed Firearm in Motor Vehicles	4	26	
<b>Drug Abuse</b>			
Trafficking in Drugs		521	
Drug Abuse/Possession - Felony		1,758	
Drug Abuse – Misdemeanor		2,202	71
Deception to Obtain Drugs		61	
Illegal Procurement of Drug Documents		45	
Abuse of Harmful Intoxicants		5	
Drug Paraphernalia		2,616	81
Counterfeit Drugs		57	
Illegal Tobacco Distribution		69	

Detail of Charges Filed  
2003 (Continued)

	City of Columbus Ordinances	Ohio Revised Code	Other Municipal Ordinances
<b>Gambling</b>			
Gambling		208	
Operate Gambling House		4	
<b>Offenses Against Public Peace</b>			
Aggravated Riot	4	4	
Disorderly Conduct	1,263	917	31
Misconduct at Emergency	12	25	
Telephone Harassment		489	25
Inducing Panic	6	23	1
Making False Alarm/Misuse 911	52	11	1
Misconduct on Public Transportation	16	3	
<b>Offenses Against Family</b>			
Endangering Children - Felony		265	
Endangering Children - Misdemeanor	2	176	15
Interfering With Custody		58	
Domestic Violence-Felony		392	
Domestic Violence-Misdemeanor		5,335	
Violation of Protection Order		580	
Contributing to Delinquency of Minor	11	37	7
<b>Arson</b>			
Aggravated Arson		37	
Arson		7	
Vandalism		22	
Criminal Damaging	140	314	22
Criminal Mischief	37	53	6

Detail of Charges Filed  
2003 (Continued)

	City of Columbus Ordinances	Ohio Revised Code	Other Municipal Ordinances
<b>Offenses Against Public Administration</b>			
Witness Intimidation	1	38	
Tampering With Evidence		139	
Falsification	201	477	23
Obstructing Official Business	149	308	16
Felony Fleeing		86	
Resisting Arrest	526	517	11
Order of an Officer	19	123	8
Escape		188	
Convey Contraband to Jail		51	
<b>Robbery, Burglary And Trespassing</b>			
Aggravated Robbery		212	
Robbery		160	
Aggravated Burglary		127	
Burglary		320	
Breaking and Entering		182	
Aggravated Criminal Trespassing	379	629	32
Safe Cracking/Coin Machine Tampering		22	
<b>Theft And Fraud</b>			
Theft – Felony		692	
Theft – Misdemeanor	464	2,649	70
Unauthorized Use of Motor Vehicle – Felony		55	
Unauthorized Use of Motor Vehicle – Misdemeanor	5	73	1
Unauthorized Use of Property		7	2
Passing Bad Checks – Felony		1,035	
Passing Bad Checks – Misdemeanor	52	64	2
Misuse of Credit Card		21	
Forgery		719	
Criminal Simulation		4	
Tampering With Records		33	
Receiving Stolen Property – Felony		882	
Receiving Stolen Property - Misdemeanor	45	398	9
Identity Falsification		71	

Detail of Charges Filed 2003 (Continued)			
	City of Columbus Ordinances	Ohio Revised Code	Other Municipal Ordinances
<b>Miscellaneous</b>			
Fugitive		146	
Holdings- Foreign Jurisdiction		518	
Civil Capias	74		
Contempt of Court		66	
Fail to Register Sex Offender		114	
Felony OMVI		16	
Graffiti	34		
Disturbing the Quiet	101		
<b>Traffic</b>			
OMVI	1,927	2,907	265
OMVI Per-Se	134	1,505	96
OMVI (18-20 Years Old)	265	21	1
Reckless Operation	1,130	451	19
No Operators License	13,818	5,678	325
Drive Under Revocation	16,491	7,057	505
Hit Skip	1,167	187	34
Speed	25,824	32,641	359
Seat Belt/Restraints		19,894	36
<b>Environmental</b>			
Dog Registration		1,674	
Dog Confinement		757	
Fail to Display Dog Tag		46	
Fail to Confine Vicious Dog		309	4
Vicious Dog Insurance		440	
Cruelty to Animals		164	2
Animal at Large			5
Wildlife		340	
Zoning	591		32
Building Code Violation		3	4
Health	164	9	
Housing Code Violations	238		117
Pollution and Litter	338	212	4
Parks	25		
Loud Sound	703		5
Exceeding Highway Load/Length Limits		1,080	3
Loads Drip/Drop	142	355	
Watercraft Violation		1	
Lic/Permit Violations	115	44	
Fireworks Violations	2	2	
Lottery Violations		1	

## 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 Bureau also manages all cases and arraignment dockets for the traffic arraignment courtrooms. The duties of the Traffic Violations Bureau are dictated by the Ohio Revised Code, the Ohio Supreme Court, and Local Court Rules. These duties include but are not limited to the following:

- Initiating all payable traffic citations, that are received, into the CourtView 2000 computers.
- Processing reporting requirements associated with proof of financial responsibility into the CourtView 2000 computers.
- Identifying citations which are deemed a second moving violation within a 12-month period and initiating into the CourtView 2000 computer.
- Identifying citations issued in a construction zone.
- Preparing affidavits when court hearings are requested.
- Processes record and jury demands.
- Preparing unpaid traffic cases to go to court.
- Modifying, updating, and terminating court records from traffic courtrooms 1A and 1B.
- Modifying, updating and terminating court records on the CourtView 2000 computers.
- Initiating appropriate information for the reporting of point assessments to the Ohio Bureau of Motor Vehicles.
- Responding to public inquiries pertaining to the status and dispositions of cases.
- Filing, maintaining, and protecting the cases stored in the Department.
- Maintaining statistical data
- Issuing delinquent parking citation notices for the Franklin County Sheriff, Ohio State Highway Patrol, and eight (8) Township police department.



