



One of the city's premier historic neighborhoods, German Village was settled during the early to mid-1800s by a large German immigrant population. The community was placed on the National Register of Historic Places in 1974. One of its distinct locales, Schiller Park, was named for the German poet Johann Christoph Friedrich von Schiller, whose statue resides among the gardens.

Municipal Court Clerk

Department Description

In 1916, the General Assembly of the State of Ohio created the Columbus Municipal Court. Prior to this time, the Court was 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 Franklin County Municipal.

In 1979, the Court and the Clerk of Court moved from City Hall to a new facility in the Franklin County Municipal Court Building, located at 375 South High Street.

The Franklin County Municipal Court and Clerk of Court respectfully operates under state statute with fifteen Judges and one Clerk of Court, each of whose term is for a period of six (years).

The Franklin County Municipal Clerk of Court's Office serves as the legal guardian and keeper of the official records of the Franklin County Municipal Court. It consists of nine (9) Programs: Administration, Internal Services, Accounting and Finance, Audit/Internal Controls, Civil, Collections, Criminal and Traffic, Traffic Violations Bureau, and Office of Information Services. The Clerk's Office is open to the public twenty-four (24) hours per day, seven (7) days per week and provides support services to law enforcement agencies operating within the jurisdiction of the Court. Currently, eight (8) Townships and nineteen (19) Mayor's Courts exist within Franklin County and the

City of Columbus, which extends into two other counties – Delaware and Fairfield. The Clerk's Office receives traffic citations and criminal complaints from the Columbus Division of Police, the Ohio State Highway Patrol, the Franklin County Sheriff, the Ohio State University Police, Port Columbus Police and twenty-one (21) Municipal law enforcement agencies.

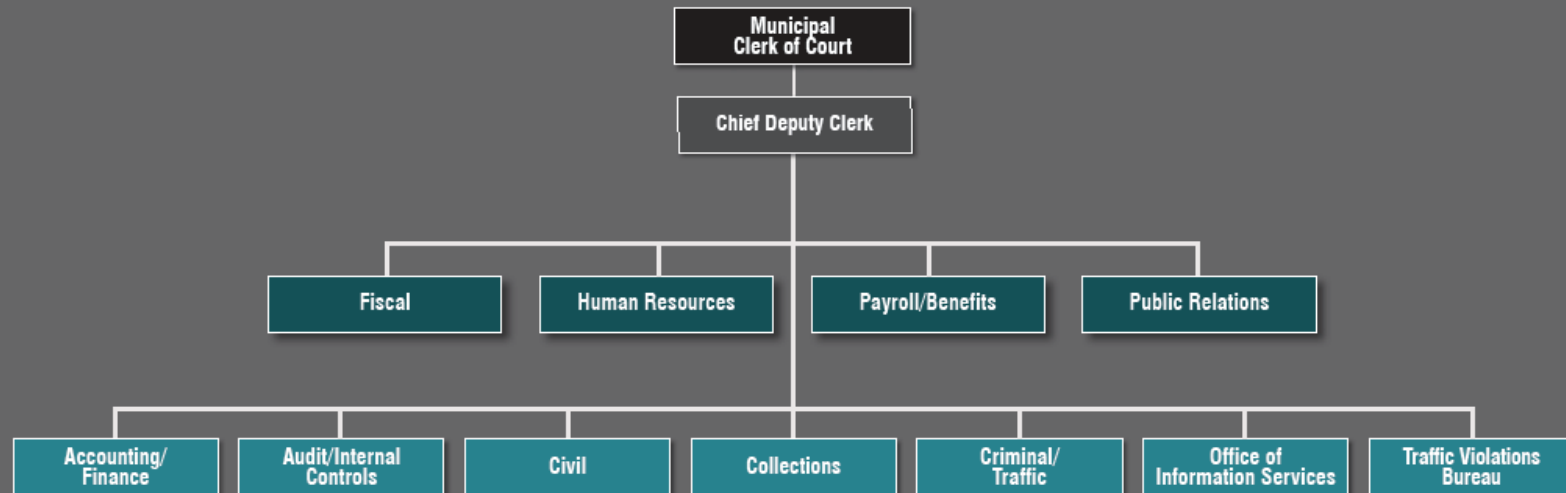
The Clerk's Office is responsible for accepting and processing documents filed in criminal, civil, environmental and traffic cases as well as the collection and disbursement of court costs, fines, and fees according to legal mandates.

