



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.

Department Mission

To accurately maintain and safeguard court records, collect and disburse public funds while promoting equal access, fairness, and transparency. The vision of the Clerk's Office is to provide access to justice through competent customer service, communication, and community outreach.

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

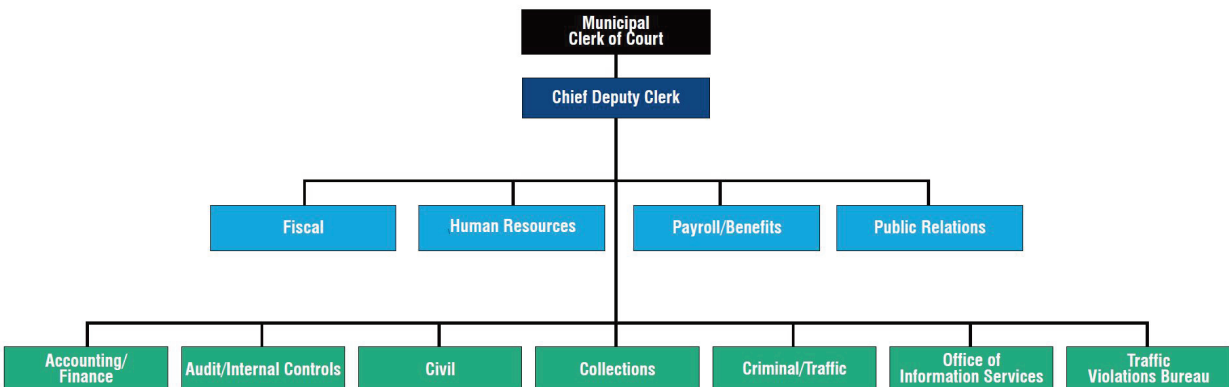
The Franklin County Municipal Clerk of Court's Office serves as the legal guardian and keeper of the official records of the Franklin County Municipal Court. It consists of the following nine programs: administration, internal services, accounting and finance, audit/internal controls, civil, collections, criminal and traffic, traffic violations bureau, and office of information services. The Clerk's Office is open to the public 24 hours per day, seven days per week and provides support services to law enforcement agencies operating within the jurisdiction of the Court. Currently, eight townships and 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, the Columbus Regional Airport Authority Police, and 21 municipal law enforcement agencies.

Budget Summary				
Fund	2019 Actual	2020 Actual	2021 Budget	2022 Proposed
General Fund	12,532,476	12,175,332	12,467,435	12,895,769
Computer Fund	1,278,688	982,547	1,544,729	1,572,560
Department Total	\$ 13,811,164	\$ 13,157,879	\$ 14,012,164	\$ 14,468,329

Municipal Court Clerk

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. Complete detailing of financial transactions is compiled and published in an annual report which is available on its website.

Franklin County Municipal Clerk of Court



Strategic Priorities for 2022

To apply new and available technologies; promote health safety measures for daily operations; and provide excellent public service.

Electronic Document Filing: Expand the use of Electronic Filing to include new filings and all documents filed with the Municipal Court.

Law Enforcement E-Filing Portal: Provide law enforcement partners with an electronic document portal to access search warrants and investigative subpoenas in an easy to use real-time electronic searchable index.

E-Warrants Pilot: Participate in an Ohio web-based electronic warrant and protection order system pilot, designed to improve accuracy and timeliness of submissions to the Law Enforcement Automated Data System and the National Instant Criminal Background Check System. This system will allow tracking of open warrants and protection orders by all partners of the criminal justice system.

Electronic Criminal Complaint: Partner with the Ohio Highway Patrol to develop and implement a statewide uniform criminal complaint (long form) for electronic filing.

Payment Kiosk: Install ten live-agent kiosks on strategic floors of the Municipal Court Building to provide the following services: online payment options for defendants who may pay outstanding warrants/tickets, assist with the check-in process for Criminal and Traffic Arraignment Courts, provide Courtesy Text Reminder Forms for approval, e-filing for certain case types, and display Courthouse information.

Digital Data Sharing: Foster electronic information sharing and system integration with other City and County agencies.

Digital Continuity Plan: Develop and implement a sustainable digital records management strategy that ensures access to court records as technology evolves.

2022 BUDGET NOTES

- The 2022 general fund budget provides for 166 full-time employees. Non-personnel expenses include witness fees, banking, print, postage, and other office expenses.
- The 2022 computer fund budget includes funding for five full-time employees. This fund provides technological support, supplies, and maintenance to help the department achieve its mission.

Financial Summary by Area of Expense					
Division	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Municipal Court Clerk					
General Fund					
Personnel	\$ 11,577,943	\$ 11,329,064	\$ 11,520,669	\$ 11,361,518	\$ 11,896,414
Materials & Supplies	139,727	136,037	140,734	140,734	140,834
Services	814,806	710,232	806,032	782,861	858,521
General Fund Subtotal	\$ 12,532,476	\$ 12,175,332	\$ 12,467,435	\$ 12,285,114	\$ 12,895,769
Computer Fund					
Personnel	352,196	138,888	696,787	103,104	645,575
Materials & Supplies	27,805	60,402	61,000	91,000	81,000
Services	898,687	783,258	786,942	764,275	845,985
Computer Fund Subtotal	1,278,688	982,547	1,544,729	958,379	1,572,560
Department Total	\$ 13,811,164	\$ 13,157,879	\$ 14,012,164	\$ 13,243,493	\$ 14,468,329

Department Personnel Summary								
Fund	2019 Actual		2020 Actual		2021 Budget		2022 Proposed	
	FT	PT	FT	PT	FT	PT	FT	PT
General Fund								
Municipal Court Clerk	156	0	152	1	165	0	166	0
Computer Fund								
Municipal Court Clerk	4	0	0	0	6	0	5	0
Total	160	0	152	1	171	0	171	0

Operating Budget by Program				
Program	2021 Budget	2021 FTEs	2022 Proposed	2022 FTEs
Administration	\$ 1,142,963	8	\$ 1,270,429	8
Internal Services	609,979	0	684,732	0
Accounting and Finance	2,197,366	31	2,146,924	31
Civil	2,130,172	32	2,131,937	32
Collections	179,750	2	187,817	2
Criminal and Traffic	4,649,306	68	4,874,761	69
Office of Information Services	1,510,906	6	1,536,553	5
Audit/Internal Controls	740,584	10	732,925	10
Traffic Violations Bureau	851,138	14	902,251	14
Department Total	\$ 14,012,164	171	\$ 14,468,329	171

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.



2022 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 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; to prepare receipts for moneys collected; to 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, seven 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.

Municipal Court Clerk

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