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

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

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

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

In 2003, a total of 171,978 payable citations were processed in the Traffic Violations Bureau.

Traffic Citations Paid 2003	
City of Columbus	39,234
Ohio State Highway Patrol	17,748
Ohio State University	588
Franklin County Sheriff	5,513
Townships	6,763
Port Columbus	79
	69,925
Total	

City of Columbus Traffic Charges Filed  
2003

Traffic Direction Emerg/xng	1	Fail-Yield To Pedestrian	53
Pedestrian On Freeway	218	Pedestrian-Fail Yield	37
Disobey Traffic Control	3,165	Pedestrian-Under Influence	63
Red Light Pedestrian	31	Pedestrian Cross w/o Safety	188
Traffic Control Signal	1,628	Jaywalking-On Street	194
Turn On Red	498	Jaywalk-Across Street	112
Traffic Device-Pedestrian	58	Fail To Use Crosswalk	408
Fail to Yield Right on Red	55	Soliciting A Ride	683
Lane Control Signal	28	Drive-Closed Street	161
Pedestrian Wait-Walk Signal	58	Folw/Park Near Emergency	8
Flashing Traffic Light	301	Drive Over Fire Hose	1
Driving On Right Side	227	One Way/Traffic Island	50
Passing To Right	9	One-Way Street	581
Passing To Left	179	Keep To Right/Rotary	42
Passing To Right/Left	76	Wrong Side-Divided Rd	17
Passing Left Of Center	124	Unnecessary Horn	31
Prohibited/Left Of Center	141	Failure To Control	3,097
No Passing Zones	111	Drive Over Sidewalk, Curb	102
Driving Within Lanes	194	Damage Sidewalk, Curb	6
Changing Lanes	1,572	Drive Across Grade Crossing	8
Regard Marked Lanes	43	Intersections/Railroad Cross	32
Following Too Close	141	Bumper Requirements	2
Turning Intersections	14	Headset Violation	19
Improper Right Turn	353	Speeding/ACDA	24,929
Improper Turn	434	ACDA	5,941
Turn/From One Way Street	46	Slow Speed	58
Turn, Disregard Paint	137	Slow Speed Expressway	169
Prohibited Turn	2,686	Squealing Tires	400
Turn-Pvt Drive/Alley/Bldg	25	Valid Ops/Exp Ops	13,638
Prohibited U-Turn	706	M/C Ops/Exp Ops	73
Prohibited Start/Backing	13	Fail To Display Tag	5,224
Start w/o Safety	140	Registration Violation	1,750
Back w/o Safety	569	Title/Violation	126
Backing On Freeway	20	Use Fictitious Plate	360
Signal/Change Course	154	Use Tag To Other Vehicle	760
Change Course w/o Safety	461	Operate Unsafe Vehicle	118
Loud Sound	701	Wheel Protector	56
Load Extension Viol	5	Speed-School Zone	893
Motorcycle on Walks	3		

City of Columbus Traffic Charges Filed 2003 (Continued)			
Fail To Signal	2,422	Fail Display Head Lights	603
Fail-To-Yield: Intersect	48	Headlight Violation	515
Fail-To-Yield: "T" Intersection	18	Tail Light Violation	1,413
Fail-To-Yield: Left Turn	1,962	Rear License Plate Light	997
Fail-To-Yield Right-Of-Way	42	Red Reflector Violation	34
Fail-To-Yield: Stop Sign	1,153	Red Light/Flag Violation	31
Fail-To-Yield: Yield Sign	44	Parking Light Violation	1
Stop Sign	1,969	Allow Rider Outside	23
Fail-To-Yield: Pub Safety Veh	96	Riding Where Not Intended	7
Fail-To-Yield: Private Drive	948	Board/Leave Moving Vehicle	8
Stop At Sidewalk	55	Open Door On Wrong Side	33
View/Cntrl Obstructed	15	Lgt Focus/Aim	4
Fender & Back-up Lights	27	Motorcycle Helmet/Glasses	38
Backup Lights/Forward	9	Bicycle-Signal Device	40
Two Lights Display	358	Improper Passing	73
Headlight Use	515	Bicycle Operating Lights	108
Red/Blue Lights	610	Hand & Arm Signals	3
Inadequate Brakes	10	Bicycle-Keep to Right	19
Mufflers	856	Bicycle-Obey Instruction	38
Motor vehicle /Cycle Noise	5	Bicycle-Fail Yield	9
Mirror-Clean View	58	Bicycle-Reckless	7
Obstruct Windshield Violation	92	Bicycle-Weaving	4
Window Transparency	72	Bicycle-Ride Sidewalk	73
		Stop Light Violation	39

