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OHIO MUNICIPAL COURT
OPERATING PROCEDURES STUDY
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by

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1.1 INTRODUCTION

1.1.1 SCOPE AND OBJECTIVES

The purpose of this report is to present the findings of the Ohio Municipal Court Operating Procedures Study. This study was made possible by a grant from the Administration of Justice Division of the Ohio Department of Economic and Community Development to the Ohio Municipal Judges Association for the purpose of establishing a forum for the exchange of information through analyzing operating procedures. The study focused on the clerical and records management practices of municipal courts in Ohio and was undertaken in response to a need expressed by municipal judges to coordinate efforts to resolve similar processing problems.

Municipal courts in Ohio have largely been responsible for the independent development of their own operating procedures and forms. As a result, clerical operating procedures vary widely from court to court. Although the differences in procedures do not necessarily indicate that there is an advantage to one mode of operations over another, per se, many courts are performing clerical tasks with less efficiency than may be desirable in the face of ever-expanding caseloads. Furthermore, the lack of standardization makes implementation of new procedures on a State-wide basis more difficult.

The objectives of this study were to survey all 111 municipal courts in Ohio regarding the manner of preparing and managing court records, the problem areas involved in the clerical operations of the court, and the amount of mechanization involved in court operations. This survey was accomplished by means of a questionnaire (see Appendix B) mailed to every municipal court in Ohio. Eighty-eight (77.9 percent) of the municipal courts responded. The courts which returned completed questionnaires are listed in Appendix C. On the basis of the questionnaire responses, the Municipal Courts of Girard, Lima, Marion County, Portsmouth, and Springfield were chosen for on-site visits because they reported operating efficiencies in certain case processing areas. In addition to surveying individual courts, legal research was performed in order to help clarify present recordkeeping requirements and to examine the legal requirements for implementing the changes recommended herein. Appendix A presents the study methodology in greater detail.

1.1.2 ORGANIZATION OF REPORT

The main body of the report has been organized into two main parts. The first part presents the conclusions and recommendations of the report. The second part contains an analysis of the responses to the questionnaires which were sent to each municipal court.

The conclusions and recommendations portion of the report is, in turn, divided into four sections, one for each major recommendation. Each of the four major recommendation sections includes the detailed rationale for that recommendation, as well as a series of specific recommendations reflecting the practical implications of the proposed approach. Where it is apparent that implementation of a particular recommendation requires significant legal, policy, or legislative changes, an additional report sub-section has been included which addresses such considerations.

The survey response analysis portion of the report summarizes the responses of the municipal courts which completed and returned the mailed questionnaires. This part of the report presents data pertaining to the size, problems, records management practices and mechanization of the municipal courts.

Six appendices have also been made part of the report. These appendices contain material referenced in the main body of the report.

1.2 MANAGEMENT SUMMARY

1.2.1 NEED FOR STANDARDIZED BASIC RECORD SERIES

One of the common complaints of municipal courts is the lack of available guidelines regarding what records must be kept and in what manner. For reasons stated in Section 2.1 of this report, it was felt that certain informational requirements should be standardized with respect to the basic records of the court (case file and docket book). This does not mean that the format of these records must be uniform throughout the State. It does mean, however, that throughout the State the same types of information should be discernible by reference to the case file and docket book.

Specifically, it is recommended that the informational requirements of the docket and case file should be specified, a separate case numbering system should be established for small claims cases, and courts should abolish the maintenance of a separate journal book.

1.2.2 NEED FOR ESTABLISHMENT OF A DETAILED RETENTION SCHEDULE FOR MUNICIPAL COURT RECORDS

Lack of storage and working space appeared to be the most prevalent problem of municipal courts throughout the State. This problem was due, to a large extent, to inadequate record retention guidelines. Once informational requirements are standardized, it will be possible to set specific retention schedules for specific records, thereby drastically reducing the amount of storage space needed for archival records.

