

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 (court costs, fines and third party monies from garnishments to name a few). 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, from fines and costs to money garnishments, trusteeship and rent escrow monies along with disbursing the same according to law. The Clerk's Office compiles and publishes an Annual Report each year 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 regarding the same.

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 2011

The objective of these priorities will be to save valuable taxpayer dollars and to better utilize staff resources.

- **Web-based Garnishment Management System** – Develop a web-based garnishment management system (GMS) that will allow debtors, employers and attorneys the ability to manage garnishments online.
- **Day Forward Imaging** – Create an imaging workflow process which incorporates an electronic imaging station.
- **Expansion of Time-Payment Program** – Develop a web-based Time Payment System to allow individuals to establish, maintain and monitor their time payments.
- **E-filing for Civil Cases** – Create an electronic filing system that will allow parties to file civil cases and documents online.
- **E-Ticket** – Expand citation program to Ohio Highway Patrol and Franklin County Sheriff's Office.

- **Ohio Courts Network (OCN)** – Collaborate with the Ohio Supreme Court to create a connection to the Ohio Courts Network. This connection would benefit all courts nationwide with information provided from the Franklin County Municipal Court Clerk’s database.
- **Website Access** – Create password protected access for background checks performed daily by private companies as well as State and Federal Agencies.

2011 Budget Notes

- Funding for basic supplies and services, such as file folders, envelopes, paper, postage, printing, and bank fees make up the majority of the Municipal Court Clerk’s 2011 non-personnel general fund budget, amounting to over one million dollars.
- Fees for banking services continue to be a significant cost; the general fund budget includes \$100,000 for banking fees. The Clerk’s Office receives “earnings credits” on funds deposited with the bank that are used to offset banking fees. These “credits” are based on the current federal fund (interest) rate set by the Federal Reserve. The recent decline in this rate has caused a decrease in these “earnings credits” causing a commensurate increase in the Court Clerk’s banking fees.
- The Municipal Court Clerk’s 2011 computer fund budget of \$1,697,411 includes nine full-time positions. The computer fund budget also includes funding for supplies, maintenance and support, and equipment related to the continued development and maintenance of the case management software system.

Budget and Program Summary

| DEPARTMENT FINANCIAL SUMMARY | | | | | |
|------------------------------|------------------------|------------------------|--|--|--------------------------|
| DIVISION SUMMARY | 2008 Actual | 2009 Actual | 2010 Original Appropriation | 2010 Estimated Expenditures | 2011 Proposed |
| Municipal Court Clerk | \$ 12,416,223 | \$ 11,854,934 | \$ 12,268,359 | \$ 12,069,359 | \$ 12,326,890 |
| TOTAL | \$ 12,416,223 | \$ 11,854,934 | \$ 12,268,359 | \$ 12,069,359 | \$ 12,326,890 |

| DEPARTMENT SUMMARY BY CHARACTER | | | | | |
|--|------------------------|------------------------|--|--|--------------------------|
| MUNICIPAL COURT CLERK GENERAL FUND | 2008 Actual | 2009 Actual | 2010 Original Appropriation | 2010 Estimated Expenditures | 2011 Proposed |
| Personnel | \$ 9,236,141 | \$ 8,978,092 | \$ 9,219,382 | \$ 9,189,700 | \$ 9,625,335 |
| Materials & Supplies | 130,050 | 135,500 | 158,401 | 158,401 | 136,421 |
| Services | 920,041 | 1,049,795 | 950,938 | 879,985 | 867,723 |
| Other Disbursements | 2,146 | - | - | - | - |
| TOTAL | \$ 10,288,378 | \$ 10,163,387 | \$ 10,328,721 | \$ 10,228,086 | \$ 10,629,479 |
| MUNICIPAL COURT CLERK COMPUTER FUND | 2008 Actual | 2009 Actual | 2010 Original Appropriation | 2010 Estimated Expenditures | 2011 Proposed |
| Personnel | \$ 693,313 | \$ 667,830 | \$ 839,640 | \$ 741,275 | \$ 833,690 |
| Materials & Supplies | 51,362 | 30,455 | 57,400 | 57,400 | 47,400 |
| Services | 663,149 | 538,676 | 696,848 | 696,848 | 481,121 |
| Other Disbursements | - | - | - | - | - |
| Capital | 408,754 | 97,036 | - | - | - |
| Transfers | 311,267 | 357,550 | 345,750 | 345,750 | 335,200 |
| TOTAL | \$ 2,127,845 | \$ 1,691,547 | \$ 1,939,638 | \$ 1,841,273 | \$ 1,697,411 |