State of Ohio Traffic Charges Filed 2003			
Apply Registration	2,237	Headlights Required	88
Title & Reg Transfer	60	Inadequate Brakes	6
Temp Plate-Registrar	11	Horn/Sirens Warning Device	2
Fail to Register	55	Mufflers/Smoke/Gas	198
Display License Tags	2,485	Rearview Mirrors	42
Valid Ops/Exp Ops	5,174	Windshields/Wipers	80
M/C Ops/Exp Ops	77	Tinted Windows	2,830
Pedestrian on Freeway	3	Stop on Private Drive	2
Traffic Control Device	1,558	Right-Of-Way: Public Hwy	160
Signal Terms/Lights	876	Right-Of-Way: Safety Veh	16
Pedestrian Control Signals	3	Fail-To-Yield: Funeral	10
Flashing Traffic Signals	16	RT of Way Ped Xwalk	20
Fail To Control	1,247	Pedestrian FTY Right of Way	18
Speed/ACDA	11,368	Pedestrian Intox On Hwy	10
Assured Clear Distance Ahead	1,502	Pedestrian Use Of Walks	9
Speed	19,474	Ride Outside/Hitch	65
Slow Speed	141	Bikes/Cycles/Snowmobile	28
Speed Construction Zone	52	Drive/Grade Crossing	10
Lanes Of Travel	218	Parking: Highway	22
Travel in Opposite Direction	1	Unattended Motor Vehicle	13
Passing Vehicles	29	Parking	133
Passing On Right	84	Parking: Sidewalk	19
Left Of Center Line	100	Park within Intersect	4
Driving Left Side Roadway	53	Park within 10 ft of Hydrant	15
Hazardous Zones	117	Park within 20 ft Crosswalk	2
One-Way Highway/Rotary	37	Park in Safety Zone	13
Changing Lanes	1,503	Double Park, Stand, Stop	2
Space Between Moving Veh	235	Park/Bridge, Tunnel	1
Divided Roadways	64	Park/Proh by Sign	331
Turns At Intersections	126	Park within 1' of Vehicle	7
U-Turn	86	Park on Roadway	13
Start/Back Without Safety	146	Parking Near Curb	30
Turn/Stop Signals	749	Parking: Handicapped Zone	197
Right-Of-Way: Intersection	25	Obstructed View	12
Right-Of-Way: Left Turn	338	Closed Highway	299
Right-Of-Way: Stop/Yield	237	Drive On Curb/Walk	3
Stop Sign	414	Obstruct Road Passage	1
FTY Thru Highway	13	Stop For School Bus	20
Stop: Sidewalk Area	19	Seatbelt Usage	2,067
Impaired Alter-Comm	7	Seatbelt: Operator	15,950
Child Restraint	508	Seatbelt: Allow Passenger	238
Use of Headphones	17	Seatbelt: Passenger	1,633
Unsafe Vehicle	159	Seatbelt Taxicab	3
Bumper Regulations	1	Oper W/O Plates	25
Improper Lights	597	Driving W/Former Own Tag	30
Headlights	335	Driving W/Foreign Tag	4
No Tail Lights	700	Display Reg-Comm	170
Brake/Stop Lights	91	Parking in Fire Lane	30
2 Headlight Display	177	No Red Light/Flag	33
Driving Approach Emerg Veh	244	Stop/Block Traffic	24
Secure Loads	355	Excd Hwy Load Limit	752
Failure to have Wheel Flaps	209	Apply-Registration	19
Follow Safety Veh	41	Littering	13
Unauthorized Plates	697		

Accounting/Finance Department

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

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

- 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.
- Drive-through window, where payment of violations may be made when no court appearance is required.
- Trusteeship, which gives aid to individuals heavily in debt by collecting a percentage of the debtor's wages, then disbursing these funds to the consenting creditors.

Trusteeship 2003	
Cases Filed	28

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

Rent Escrow 2003	
Cases Filed	214

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

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

Financial Statements		
Balance Sheet		
For the Period Ended December 31, 2003		
Assets		
Cash Civil Fund	\$	841,814.58
Cash Trusteeship Fund		2,231.49
Cash Rent Escrow Fund		43,239.45
Cash Criminal/Traffic Fund Fund		206,985.47
Cash Bail Fund		957,362.69
Total Assets		<u>\$ 2,051,633.68</u>
Liabilities		
Due to Payee Civil Fund	\$	841,814.58
Due to Payee Trusteeship Fund		2,231.49
Due to Payee Rest Escrow Fund		43,239.45
Due to Payee Criminal/Traffic Fund		206,985.47
Due to Payee Bail Fund		957,362.69
Total Liabilities		<u>\$ 2,051,633.68</u>
Statement Of Receipts And Disbursements		
For the Year Ended December 31, 2003		
Receipts		
Receipts Civil Fund	\$	16,863,189.64
Receipts Trusteeship Fund		126,247.20
Receipts Rent Escrow Fund		198,655.52
Receipts Criminal/Traffic Fund		17,289,308.19
Receipts Bail Fund		3,535,626.41
Total Receipts		<u>\$ 38,013,026.96</u>
Disbursements		
Disbursements Civil Fund	\$	16,962,822.41
Disbursements Trusteeship Fund		126,170.77
Disbursements Rent Escrow Fund		215,778.20
Disbursements Criminal/Traffic Fund		17,251,727.81
Disbursements Bail Fund		3,713,006.21
Total Disbursements		\$ 38,269,505.40

Statement Of Civil Fund Receipts  
For the Year Ended December 31, 2003

Court Costs	\$	4,052,263.81	
Return Check Costs		840.00	
Civil Environmental Penalty		31,106.00	
1% Legal Aid Fees		6,944.85	
Civil Security Facilities		377,934.00	
Civil Collection Fee			
Municipal Clerk Computerization Fees		517,067.00	
Municipal Court Computerization Fees		155,163.00	
State Legal Aid Fees		687,573.00	
Publication Fees		416,907.15	
Interest			
Civil Bond Deposits		1,761.00	
Civil Refund Cost Deposit		6,908.59	
Civil Judgment Deposits		10,484,723.59	
Civil Jury Deposits		65,100.00	
Civil Refund/Overpayment Deposits		42,836.65	
Civil Sheriff Deposits		4,585.00	
Civil Towing Deposits		2,400.00	
Civil Witness Deposits		9,076.00	
Total Receipts Civil Fund			\$ 16,863,189.64

Statement Of Trusteeship Fund Receipts  
For the Year Ended December 31, 2003

Trusteeship Deposits	\$	124,594.41	
Court Costs		1,161.00	
Overpayments		491.79	
Interest			
Total Receipts Trusteeship Funds			\$ 126,247.20