It is recommended that the following retention schedule be established:

CASE TYPE	RETENTION PERIOD		
	INDEX	CASE FILE	DOCKET
Civil	Indefinitely	10 Yrs	Indefinitely
Small Claims	Indefinitely	3 Yrs	Indefinitely
Criminal	Indefinitely	3 Yrs	Indefinitely
Traffic	Indefinitely	3 Yrs	Indefinitely

It is also recommended that Ohio Revised Code Section 1901.41, which allows for the destruction of case files after 26 years by rule of court, be repealed and that Section 149.39 should be amended to exempt municipal court records from city records commission review.

A detailed discussion of the proposed retention schedule is contained in Section 2.2 of this report.

1.2.3 NEED FOR IMPROVEMENTS IN RECORDKEEPING AND OPERATING PROCEDURES

Once there exists a basic standardized record series and a retention plan for such records, commonality will exist among municipal courts which will allow for easier adoption of recordkeeping and operating procedure improvements used elsewhere. This is not to say that all courts should adopt any given recordkeeping improvement. The benefits of the suggested improvements discussed in Section 2.3 will vary from court to court. Such factors as the size of the court, the cost of conversion, and the reference activity to court records will affect the usefulness of any given improvement. What is advocated here is that courts on an individual basis carefully consider adopting improved clerical practices which may help them to more easily cope with their ever-increasing caseloads.

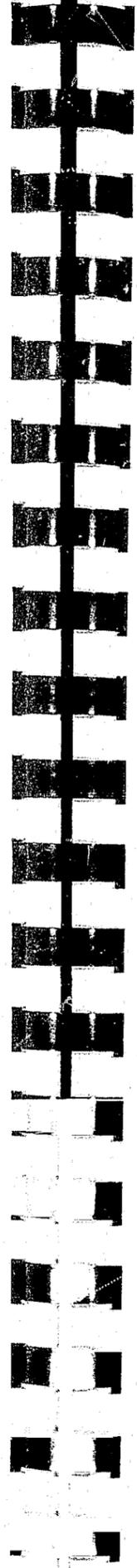
Specific improvements which might be considered include:

- o The use of flat file folders with clasps for all civil and criminal case files.
- o The use of clear vinyl envelopes for traffic case files.
- o The use of an information sheet, or half sheet, for recording case information in civil and criminal cases.
- o The use of open-shelf lateral filing systems as opposed to conventional file cabinets for the housing of active civil and criminal case files.
- o The color-coding of case file folders for easy identification.
- o The use of loose-leaf docket pages rather than bound books.
- o The use of rubber stamps for posting common entries into docket books in high-volume courts.
- o The use of index cards instead of the traditional bound index books.
- o The acquisition of a cash register if current money management practices create problems.
- o The acquisition of an automatic time stamper.
- o The use of statistical logs similar to those developed for Cuyahoga County suburban municipal courts to conform to reporting requirements and for assigning case numbers.

1.2.4 NEED FOR CENTRALIZED CONSULTING ASSISTANCE FOR COURTS

Bringing record series in conformity with standardized informational requirements, maintaining a retention schedule, and adopting clerical improvements are not tasks that municipal courts can be expected to perform unassisted. The fourth major recommendation, which is outlined in Section 2.4, calls for the establishment of a centralized office within the judicial branch of government designed to assist courts in implementing the changes embodied in the first three recommendations. Such an office would provide technical services to the many municipal courts presently without access to such resources.

An office such as is proposed would be able to provide assistance in improving recordkeeping practices and archival records management practices. It would also assist in disseminating necessary information regarding procedural developments and national research and development studies to the individual municipal courts.