Documents include complaints, arrest warrants, citations, subpoenas, search warrants, motions and pleadings. In order to ensure the security, integrity, and availability of digital records into the future, the Clerk's Office has implemented a digital imaging process for the safe and effective management of digital images, files, and related information. It also maintains an extensive website that provides public access to court records and information regarding services offered by the Court and the Clerk's Office. A complete detailing of financial transactions is compiled and published in an annual report which is available on its website.

Department Mission

To accurately maintain, safeguard, and store all court documents as well as collect and disburse all monies as directed by legal mandates. The vision of the Clerk's Office is to employ a diverse, well-trained workforce who is committed to public service through competent customer service, communications, and community outreach.

Franklin County Municipal Clerk of Court



Strategic Priorities for 2017

The Court Clerk's Office will continue to employ strategies to save valuable taxpayer dollars, better utilize staff resources, and lessen the carbon footprint of the Franklin County Municipal Court Clerk's Office.

Website: Implement a responsive design layout for the Franklin County Municipal Court Clerk's website that will accommodate any electronic device.

Web Chat: Provide the convenience of instant communication through an on-line website application system to expedite customer service in the Criminal/Traffic Division.

E-filing Pilot for Civil Environmental Cases: Collaborate with all stakeholders to implement an electronic document filing and management system to provide real-time access to official case files.

Electronic Ticket Pilot: Partner with the Ohio Highway Patrol, The Franklin County Sheriff, and Upper Arlington Police Department to implement an electronic traffic ticket system with an integrated data transfer to the Clerk's Office case management system.

Electronic Criminal Complaint: Working cooperatively with the Ohio Traffic Records Coordinating Subcommittee, the Clerk is working to develop and implement an electronic version of the criminal complaint form to be used statewide.

Collection Opportunities: Expand debt collection efforts to include civil judgments (for collection of court costs and filing fees) and partial payments for criminal/traffic cases to increase revenues for the city, county, and other governmental agencies.

Digital Continuity Plan: Develop and deploy a plan to safeguard and manage digital images, files, and all related information for efficient storage and backup according to legal mandates. This plan will ensure the security, integrity, and availability of digital records into the future.

2017 BUDGET NOTES

The 2017 general fund budget funds 163 full-time employees. Non-personnel expenses include witness fees, banking, print, postage, and other ordinary office expenses.

The 2017 computer fund budget includes funding for six full-time employees. This fund provides technological support, supplies, and maintenance to help the department achieve its mission.



Department Financial Summary by Area of Expense					
Fund	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Proposed
General Fund					
Municipal Court Clerk					
Personnel	\$ 10,362,233	\$ 10,601,920	\$ 10,913,318	\$ 10,791,688	\$ 11,260,771
Materials & Supplies	125,484	127,301	129,147	159,147	132,788
Services	696,927	788,241	809,500	837,940	766,115
General Fund Subtotal	11,184,644	11,517,462	11,851,965	11,788,775	12,159,674
Computer Fund					
Municipal Court Clerk					
Personnel	300,264	352,216	622,453	233,516	657,578
Materials & Supplies	57,500	45,958	61,000	41,000	61,000
Services	594,867	727,212	825,600	778,303	799,304
Principal	-	-	-	260,000	150,000
Interest	-	-	-	14,700	4,850
Transfers	302,295	289,950	274,700	-	-
Computer Fund Subtotal	1,254,925	1,415,336	1,783,753	1,327,519	1,672,732
Department Total	\$ 12,439,569	\$ 12,932,798	\$ 13,635,718	\$ 13,116,294	\$ 13,832,406