Statement of Rent Escrow Fund Receipts  
For the Year Ended December 31, 2003

Deposits	\$	196,628.58	
Court Costs		2,017.02	
Overpayments		9.92	
Interest			
Total Receipts Rent Escrow Fund			\$ 198,655.52



Statement Of Criminal/Traffic Fund Receipts  
For the Year Ended December 31, 2003

Fines and Bail Forfeitures	
Municipalities	
Bexley	\$ 4,687.00
Brice	88.00
Canal Winchester	
Dublin	9,642.50
Gahanna	8,969.10
Grandview Heights	13,585.50
Grove City	9,546.10
Groveport	2,386.00
Harrisburg	
Hilliard	8,762.50
Minerva Park	959.00
New Albany	4,352.00
New Rome	70.00
Obetz	2,138.00
Reynoldsburg	13,258.00
Upper Arlington	29,224.00
Urbancrest	330.00
Valleyview	975.00
Westerville	16,001.00
Whitehall	10,240.50
Worthington	10,608.50
Townships	
Blendon	64,529.10
Clinton	84,538.80
Franklin	30,750.55
Hamilton	24,729.25
Madison	39,776.50
Mifflin	18,447.75
Norwich	10,842.00
Perry	67,345.65
Prairie	22,872.00
Sharon	17,169.75
Washington	4,397.50
Ohio Highway Patrol	506,597.13
Trauma and EMT Fund 5%	56,296.90
State Seatbelt	377,085.00
State Liquor	43,858.50
Child Restraint	11,894.50
City of Columbus	3,825,911.94
Ohio Highway Patrol	450,298.50
Indigent Driver Alcohol Fund Dus	2,757.00
Indigent Driver Alcohol Fund Dui	62,014.20

Statement Of Criminal/Traffic Fund Receipts  
For the Year Ended December 31, 2003 (Continued)

Other Fines and Bail Forfeitures	
County of Franklin	
Department of Animal Control	\$ 75,805.00
Franklin County Development Center	1,410.00
Central Ohio Psychiatric Hospital	
Ohio Department of Natural Resources	
Municipal	1,006,127.87
Ohio State University	71,074.80
ODJS Unemployment Fraud	1,897.00
Franklin County Sheriff (Note D Schedule 1)	512,959.80
Blendon Township	64,079.10
Clinton Township	83,838.80
Franklin Township	29,884.55
Madison Township	39,001.50
Mifflin Township	18,172.75
Perry Township	65,801.65
Sharon Township	16,859.75
Liquor Violations - County Share	43,858.50
Country Road and Bridge Fund	204,015.00
Ohio Highway Patrol	112,576.97
Ohio Department of Liquor Control	6,125.00
Ohio Department of Taxation	3,196.00
Ohio Department of Commerce	
Port Columbus Police	8,735.00
Bureau of Motor Vehicles	17,030.00
Ohio Department of Public Safety	50.00
DUI Entities	
DUI Law Enforcement and Education	5,687.60
Franklin County Sheriff	5,299.10
Ohio Highway Patrol	24,317.00
Port Columbus Airport	100.00
Ohio State University	1,283.00
Columbus Development Center	
Other Entities	
Metro Parks	320.00
State Wildlife Fund	13,051.80
State Watercraft Fund	580.00
State Drug/Pharmacy Fund	26,407.00
State Cruelty to Animals Fund	
Columbus Development Center	
Ohio Department of Agriculture	250.00
Sheriff OMVI Housing the Prisoner Fund	156,542.67
Refunds/Overpayments	116,097.36
Total Fines and Bond Forfeitures	\$ 8,600,369.79

Statement Of Criminal/Traffic Fund Receipts  
For the Year Ended December 31, 2003 (Continued)

Costs		
Assessed Costs	\$ 2,973,995.14	
Mayors Court Costs	21,884.30	
Total Costs		\$ 2,995,879.44
Fees		
Collection Fee	381,799.08	
Criminal/Traffic Security Fee	787,986.30	
State Jury Fees	7,664.60	
City Jury Fees	579.80	
Late Fee		
Municipal Court Computerization Fees	375,950.85	
Municipal Clerk Computerization Fees	1,246,171.20	
Witness Fees - Local	18,260.30	
Local Expungements - City	7,080.00	
Probation Fees	245,175.55	
Criminal/Traffic Diversion Fee	56,190.50	
Prosecutor's Check Resolution	87,751.50	
Returned Check Fees	7,325.00	
Witness Fees - State	14,474.61	
State Expungements - County	10,220.00	
BMV Driver's License Suspension	75,806.00	
BMV Warrant Block Reinstatement	47,106.25	
State Expungements - State	15,330.00	
Local Expungements - State	10,620.00	
Victims-of-Crime Fee	1,001,704.40	
Public Defender Fee	1,293,756.17	
Total Fees		\$ 5,690,952.11
Time Payment Deposits	2,106.85	
Interest		
Total Receipts Criminal/Traffic Fund		\$ 17,289,308.19

Statement Of Bail Fund Receipts  
For the Year Ended December 31, 2003

Bail Deposits		
Appearance Bonds	\$ 1,042,921.50	
Appearance Costs	164,941.40	
Cash Bonds	1,222,965.21	
Posted Bail Applied to Fines and Costs	693,118.10	
Historical Bail Deposit		
Total Bail Deposits		\$ 3,123,946.21
Victim-of-Crimes Posted		
Victim-of-Crime Deposited	204,186.00	
Historical Victim-of-Crime Deposit		
Total Victim-of Crime Deposited		\$ 204,186.00
Public Defender Posted		
Public Defender Deposited	207,494.20	
Historical Public Defender Deposit		
Total Public Defender Deposited		\$ 207,494.20
Interest		
Total Receipts Bail Fund		\$ 3,535,626.41

