

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 2012

The objectives of these priorities will be to save valuable taxpayer dollars, better utilize staff resources and lessen the carbon footprint of the Franklin County Municipal Clerk of Court's Office.

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 the Franklin County Sheriff's Office and the Ohio Highway Patrol.

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. As part of the e-filing process, the Municipal Court Clerk's office will convert all paper documents to an electronic image as documents are filed.

Expansion of Time-Payment Program

Develop a web-based time payment system to allow individuals to establish, maintain and monitor their time payments.

Ohio Courts Network (OCN)

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

2012 Budget Notes

- The 2012 general fund budget funds 155 full-time and 2 part-time employees. 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 2012 non-personnel general fund budget, amounting to over \$1 million.
- The Municipal Court Clerk's 2012 computer fund budget of \$1,839,189 includes seven 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	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Municipal Court Clerk	\$ 11,854,934	\$ 11,883,215	\$ 12,326,890	\$ 11,870,500	\$ 12,544,983
TOTAL	\$ 11,854,934	\$ 11,883,215	\$ 12,326,890	\$ 11,870,500	\$ 12,544,983

DIVISION SUMMARY BY OBJECT LEVEL ONE					
MUNICIPAL COURT CLERK GENERAL FUND	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Personnel	\$ 8,978,092	\$ 9,158,588	\$ 9,625,335	\$ 9,530,826	\$ 9,837,313
Materials & Supplies	135,500	158,401	136,421	136,421	118,585
Services	1,049,795	798,165	867,723	796,265	749,896
Other	-	-	-	-	-
TOTAL	\$ 10,163,387	\$ 10,115,154	\$ 10,629,479	\$ 10,463,512	\$ 10,705,794

DIVISION SUMMARY BY OBJECT LEVEL ONE					
MUNICIPAL COURT CLERK COMPUTER FUND	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
Personnel	\$ 667,830	\$ 712,425	\$ 833,690	\$ 467,553	\$ 644,087
Materials & Supplies	30,455	50,709	47,400	47,400	57,400
Services	538,676	659,177	481,121	556,835	814,002
Other	-	-	-	-	-
Capital	97,036	-	-	-	-
Transfers	357,550	345,750	335,200	335,200	323,700
TOTAL	\$ 1,691,547	\$ 1,768,061	\$ 1,697,411	\$ 1,406,988	\$ 1,839,189

DEPARTMENT SUMMARY BY FUND					
FUND SUMMARY	2009 Actual	2010 Actual	2011 Original Appropriation	2011 Estimated Expenditures	2012 Proposed
General Fund	\$ 10,163,387	\$ 10,115,154	\$ 10,629,479	\$ 10,463,512	\$ 10,705,794
Municipal Court Computer Fund	1,691,547	1,768,061	1,697,411	1,406,988	1,839,189
TOTAL	\$ 11,854,934	\$ 11,883,215	\$ 12,326,890	\$ 11,870,500	\$ 12,544,983

DEPARTMENT PERSONNEL SUMMARY					
DIVISION	FT/PT*	2009 Actual	2010 Actual	2011 Budgeted	2012 Budgeted
General Fund	FT	147	149	172	172
	PT	2	4	2	2
Computer Fund	FT	8	8	12	12
TOTAL		157	161	186	186

*FT=Full-Time PT=Part-Time

2012 Operating Budget
Municipal Court Clerk

Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 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.	\$ 1,891,395	\$ 1,413,403	\$ 1,517,219	\$ 1,350,292	10	9	10	9

2012 Operating Budget
Municipal Court Clerk

Financial History by Program

Personnel by Program

Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 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.	\$ 1,930,931	\$ 2,010,997	\$ 1,998,291	\$ 2,099,059	27	29	28	29
Civil	To accept dockets and maintain records for all pleadings and motions filed in civil cases over which Franklin County Municipal Court has jurisdiction.	\$ 2,013,752	\$ 2,087,351	\$ 2,167,724	\$ 2,144,039	34	34	34	35

Municipal Court Clerk

2012 Operating Budget
Municipal Court Clerk

Financial History by Program

Personnel by Program

Program	Mission	Financial History by Program				Personnel by Program			
		2009 Budget	2010 Budget	2011 Budget	2012 Proposed	2009 FTEs	2010 FTEs	2011 FTEs	2012 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.	\$ 3,764,802	\$ 4,020,230	\$ 4,108,940	\$ 4,265,342	66	65	65	69
Office of Information Services	To support the Clerk and the court with the data processing needs of all divisions.	\$ 1,965,701	\$ 1,939,638	\$ 1,697,411	\$ 1,839,189	8	9	9	7
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.	\$ 794,129	\$ 796,740	\$ 837,305	\$ 847,062	13	13	13	13
		\$ 12,360,710	\$ 12,268,359	\$ 12,326,890	\$ 12,544,983	158	159	159	162