Municipal Court Clerk

Department Personnel Summary					
Fund	FT/PT	2014 Actual	2015 Actual	2016 Authorized	2017 Authorized
General Fund					
Municipal Court Clerk	FT	155	155	172	172
	PT	4	4	2	2
Computer Fund					
Municipal Court Clerk	FT	6	0	12	12
Total		165	159	186	186

Operating Budget by Program				
Program	2016 Budget	2016 FTEs	2017 Proposed	2017 FTEs
Administration	\$ 1,305,566	8	\$ 766,849	8
Internal Services	-	0	586,313	0
Accounting and Finance	2,074,690	27	2,181,546	29
Civil	2,066,000	32	2,133,535	32
Collections	165,340	2	173,540	2
Criminal and Traffic	4,829,377	74	4,830,810	71
Office of Information Services	1,783,753	6	1,658,173	6
Audit/Internal Controls	482,312	6	570,176	7
Traffic Violations Bureau	928,680	14	931,464	14
Department Total	\$ 13,635,718	169	\$ 13,832,406	169

For additional financial information related to the Municipal Court Clerk, please refer to the municipal court computer fund contained within the Special Revenue Funds section. Program descriptions begin on the following page.



2017 PROGRAM GUIDE

ADMINISTRATION

To ensure the efficient operation of the Clerk's Office by preparing the annual budget; tracking expenditures; processing vendor contracts regarding the purchase and/or maintenance of equipment and supplies; hiring all deputy clerks; managing personnel payroll records; ensuring compliance with applicable state and federal statutes, local rules and case law; preparing and submitting statistical reports to the Ohio Supreme Court; and to providing timely responses to all public records requests.

INTERNAL SERVICES

To account for the internal service charges of the department necessary to maintain operations.

ACCOUNTING AND FINANCE

To collect and disburse court costs, fines, and bail for criminal, environmental, and traffic cases filed in the Franklin County Municipal Court; to accept and disburse civil court costs, fees, judgment amounts, garnishment payments, escrow and trusteeship payments; to process all mail payments; prepare receipts for monies collected; distribute funds to the proper governmental subdivisions; and to make a general accounting of all funds received and disbursed by the Clerk's Office.

CIVIL

To accept, process, and maintain all documents filed within the Franklin County Municipal Court's jurisdiction related to civil matters including small claims cases; to issue service of civil filings; and to provide timely responses to all public records requests.

COLLECTIONS

To direct and coordinate the collection of debts owed to the Court through the use of outside collection firms; to secure bond agent registration; monitor compliance of state and local statutes; and to process monthly billing statements.

CRIMINAL AND TRAFFIC

To accept and process all complaints related to criminal, environmental, and traffic cases filed within the jurisdiction of the Franklin County Municipal Court; to update all cases scheduled daily for Court dockets; to issue warrants; to report all applicable driving records data to the Ohio Bureau of Motor Vehicles; to support law enforcement requests for information 24 hours per day, 7 days per week; to process requests for sealing and expungement of records; to process documentation and present to the Franklin County Sheriff's Office for release of prisoners; and to provide timely responses to all public records requests.

**OFFICE OF INFORMATION
SERVICES**

To provide support services for all the technological needs of the Franklin County Municipal Clerk and Court staff; to maintain all software and equipment necessary for the daily operations of the Clerk's Office and the Court; to provide electronic reporting as required by state statute to the Ohio Court Network, the Ohio Bureau of Motor Vehicles, and the Ohio Bureau of Investigation; and to provide timely responses to all public records requests.

AUDIT/INTERNAL CONTROLS

To minimize erroneous data through a system of real time process monitoring, audit reporting, and total quality management strategies, and to provide timely information requested by the external auditing firm for the annual audit.

**TRAFFIC VIOLATIONS
BUREAU**

To record and process criminal, environmental, and traffic citations issued by law enforcement operating within the jurisdiction of the Franklin County Municipal Court and to provide timely responses to all public records requests.