Statement Of Disbursements To The City Of Columbus  
For The Year Ended December 31, 2003

Civil Fund			
Court Costs	\$	4,078,753.31	
Civil Penaltv Environmental		31,106.00	
1% Legal Research Fees		6,986.01	
Civil Security Facilities		381,503.00	
Civil Collection Fee			
Municipal Clerk Computerization Fees		520,147.00	
Municipal Court Computerization Fees		156,087.00	
Returned Check Fees		840.00	
Unclaimed Funds		797.00	
Interest			
Total Civil Fund			\$ 5,176,219.32
Trusteeship Fund			
Court Costs		1,425.00	
Unclaimed Funds			
Total Trusteeship Fund			\$ 1,425.00
Rent Escrow Funds			
Court Costs		2,194.05	
Unclaimed Funds		3,617.58	
Interest			
Total Rent Escrow Fund Disbursements			\$ 5,811.63
Criminal/Traffic Fund			
Fines and Bail Forfeitures		3,716,073.38	
Ohio Highway Patrol - City Share		448,788.96	
Criminal/Traffic Environmental Fines		51,524.10	
Criminal/Traffic Environmental Fines-General		43,094.76	
Court Costs		2,973,504.48	
Collection Fee		379,966.08	
Security Fee		780,100.30	
Municipal Court Computerization Fees		375,580.35	
Municipal Clerk Computerization Fees		1,245,099.20	
Returned Check Fees		7,256.50	
Witness Fees		18,377.90	
Indigent Driver Alcohol Treatment - DUS		2,759.25	
Indigent Driver Alcohol Treatment - DUI		62,149.20	
Law Enforcement and Education Fund		5,645.60	
Expungement Fees - City Share		7,100.00	
Probation Fees		245,115.55	
Unclaimed Funds		(1,248.80)	
Diversion Fees		55,773.50	
Prosecutor Check Resolution		87,451.50	
City Jury Fees		579.80	
Total Criminal/Traffic Fund Disbursements			\$ 10,504,691.61
Bail Fund			
Appearance Bond Costs		159,627.00	
Unclaimed Funds		211,633.20	
Interest			
Total Bail Fund			\$ 371,260.20
Total Disbursements to the Treasurer, City of Columbus			\$ 16,059,407.76

Statement Of Disbursements To The State Of Ohio  
For the Year Ended December 31, 2003

Civil Fund		
State Legal Aid Fees	\$ 691,647.84	
Total Civil Fund Disbursements		\$ 691,647.84
Criminal/Traffic Fund		
Highway Patrol - State Share	506,514.85	
Seatbelt Violations	377,223.00	
Liquor Violations - State Share	43,596.00	
Child Restraint Law	12,006.50	
State Expungement Fees - State Share	15,420.00	
Local Expungement Fee - State Share	10,650.00	
Victims-of-Crime Fees	1,000,452.90	
Public Defender Fees	1,288,435.17	
BMV Driver License Suspension	75,446.00	
BMV Warrant Block Reinstatement	47,008.25	
Trauma and EMT Fund 5%	56,287.76	
Total Criminal/Traffic Fund Disbursements		\$ 3,433,040.43
Bail Fund		
Victims-of-Crime Fees	104,171.50	
Public Defender Fees	131,909.00	
Total Bail Fund Disbursements		\$ 236,080.50
Total Disbursements to the Treasurer, State of Ohio		\$ 4,360,768.77

Statement Of Disbursements To The County Of Franklin  
For The Year Ended December 31, 2003

Criminal/Traffic Fund

Fines and Bail Forfeitures

Arresting Agency	State Traffic 4511 & 4513	Other State Traffic	Other State Violations
Department of Animal Control			\$ 75,782.00
ODJFS Unemployment Fraud			1,897.00
Central Ohio Psychiatric Hospital			
Columbus Development Center	\$ 435.00	\$ 930.00	
Ohio Department of Natural Resources			
Municipal Police	645,854.63	88,989.75	276,505.99
Ohio State University	60,386.50	4,171.50	6,450.30
Conrail Police			
Public Utilities Commission of Ohio			
Port Columbus Airport	5,517.00	2,062.00	1,186.00
Ohio Department of Liquor Control			6,375.00
Sheriff Office ( Note D Schedule 1)	319,359.80	123,375.50	67,720.00
Blendon Township - County Share	48,883.70	14,084.70	826.70
Clinton Township - County Share	64,657.25	18,137.50	2,059.05
Franklin Township - County Share	21,509.95	6,992.75	1,537.10
Madison Township - County Share	32,027.00	5,791.00	1,285.00
Mifflin Township - County Share	9,715.65	731.00	7,621.10
Perry Township - County Share	56,897.15	8,528.50	281.00
Sharon Township - County Share	13,620.00	2,910.00	187.50
Ohio Highway Patrol - County Share	105,182.46	6,551.03	825.19
Liquor Violations - County Share			43,596.00
Road and Bridge Fund			203,341.00
Department of Taxation			2,996.00
Department of Commerce			
Bureau of Motor Vehicles		1,125.00	15,605.00
Ohio Department of Public Safety			50.00
Total Fines and Bail Forfeitures	\$ 1,384,046.09	\$ 284,380.23	\$ 716,126.93
Witness Fees			14,512.61
Expungements Fees - County Share			10,280.00
State Jury Fees			7,664.60
Deduction for Law Library Fund			(15,000.00)
Total Disbursements to the Treasurer, Franklin County			\$ 2,402,010.46

