

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 2008

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

Imaging Court Records – Provide immediate and cost-effective access to Court records and reduce long-term storage costs.

Clerk's Academy – Provide enhanced real-time training tools to ensure consistency, competency and accuracy of work methods to improve performance.

E-Ticket – Provide law enforcement with ability to scan drivers' license, electronically populate data into computer system and transmit to Municipal Clerk's Office database.

Bar Code Case Management – Use bar codes to improve case flow, file management and ensure accountability in tracking all case files.

BMV Part-time Satellite License Reinstatement/Compliance Office – Continue to foster cooperation between the Clerk's Office, Municipal Court and the Bureau of Motor Vehicles (BMV) in order to better serve the citizens by implementing an in-courthouse BMV License Reinstatement

Service Center. (Nearly one third of traffic cases involve BMV license Reinstatement forfeitures, warrant blocks or suspensions that must be resolved prior to leaving the courthouse.)

Video Arraignment – Utilize existing video technology to arraign prisoners from the Franklin County Corrections Centers (FCCC) I and II thereby reducing costs of prisoner’s transportation, building security and logistical problems associated with the movement of high risk prisoners.

Remote Clerking/Remote Bonding – Continued Expansion

Provide the capability for law enforcement to arrest, fingerprint, photograph, formally charge and in certain cases bond out nonviolent misdemeanor defendants from an off-site police station without having to transport the defendant to jail (“Jail or Bail”).

E-Filing Pilot – Conduct appropriate due diligence on the feasibility for implementing e-filing of Court documents.

2008 Budget Notes

- Funding for such basic items as file folders, envelopes, paper, postage, and printing make up the majority of the Municipal Court Clerk’s non-personnel general fund budget, amounting to over \$786,000.
- The general fund budget includes \$17,500 for banking fees and \$45,000 for witness fees.
- The Municipal Court Clerk’s 2008 computer fund budget of \$1,834,981 includes 8 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	2005 Actual	2006 Actual	2007 Original Appropriation	2007 Estimated Expenditures	2008 Proposed
Municipal Court Clerk	\$ 11,165,459	\$ 11,337,545	\$ 11,421,115	\$ 12,057,821	\$ 11,920,297
TOTAL	\$ 11,165,459	\$ 11,337,545	\$ 11,421,115	\$ 12,057,821	\$ 11,920,297

NOTE: For the general fund, 2008 budget figures, unlike in preceding years, do not include technology expenditures, which are budgeted in Finance and Management. For an adjusted historical comparison, see page 26-9.

DEPARTMENT SUMMARY BY CHARACTER					
MUNICIPAL CT CLERK GENERAL FUND	2005 Actual	2006 Actual	2007 Original Appropriation	2007 Estimated Expenditures	2008 Proposed
Personnel	\$ 8,007,517	\$ 8,631,520	\$ 8,980,705	\$ 8,956,196	\$ 9,121,128
Materials & Supplies	154,789	165,342	124,850	144,850	150,050
Services	632,041	729,414	731,609	774,486	814,138
Other Disbursements	-	979	-	-	-
TOTAL	\$ 8,794,347	\$ 9,527,255	\$ 9,837,164	\$ 9,875,532	\$ 10,085,316
MUNICIPAL CT CLERK COMPUTER FUND	2005 Actual	2006 Actual	2007 Original Appropriation	2007 Estimated Expenditures	2008 Proposed
Personnel	\$ 886,095	\$ 808,788	\$ 735,846	\$ 616,143	\$ 726,329
Materials & Supplies	269,740	169,261	66,800	54,277	47,250
Services	989,372	599,625	550,905	885,787	648,702
Other Disbursements	-	-	-	36,947	-
Capital	225,905	182,077	10,000	355,421	90,000
Interest	-	-	100,400	-	-
Transfers	-	50,539	120,000	233,714	322,700
TOTAL	\$ 2,371,112	\$ 1,810,290	\$ 1,583,951	\$ 2,182,289	\$ 1,834,981

DEPARTMENT SUMMARY BY FUND					
FUND SUMMARY	2005 Actual	2006 Actual	2007 Original Appropriation	2007 Estimated Expenditures	2008 Proposed
General	\$ 8,794,347	\$ 9,527,255	\$ 9,837,164	\$ 9,875,532	\$ 10,085,316
Municipal Court Computer Fund	2,371,112	1,810,290	1,583,951	2,182,289	1,834,981
TOTAL	\$ 11,165,459	\$ 11,337,545	\$ 11,421,115	\$ 12,057,821	\$ 11,920,297

DEPARTMENT PERSONNEL SUMMARY					
DIVISION	FT/PT	2005 Actual	2006 Actual	2007 Authorized	2008 Authorized
Municipal Court Clerk	FT	153	146	172	172
	PT	0	6	0	0
Computer Fund	FT	12	11	12	12
TOTAL		165	163	184	184

*FT=Full-Time PT=Part-Time

**2008 Operating Budget
Municipal Court Clerk**

Program	Mission	Financial History by Program				Personnel by Program			
		2005 Budget	2006 Budget	2007 Budget	2008 Proposed	2005 FTEs	2006 FTEs	2007 FTEs	2008 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.	\$1,007,038	\$847,549	\$1,117,873	\$1,353,857	4	4	9	8
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.	1,391,036	1,759,685	1,719,327	1,674,798	22	27	27	25
Civil	To accept dockets and maintain records for all pleadings and motions filed in civil cases over which Franklin County Municipal Court has jurisdiction.	1,606,567	1,793,019	1,823,672	2,243,604	29	30	30	36

**2008 Operating Budget
Municipal Court Clerk**

Program	Mission	<u>Financial History by Program</u>				<u>Personnel by Program</u>			
		2005 Budget	2006 Budget	2007 Budget	2008 Proposed	2005 FTEs	2006 FTEs	2007 FTEs	2008 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.	4,379,142	4,479,109	4,349,275	3,956,613	105	79	70	66
Office of Information Services	To support the Clerk and the Court with data processing needs of all divisions.	3,650,427	2,350,378	1,583,951	1,834,981	12	12	9	8
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.	641,394	656,501	827,017	856,444	12	11	14	14
		\$12,675,604	\$11,886,241	\$11,421,115	\$11,920,297	184	163	159	157

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Some program data will not match department summary data due to differences in data being reported (i.e., budgeted versus actual). This is compounded in cases of departmental reorganizations during the timeframe.