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2.1 BY ADMINISTRATIVE ORDER OF THE OHIO SUPREME COURT, CERTAIN BASIC RECORD SERIES SHOULD BE STANDARDIZED AS TO INFORMATIONAL CONTENT

2.1.1 PRESENT PRACTICES

An analysis of the current recordkeeping practices of the municipal courts in Ohio reveals great disparity. Courts are keeping a wide variety of dockets, indexes, journals and case files. The reasons for this are the independent development of municipal courts in Ohio and the lack of clear-cut legal requirements concerning municipal court recordkeeping. Current recordkeeping practices are documented in Section 3.3.1 of this report.

2.1.2 RATIONALE FOR RECOMMENDATION

Standardization is recommended for the following reasons:

- o It will allow for easier implementation of administrative changes ordered by the Supreme Court. One of the major difficulties in implementing the Rules of Superintendence was the fact that municipal courts were so individualized that they very often "did not speak the same language".
- o It would aid in the establishment of uniform retention schedules for municipal court records. This is not possible with the present recordkeeping systems because "dockets" and "journals" have differing formats and contain different sorts of information throughout the State.
- o The basic sort of standardization recommended here will allow courts to more easily adopt procedural improvements developed in other courts. The fact that municipal court operating procedures differ so widely impedes technological transfer. Many courts have found that "borrowing a good idea" from another court does not always prove helpful because of the differences in their respective systems.
- o It would aid in the establishment of a centralized records management program. Microfilming and/or warehousing of certain specifically-prescribed standardized court records would facilitate the sharing of records management facilities and equipment.
- o It would allow for centralized procurement of certain basic record series. Centralized purchasing would generate cost savings to courts and would relieve courts from having to "shop" for certain forms and records.
- o It would aid the legal profession and others who deal with more than one municipal court. Although it may be argued that lawyer convenience is not a sufficient reason for altering internal court operations, it should be noted that reduction of lawyer confusion consequently takes a burden off the court's clerical employees. Many court personnel complain about the amount of time involved in

explaining to lawyers and others the unique aspects of their particular court's operation. The administrative headache this diversity of operations causes can be seen by the fact that a lawyer practicing solely in Cuyahoga County may deal with as many as 13 different municipal courts with their varying practices and terminology.

Besides lawyers, however, a certain amount of standardization could benefit other agencies with which municipal courts interface. For example, mittimus papers delivered to Sheriff's Departments, bind-over papers delivered to Common Pleas Court, and records on appeal could all eventually be prepared in some standardized format to reduce the present inter-agency confusion.

2.1.3 SPECIFIC RECOMMENDATIONS

The following are specific recommendations pertaining to standardization:

- o The Supreme Court should require municipal courts to maintain a separate case file and docket book series for civil, small claims, criminal and traffic cases (in addition to the general index), and specify the informational requirements for each record series.

As noted above, courts are presently keeping many different types of case records. Whether or not individual courts elect to keep records not legally required, such as bench dockets and journals, minimum recordkeeping requirements should be established by the Supreme Court in very specific terms. It is recommended that municipal courts be required to keep a separate case file series and a separate docket book series for each of the four major case classifications: civil, small claims, criminal, and traffic.

Each case should have a separate case file in which all the papers filed in the case and judgments and orders signed by the judge are contained. For traffic cases, the uniform ticket should satisfy this requirement.

The informational requirements of the docket book should be those presently specified in Ohio Revised Code Section 1901.31(E) which includes the requirement that the clerk "enter all reports, verdicts, orders, judgments, and proceedings of the court clearly specifying the relief granted or orders made in each action".

From a recordkeeping standpoint, if the judgment is recorded in a complete and unambiguous manner in both the case file and the docket book, there is no need for additional records to be maintained, such as journal books or bench dockets.

It is believed that the recordkeeping requirements outlined here are not inconsistent with present legal requirements. However, it is felt that an administrative order clearly outlining the proposed minimum recordkeeping requirements will go a long way toward minimizing the present confusion in this area.

- o Under the Rules of Superintendence for Municipal Courts and County Courts, establish a separate case numbering system for small claims cases.