Statement of Disbursements To Municipalities For the Year Ended December 31, 2003				
Criminal/Traffic Fund				
	Mayors Costs	DUI Fund	Fines/Forfeitures	Total
Bexley	\$ 300.00	\$ 722.00	\$ 3,965.00	\$ 4,987.00
Brice		75.00	38.00	113.00
Canal Winchester	573.00			573.00
Dublin	5,232.00	812.50	9,266.00	15,310.50
Gahanna	3,105.00	823.50	8,147.60	12,076.10
Grandview Heights		1,291.50	12,219.00	13,510.50
Grove City	166.00	1,996.10	7,360.00	9,522.10
Groveport		596.00	1,800.00	2,396.00
Harrisburg				-
Hilliard	1,165.00	2,003.50	6,459.00	9,627.50
Minerva Park		385.00	574.00	959.00
New Albany	1,264.00	400.00		5,591.00
New Rome	516.00	7.50	20.00	543.50
Obetz		542.00	1,596.00	2,138.00
Reynoldsburg	145.00	2,321.00	10,962.00	13,428.00
Upper Arlington	1,110.00	175.50	29,048.50	30,334.00
Urbancrest			280.00	280.00
Valleyview	140.00	75.00	900.00	1,115.00
Westerville	3,072.00	506.00	14,995.00	18,573.00
Whitehall	1,430.30	641.00	9,634.50	11,705.80
Worthington	3,561.00	1,870.00	8,513.50	13,944.50
Total Disbursements to Municipalities				\$ 166,727.50

Statement of Disbursements to Townships For the Year Ended December 31, 2003			
Criminal/Traffic Fund			
	DUI Fund	Fines/Forfeitures	Total
Blendon	\$ 450.00	\$ 63,795.10	\$ 64,245.10
Clinton	725.00	84,853.80	85,578.80
Franklin	891.00	30,039.80	30,930.80
Hamilton		24,709.25	24,709.25
Madison	775.00	39,103.00	39,878.00
Mifflin	275.00	18,067.75	18,342.75
Norwich		10,869.50	10,869.50
Perry	1,519.00	65,706.65	67,225.65
Prairie		22,789.50	22,789.50
Sharon	310.00	16,717.50	17,027.50
Washington		4,375.00	4,375.00
Total Disbursements to Townships			\$ 385,971.85



Statement of Disbursements to other Entities  
For the Year Ended December 31, 2003

Civil Fund		
Publication Fees	\$ 419,357.15	
Civil Bond Deposits	851.00	
Civil Deposits	2,942.91	
Civil Judgment Deposits	10,537,033.12	
Civil Jury Deposits	82,274.00	
Civil Refund/Overpayment Deposits	40,079.11	
Civil Sheriff Deposits	4,879.96	
Civil Towing Deposits	4,800.00	
Civil Witness Deposits	3,535.00	
Unclaimed Funds	(797.00)	
Total Civil Fund Disbursements		\$ 11,094,955.25
Trusteeship Fund		
Trusteeship Deposit Payments	124,253.98	
Overpayments	491.79	
Total Trusteeship Fund Disbursements		\$ 124,745.77
Rent Escrow Fund		
Rent Deposit Payments	213,584.15	
Rent Unclaimed Funds	(3,617.58)	
Total Rent Escrow Fund Disbursements		\$ 209,966.57
Criminal/Traffic Fund		
DUI Law Enforcement and Education		
DUI Franklin County Sheriff	5,262.10	
DUI Ohio Highway Patrol	24,417.00	
DUI Port Columbus Airport	100.00	
DUI Ohio State University	1,258.00	
DUI Columbus Development Center		
State Wildlife Fund	12,395.80	
State Watercraft Fund	580.00	
State Drug/Pharmacy Fund	27,143.00	
Metro Parks	320.00	
Law Library Fund	15,000.00	
Ohio Department of Agriculture	250.00	
Sheriff OMVI Housing the Prisoner Fund	156,140.17	
Overpayments/Refunds	115,171.09	
Criminal/Traffic Unclaimed Funds	1,248.80	
Total Criminal/Traffic Disbursements		\$ 359,285.96

Statement Of Disbursements To Other Entities For the Year Period December 31, 2003 (Continued)		
Bail Fund		
Appearance Bond Returned to Individuals	\$	1,119,103.20
Appearance Bond Cost		9,084.50
Cash Bond Returned to Individuals		1,294,504.91
Victims of Crime Returned to Individuals		117,835.00
Public Defender Returned to Individuals		83,653.00
Posted Bail Applied to Fines and Costs		693,118.10
Bail Unclaimed Funds		(211,633.20)
Total Bail Fund Disbursements		\$ 3,105,665.51

## Notes To The Financial Statements

### Notes A – Summary Of Significant Accounting Policies

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

#### Basis of Presentation – Fund Accounting

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

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

#### Note B – Civil Fund Receipts

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

#### Additional Amount Breakdowns

See Statements for summary totals of this information

#### Note C – Statement of Disbursements To Municipalities

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

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

Agency Location	State Traffic 4511 & 4513	Other State Traffic Violations	Other State Violations
Sheriff Non - Township	\$ 118,340.70	\$ 82,518.25	\$ 39,142.50
Sheriff Blendon	13,286.00		4,197.00
Sheriff Brown Township	4,915.00	525.00	
Sheriff Clinton Township	2,020.00		2,961.00
Sheriff Franklin Township	21,037.00		11,884.50
Sheriff Hamilton Township		24,704.25	25.00
Sheriff Jackson Township	37,500.10	3,783.00	155.00
Sheriff Jefferson Township	21,992.00	50.00	
Sheriff Madison Township	12,607.00		2,550.00
Sheriff Mifflin Township	11,278.00		3,876.00
Sheriff Norwich Township	9,573.00	1,144.00	125.00
Sheriff Perry Township	675.00		1,200.00
Sheriff Plain Township	8,726.00	2,095.00	225.00
Sheriff Pleasant Township	16,044.00	885.00	
Sheriff Prairie Township	16,760.50	6,036.50	75.00
Sheriff Sharon Township	1,470.00		608.00
Sheriff Truro Township	20,055.00	3,500.00	18.00
Sheriff Washington Township	4,124.00	273.50	
<b>Total Sheriff</b>	<b>\$ 320,403.30</b>	<b>\$ 125,514.50</b>	<b>\$ 67,042.00</b>

