



MUNICIPAL COURT CLERK

Department Description

The Franklin County Municipal Clerk of Court's office serves as the legal guardian and keeper of all the official records of the Franklin County Municipal Court including all criminal and civil case filings, subpoenas, search warrants, pleadings and monies (e.g., court costs, fines, and third party monies from garnishments). The Clerk of Court's office is entrusted with the responsibility of processing and archiving all court records in accordance with various file retention requirements. Additionally, the Clerk of Court's office calculates

and fully details all financial transactions involving the court, including fines, costs, money garnishments, trusteeship, and rent escrow monies. The office is also responsible for disbursing funds according to law. The Clerk's office compiles and publishes an annual report that details the various categories of court case filings, all financial transactions connected with all court cases, including identifying what entities receive court costs, and statistically reports all relevant data.

Department Mission

To accurately maintain, safeguard and store all court documents as well as collect and disburse all monies as directed by legal mandates. This will be accomplished through a knowledgeable and diverse staff that will strive to serve all who use this office through competent customer service, communications and community outreach.

STRATEGIC PRIORITIES FOR 2015

E-Filing for Civil Cases - Continue to develop an electronic filing system that will allow parties to file civil cases and documents online.

E-Ticket - Continue to expand the Citation Program with the Franklin County Sheriff's Office and the Ohio Highway Patrol.

Web Based Garnishment Management System - Continue to develop a web-based garnishment management system (GMS) that will allow debtors, employers and attorneys the ability to manage garnishments online.

Day Forward Imaging- Continue to create an imaging workflow process which incorporates an electronic imaging station. As part of the e-filing process, the Municipal Court Clerk's office will convert all paper documents to electronic images as documents are filed.

Expansion of Time-Payment Program - Continue to develop a web-based time payment system to allow individuals to establish, maintain, and monitor their time payments.

Ohio Courts Network (OCN) - Continue to collaborate with the Ohio Supreme Court to expand the OCN. The Municipal Court Clerk's office has provided a complete image of its database to OCN and performs nightly updates.

Minor Misdemeanor Folders - Eliminate necessity to create several thousand case folders by utilizing the electronic signature technology.

Restitution Payment Program - The Court has transferred the responsibility for collection and disbursement of restitution payments to the Clerk's office. Restitution is ordered and set by a Judge at the time of sentencing and may be paid in full or set up on a payment program. Payments are received from the defendant by the Clerk's office Accounting/Finance Division and then processed and/or disbursed and mailed to the designated victim. If the victim is unable to be located, the funds will be collected by the Clerk and sent to "Unclaimed Funds."

2015 BUDGET NOTES

The 2015 general fund budget funds 162 full-time employees. Non-personnel expenses include witness fees, banking, print, postage and other ordinary office expenses.

The 2015 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	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Proposed
General Fund					
Municipal Court Clerk					
Personnel	\$ 9,777,448	\$ 10,130,854	\$ 10,472,723	\$ 10,449,941	\$ 10,645,037
Materials & Supplies	128,585	126,572	125,484	124,430	127,301
Services	690,611	712,710	796,951	788,738	804,005
Other	294	-	-	-	-
General Fund Subtotal	10,596,938	10,970,136	11,395,158	11,363,109	11,576,343
Computer Fund					
Municipal Court Clerk					
Personnel	475,085	318,266	590,707	290,022	606,862
Materials & Supplies	74,434	78,203	61,000	56,000	61,000
Services	810,480	594,815	711,560	605,009	702,020
Capital	-	-	-	-	-
Transfers	323,700	313,150	302,850	302,850	292,050
Computer Fund Subtotal	1,683,699	1,304,434	1,666,117	1,253,881	1,661,932
Department Total	\$ 12,280,637	\$ 12,274,570	\$ 13,061,275	\$ 12,616,990	\$ 13,238,275

Department Personnel Summary					
Fund	FT/PT	2012 Actual	2013 Actual	2014 Authorized	2015 Authorized
General Fund					
Municipal Court Clerk	FT	154	155	172	172
	PT	0	1	2	2
Computer Fund					
Municipal Court Clerk	FT	4	3	12	12
Total		158	159	186	186

Operating Budget by Program				
Program	2014 Budget	2014 FTEs	2015 Proposed	2015 FTEs
Administration	\$ 1,397,577	8	\$ 1,301,595	8
Accounting/Finance	2,226,991	30	2,326,726	31
Civil	2,167,595	35	2,215,686	35
Criminal/Traffic	4,691,903	75	4,787,404	75
Office of Information Services	1,666,117	6	1,661,932	6
Traffic Violations Bureau	911,092	14	944,932	14
Department Total	\$ 13,061,275	168	\$ 13,238,275	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.



2015 PROGRAM GUIDE

ADMINISTRATION

To ensure the smooth operation of the Clerk's Office by preparing and tracking the annual budget, hiring all deputy clerks, purchasing and maintaining equipment, managing personnel payroll records, overseeing compliance with applicable statutes, rules and case law, preparing statistical reports required by law, reviewing and referring cases to appropriate authorities for collection proceedings, and investigating and responding to inquiries by the public.

ACCOUNTING/FINANCE

To collect and account for fines, court costs, fees and bail for criminal, environmental and traffic charges filed in the Franklin County Municipal Court, to accept and disburse civil division funds paid to the court for costs and fees, plus judgment and garnishment amounts, to process all mail payments, prepare receipts for monies collected, distribute funds to the proper political subdivisions, and make a general accounting of all monies received and disbursed in the Clerk's office.

CIVIL

To accept dockets and maintain records for all pleadings and motions filed in civil cases over which the Franklin County Municipal Court has jurisdiction.

CRIMINAL/TRAFFIC

To accept and process all documents related to criminal and traffic charges in which citations are issued within the jurisdiction of the Franklin County Municipal Court and to process and report all applicable records to the Ohio Bureau of Motor Vehicles.

OFFICE OF INFORMATION SERVICES

To support the Clerk and the court with the data processing needs of all divisions.

TRAFFIC VIOLATIONS BUREAU

To record and process all traffic citations issued by the Columbus Police, the Ohio State Highway Patrol, the Franklin County Sheriff, and other law enforcement agencies throughout Franklin County.