| DEPARTMENT SUMMARY BY FUND | | | | | |
|-------------------------------|------------------------|------------------------|--|--|--------------------------|
| FUND SUMMARY | 2008 Actual | 2009 Actual | 2010 Original Appropriation | 2010 Estimated Expenditures | 2011 Proposed |
| General Fund | \$ 10,288,378 | \$ 10,163,387 | \$ 10,328,721 | \$ 10,228,086 | \$ 10,629,479 |
| Municipal Court Computer Fund | 2,127,845 | 1,691,547 | 1,939,638 | 1,841,273 | 1,697,411 |
| TOTAL | \$ 12,416,223 | \$ 11,854,934 | \$ 12,268,359 | \$ 12,069,359 | \$ 12,326,890 |

| DEPARTMENT PERSONNEL SUMMARY | | | | | |
|------------------------------|--------------|------------------------|------------------------|----------------------------|----------------------------|
| DIVISION | FT/PT | 2008 Actual | 2009 Actual | 2010 Authorized | 2011 Authorized |
| Municipal Court Clerk | FT | 149 | 147 | 172 | 172 |
| | PT | 0 | 2 | 0 | 2 |
| Computer Fund | FT | 8 | 8 | 12 | 12 |
| TOTAL | | 157 | 157 | 184 | 186 |

*FT=Full-Time PT=Part-Time

2011 Operating Budget
Municipal Court Clerk

Financial History by Program

Personnel by Program

| Program | Mission | Financial History by Program | | | | Personnel by Program | | | |
|----------------|--|------------------------------|----------------|----------------|------------------|----------------------|--------------|--------------|--------------|
| | | 2008 Budget | 2009 Budget | 2010 Budget | 2011 Proposed | 2008 FTEs | 2009 FTEs | 2010 FTEs | 2011 FTEs |
| 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. | \$ 1,503,857 | \$ 1,891,395 | \$ 1,413,403 | \$ 1,517,219 | 8 | 10 | 9 | 10 |

2011 Operating Budget
Municipal Court Clerk

Financial History by Program

Personnel by Program

| Program | Mission | Financial History by Program | | | | Personnel by Program | | | |
|--------------------|--|------------------------------|----------------|----------------|------------------|----------------------|--------------|--------------|--------------|
| | | 2008 Budget | 2009 Budget | 2010 Budget | 2011 Proposed | 2008 FTEs | 2009 FTEs | 2010 FTEs | 2011 FTEs |
| 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. | \$ 1,674,798 | \$ 1,930,931 | \$ 2,010,997 | \$ 1,998,291 | 25 | 27 | 29 | 28 |
| Civil | To accept dockets and maintain records for all pleadings and motions filed in civil cases over which Franklin County Municipal Court has jurisdiction. | \$ 2,243,604 | \$ 2,013,752 | \$ 2,087,351 | \$ 2,167,724 | 36 | 34 | 34 | 34 |

Municipal Court Clerk

2011 Operating Budget
Municipal Court Clerk

Financial History by Program

Personnel by Program

| Program | Mission | Financial History by Program | | | | Personnel by Program | | | |
|--------------------------------|---|------------------------------|---------------|---------------|---------------|----------------------|-----------|-----------|-----------|
| | | 2008 Budget | 2009 Budget | 2010 Budget | 2011 Proposed | 2008 FTEs | 2009 FTEs | 2010 FTEs | 2011 FTEs |
| 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. | \$ 3,956,613 | \$ 3,764,802 | \$ 4,020,230 | \$ 4,108,940 | 66 | 66 | 65 | 65 |
| Office of Information Services | To support the Clerk and the court with the data processing needs of all divisions. | \$ 1,836,381 | \$ 1,965,701 | \$ 1,939,638 | \$ 1,697,411 | 8 | 8 | 9 | 9 |
| 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. | \$ 856,444 | \$ 794,129 | \$ 796,740 | \$ 837,305 | 14 | 13 | 13 | 13 |
| | | \$ 12,071,697 | \$ 12,360,710 | \$ 12,268,359 | \$ 12,326,890 | 157 | 158 | 159 | 159 |