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

Agency Location	State Traffic 4511 &4513	Other State Traffic Violations	Other State Violations
Sheriff Non - Township	\$ 117,507.20	\$ 80,491.75	\$ 39,947.50
Sheriff Blendon Township	13,441.00		4,120.00
Sheriff Brown Township	4,785.00	525.00	
Sheriff Clinton Township	2,020.00		2,961.00
Sheriff Franklin Township	21,022.00		11,859.50
Sheriff Hamilton Township		24,684.25	25.00
Sheriff Jackson Township	37,355.10	3,708.00	155.00
Sheriff Jefferson Township	22,262.00	50.00	
Sheriff Madison Township	12,677.00		2,525.00
Sheriff Mifflin Township	11,233.00		3,876.00
Sheriff Norwich Township	9,600.50	1,144.00	125.00
Sheriff Perry Township	620.00		1,200.00
Sheriff Plain Township	8,726.00	2,120.00	225.00
Sheriff Pleasant Township	15,984.00	885.00	
Sheriff Prairie Township	16,758.00	5,956.50	75.00
Sheriff Sharon Township	1,470.00		608.00
Sheriff Truro Township	19,810.00	3,525.00	18.00
Sheriff Washington Township	4,089.00	286.00	
<b>Total Sheriff</b>	<b>\$ 319,359.80</b>	<b>\$ 123,375.50</b>	<b>\$ 67,720.00</b>

## Municipal Court Judges

Franklin County Municipal Court  
2003 Annual Report



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

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

---

---

Table of Organization  
Judiciary  
Court Administration  
Department of Probation Services

---

---

## Judiciary

### Judiciary

#### Court Administration

- Court Investigation
- Court Security
- Spanish Interpreters
- Vehicle Immobilization Program
- Volunteer Services Program

#### Assignment Office

#### Bailiffs

#### Court Reporters

#### Information Services Office

#### Jury Commissioner's Office

#### Legal Research

#### Magistrates

#### Probation Services Department

- Probation Administration
- Supervision Unit – Regular Supervision
- Domestic Violence Unit
- Specialized Probation Supervision Programs
- No-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 Program

## JUDICIARY

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

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

The judges who served the Franklin County Municipal Court during the year 2003 were:

- Judge Charles A. Schneider, Administrative/Presiding Judge
- Judge Bruce Jenkins (Retired 9/5/03, replaced by Judge Julie M. Lynch)
- Judge Marvin S. Romanoff
- Judge Steven B. Hayes
- Judge James J. Fais (Retired 9/30/03, replaced by Judge Carrie E. Glaeden)
- 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 Michael T. Brandt
- Judge Mark S. Froehlich
- Judge Richard C. Pfeiffer, Jr. (Resigned 1/13/03, replaced by Judge Harland Hale)
- Judge Harland H. Hale (Appointed 2/15/03)
- Judge Julie M. Lynch (Appointed 9/8/03)
- Judge Carrie E. Glaeden (Appointed 10/1/03)

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 where the amount in controversy does not exceed \$3,000.

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

The year 2003 was the retirement of long-time Court Administrator A. Richard “Bud” Capretta, who had served the Court for more than 30 years, and the appointment of Keith Bartlett as his successor.

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

### Franklin County Municipal Court Operating Budget 2003

Personnel Services	\$10,364,888
Materials/Supplies & Furniture	61,731
Services for Operations and Maintenance	<u>1,430,287</u>
Total	\$11,856,906

The Court Administration Office immediate staff includes the court administrator, assistant court administrator, business manager, volunteer services coordinator, and executive secretary. Units within Court Administration include Court Investigation, Court Security, Spanish Interpreters, the Vehicle Immobilization Program, and the Volunteer Services Program.

#### 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 problem; 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.



### Caseload

In-office interviews	9,470
Telephone interviews	4,194
Requests for information (No interviews)	<u>2,170</u>
Total provided assistance	15,834

### **Types of Assistance**

Set-aside or recalled warrants for non-payment of fines/costs	1,091
Failed to appear for court appearance	1,455
Request for Time Payment Program	346
Continuance of time to pay fines & costs before due	1,841
Continuance to comply with or complete program	178
Request for limited driving privileges	289
Vehicle releases not in jurisdiction of Vehicle Immobilization Program	25
Referred to attorney	1,516
Referred to Traffic or Criminal Arraignment as add-ons to docket	1,556
Request to change direct reporting to jail	96
Request for referral to judge to change plea	192
Request by judge or bailiff to pull file	239
*Special requests or inquiries	547

### **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 supervisor, control room operator and 13 security officers on the 1<sup>st</sup> shift, plus a control room operator on the second and third shifts. In addition, the Court contracts with a security company that provides evening, weekend, and holiday coverage.

During an average week, over 24,000 persons are screened and over three hundred and fifty prohibited items are detected and retained. Deliveries are received and screened from the building's loading dock.

### **Spanish Interpreters**

Two part-time Spanish interpreters are employed and a part-time volunteer interpreter is used to meet the growing needs of Spanish-speaking people in this community. The interpreters are available for courtroom proceedings, related court events, and communication between the probation department and its clients. The interpreters' caseload has increased from approximately 2,100 cases in 1999 to more than 4,000 in 2003.

