

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 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 2013

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 - Continue to develop an electronic filing system that will allow parties to file civil cases and documents online.

E-Ticket - Continue efforts to expand citation program with the Franklin County Sheriff's Office and the Ohio Highway Patrol.

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

Day Forward Imaging - Continue the creation of 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 - Continue the development of 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 OCN. The Franklin County 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.

2013 Budget Notes

- The 2013 general fund budget funds 162 full-time employees. Non-personnel expenses include witness fees, banking, print, postage and other ordinary office expenses.
- The 2013 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.

Budget and Program Summary

DEPARTMENT FINANCIAL SUMMARY					
DIVISION SUMMARY	2010 Actual	2011 Actual	2012 Original Appropriation	2012 Estimated Expenditures	2013 Proposed
Municipal Court Clerk	\$ 11,883,215	\$ 11,909,038	\$ 12,544,983	\$ 12,224,624	\$ 12,864,916
TOTAL	\$ 11,883,215	\$ 11,909,038	\$ 12,544,983	\$ 12,224,624	\$ 12,864,916

DIVISION SUMMARY BY OBJECT LEVEL ONE					
MUNICIPAL COURT CLERK GENERAL FUND	2010 Actual	2011 Actual	2012 Original Appropriation	2012 Estimated Expenditures	2013 Proposed
Personnel	\$ 9,158,588	\$ 9,519,053	\$ 9,837,313	\$ 9,760,646	\$ 10,281,034
Materials & Supplies	158,401	136,420	118,585	128,585	118,872
Services	798,165	867,722	749,896	678,421	757,240
Other	-	-	-	294	-
TOTAL	\$ 10,115,154	\$ 10,523,195	\$ 10,705,794	\$ 10,567,946	\$ 11,157,146

DIVISION SUMMARY BY OBJECT LEVEL ONE					
MUNICIPAL COURT CLERK COMPUTER FUND	2010 Actual	2011 Actual	2012 Original Appropriation	2012 Estimated Expenditures	2013 Proposed
Personnel	\$ 712,425	\$ 467,620	\$ 644,087	\$ 475,005	\$ 568,743
Materials & Supplies	50,709	38,166	57,400	75,959	110,000
Services	659,177	534,790	814,002	782,014	715,877
Other	-	-	-	-	-
Capital	-	10,067	-	-	-
Transfers	345,750	335,200	323,700	323,700	313,150
TOTAL	\$ 1,768,061	\$ 1,385,843	\$ 1,839,189	\$ 1,656,678	\$ 1,707,770

DEPARTMENT SUMMARY BY FUND					
FUND SUMMARY	2010 Actual	2011 Actual	2012 Original Appropriation	2012 Estimated Expenditures	2013 Proposed
General Fund	\$ 10,115,154	\$ 10,523,195	\$ 10,705,794	\$ 10,567,946	\$ 11,157,146
Municipal Court Computer Fund	1,768,061	1,385,843	1,839,189	1,656,678	1,707,770
TOTAL	\$ 11,883,215	\$ 11,909,038	\$ 12,544,983	\$ 12,224,624	\$ 12,864,916

DEPARTMENT PERSONNEL SUMMARY					
DIVISION	FT/PT*	2010 Actual	2011 Actual	2012 Authorized	2013 Authorized
General Fund	FT	149	153	172	172
	PT	4	1	2	2
Computer Fund	FT	8	5	12	12
TOTAL		161	159	186	186

*FT=Full-Time PT=Part-Time

2013 Operating Budget
Municipal Court Clerk

Program	Mission	Financial History by Program				Personnel by Program			
		2010 Budget	2011 Budget	2012 Budget	2013 Proposed	2010 FTEs	2011 FTEs	2012 FTEs	2013 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.	\$ 1,413,403	\$ 1,517,219	\$ 1,350,292	\$ 1,512,820	9	10	9	10
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.	\$ 2,010,997	\$ 1,998,291	\$ 2,099,059	\$ 2,109,668	29	28	29	29

2013 Operating Budget
Municipal Court Clerk

Program	Mission	Financial History by Program				Personnel by Program			
		2010 Budget	2011 Budget	2012 Budget	2013 Proposed	2010 FTEs	2011 FTEs	2012 FTEs	2013 FTEs
Civil	To accept dockets and maintain records for all pleadings and motions filed in civil cases over which Franklin County Municipal Court has jurisdiction.	\$ 2,087,351	\$ 2,167,724	\$ 2,144,039	\$ 2,174,428	34	34	35	35
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.	\$ 4,020,230	\$ 4,108,940	\$ 4,265,342	\$ 4,460,159	65	65	69	74
Office of Information Services	To support the Clerk and the court with the data processing needs of all divisions.	\$ 1,939,638	\$ 1,697,411	\$ 1,839,189	\$ 1,707,770	9	9	7	6
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.	\$ 796,740	\$ 837,305	\$ 847,062	\$ 900,071	13	13	13	14
		\$ 12,268,359	\$ 12,326,890	\$ 12,544,983	\$ 12,864,916	159	159	162	168

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