### **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 2003, there were 6,278 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 5,058 OMVI cases processed by the Court. Approximately one-half of these cases were 1<sup>st</sup> offense cases which did not require action by the program. The remaining cases involved action by the Court to either release the vehicle or to order the immobilization of the vehicle.

### **Volunteer Services Program**

The Volunteer Services Program was developed to augment and enhance services to the Court and the community. The volunteer coordinator recruits, screens, and places volunteers in appropriate positions by matching their interests, skills, and scheduling requirements. While volunteers serve in a variety of positions, such as mediators in the Small Claims Division, the greatest impact has been realized in the Department of Probation Services, where they serve as case aides and provide records management, office coverage, and other clerical tasks as needed. In 2003, 18 volunteers served in various positions throughout the Court, providing a total of 1,976 hours of service at an estimated cost savings of \$33,964.

## 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.

## 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 bailiff who is assigned to the Duty Room.

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

## COURT REPORTERS

Court reporters make a verbatim record of all court proceedings, read back portions of court proceedings at the request of counsel or the court, prepare a verbatim transcript from a 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.

## INFORMATION SERVICES OFFICE

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

### Municipal Court Judges OIS Budget

Personnel Services	\$ 113,440
Materials and Supplies	285,788
Services for Operations and Maintenance	294,206
Capital Outlay	<u>5,649</u>
Total	\$ 699,083

## JURY COMMISSIONER'S OFFICE

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

Jury service is limited to two weeks, except in those cases in which additional days are required to reach a verdict. Jurors are paid \$20 per day, which by law is set by the county commissioners, for each day they are in attendance. The number of jurors in attendance in 2003 was 1,578.

The office assigns prospective trial jurors to courtrooms when requested and tracks voir dire results and trial verdicts. A juror questionnaire is completed by each juror upon arrival and 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 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 2003

Total Jury Draw	30,000
Total Summons Issued by Regular Mail	4,900
Total Number of Jurors in Attendance	1,578
Total Number of Jurors Excused from Duty	1,875
Total Number of Jurors Deferred for Service	577
Reporting Percentage for Calendar Year 2003	82.8%

## LEGAL RESEARCH

The Court employs a full-time legal research director and 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, here non-jury contested cases with the consent of all parties if imprisonment is a possible penalty, recommend sentences and issue temporary protection orders. 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 five full-time magistrates, and the Director of Legal Research is also a part-time magistrate.

## DEPARTMENT OF PROBATION SERVICES

### Probation Administration

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

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

### Supervision Unit Regular Supervision

The probation officers assigned to regular probation supervision are responsible for supervising all types of cases that are referred by the judges of the court, and for enforcing the court-ordered conditions imposed upon the probationers. Conditions of probation may include: serving time in the county jail, Intensive Supervision Residential Program (ISRP), or Home Incarceration Program; payment of fines and court costs; completion of a three-day residential Driver Intervention Program for OMVI offenders; completion of an alcohol, drug, or mental health assessment, and, if warranted, a recovery or care program; testing for alcohol or drug use; domestic violence or anger management counseling; adherence to "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.

<b>Probation Supervision Active Probation Case Activity 2003</b>	
Cases brought forward from 2002	4,645
New cases received	+ 7,467
Total active cases supervised	12,112
Cases completed (expired, terminated, revoked, ordered in)	-7,196
Active supervision cases as of 12/31/2003	4,916

## **Domestic Violence Unit**

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

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

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

## **Specialized Probation Supervision Programs**

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

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

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

## **Non-Reporting Probation**

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

## **Investigation Services**

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

Investigation Unit Case Activity 2003	
New presentence investigations ordered	588
Sealing of record investigations assigned	<u>2,188</u>
Total Investigations Ordered	<u>2,776</u>

### 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 2003	
Cases ordered	766
Cases satisfactorily completed	722
Hours ordered	40,234
Hours completed	26,942

### Restitution Program

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

Restitution Unit Case Activity 2003	
New cases ordered	1,211
Cases completed satisfactorily	718
Total restitution ordered	\$442,385.64
Total restitution collected	\$377,631.22

### 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 2003	
Cases brought forward from 2002	6,756
New cases received	+ <u>5,185</u>
Total cases supervised	11,941
Cases completed	- <u>5,047</u>
Active supervision cases as of 12/31/2003	6,894



### **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)**

This program is staffed by clinicians paid by Netcare, a local mental health agency. 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 50,000 legal documents. There are 20 full-time employees in the department: a chief service bailiff, 13 general service bailiffs, 5 set-out crew service bailiffs and a secretary/receptionist.

## **SMALL CLAIMS DIVISION**

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

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

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

The office also provides support for the magistrates who hear small claims cases by initiating, assigning, and scheduling each case for trial.

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

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

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

**Summary of Small Claims Division Activity  
2003**

Cases brought forward from 2002	535	
Cases filed in 2003	<u>11,231</u>	
Total		<u>11,766</u>
Default Judgments	4,568	
Settlements, Other Dismissals, Transfers, and No Service	2,229	
Trials Held	588	
Other Dispositions	<u>3,155</u>	
Total Cases Disposed of in 2002		<u>10,540</u>
Cases Pending as of December 31, 2003	1,226	

**The Dispute Resolution Program**

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

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

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

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

**Summary of Dispute Resolution Program Activity  
2003**

Mediations scheduled in 2003	2,717	
Less mediations canceled, reassigned, or no service	<u>- 276</u>	
Total		2,441
Cases resolved	1,767	
Cases unresolved, legal action not pursued	570	
Cases unresolved, legal action pursued	<u>104</u>	
Total		2,441