The establishment of a separate case numbering system for small claims cases is an important step in standardizing basic records. Under the Rules of Superintendence, as presently written, civil cases are to be serially-numbered within the civil category. A literal reading of this rule means that if the first case filed is a regular civil case it would be given case number 1, and if the next case is a small claims case it would be given case number 2. The problem is that in many courts the small claims division is a department physically separate from the rest of civil. This makes the sharing of case numbers difficult.

A further difficulty is the different record characteristics for small claims cases. For example, the entering of small claims case information in the same docket book with other civil cases can be inefficient. The small claims cases lend themselves toward a more standardized docket page format than do other civil cases. Because of this, two small claims cases can be entered on one docket page side as opposed to an entire page side for other civil cases. Courts which have opted for separate small claims docket books have had to establish a separate internal numbering system or have had to make some other system changes so that all civil and small claims cases can be numbered serially.

Another reason for establishing a separate small claims numbering system is to facilitate the maintenance of a retention schedule. Small claims records from a legal and policy standpoint need not be retained as long as other civil case records. Therefore, if the retention recommendations contained in Section 2.2 of this report are adopted, separate filing of small claims records will obviate the necessity of future sorting.

- o Abolish the maintenance of a separate journal book.

Many courts are maintaining a separate journal book, thereby increasing clerical effort and resulting in needless duplication. This report concludes that the journal book is not a legally-required record. A discussion of the legal issues concerned with the maintenance of the journal book are contained in the following section.

2.1.4 LEGAL ASPECTS OF MUNICIPAL COURT RECORDKEEPING

Journal

There is no direct statutory requirement that a municipal court in Ohio must maintain a separate journal book. Section 1901.31 of the Ohio Revised Code merely requires the clerk to "prepare and maintain a general index, a docket, and such other records as the court by rule requires". It is the

opinion of this report that a municipal court need not legally maintain a separate journal book for either civil or criminal cases and that doing so results in a needless duplication of effort.

Because of the inconsistency of terminology used in municipal courts throughout the State, it might be best, as a first step, to define what is meant by "journal book". A journal, as defined by Black's Law Dictionary, is "[a] daily book; a book in which entries are made and events recorded from day to day". As used herein, "journal book" means a book which consists only of the judgment entries of the court, which entries are generally arranged in chronological order. It is maintained by duplicating information recorded elsewhere. Generally, a civil journal book is prepared by retyping onto the page of a journal book the exact journal entry submitted by the attorneys and signed by the judge. A criminal journal book is generally maintained by duplicating the notations originally made on the half sheet, file folder, or separate journal sheet by the judge or clerk in the courtroom.

The reason most often given for maintaining the journal book is the line of case law which states that "the court speaks only through its journals" (see, e.g. Industrial Commission v. Musselli, 122 Ohio St., 10). An examination of the cases, however, does not support the argument that municipal courts are required to maintain separate journal books. Instead, the cases seem to be stressing the need for a written record of the judge's decision rather than merely his oral pronouncement in the courtroom in order to give effect to the decision. For example, in State, ex rel. Industrial Commission v. Day, 136 Ohio St., 477, the oral decision of the court was not filed and recorded with the clerk until two months had passed. Within the required time limit from the journalization of the order, but not from the pronouncement of the decision, a bill of exception was filed. The Supreme Court ordered the trial judge to sign the bill of exception because it was timely filed since the court speaks through its journal. The court stated: "Were the rule otherwise it would provide a wide field of controversy as to what the court actually decided". 136 Ohio St. 480.

It appears, therefore, that cases holding that a court speaks only through its journal are not concerned with the form of the record in which the judgment is recorded, but rather that the judgement is recorded. As the court stated in Musselli: "It is a matter of common knowledge that opposite counsel are often disagreed as to the features of an oral decision, and it is not until such decision has been reduced to writing that such disagreements are composed". 102 Ohio St., 16 017.

The form that the written decision must take seems to be of less concern to the appellate courts. No case could be found which required the maintenance of a separate journal book where there was no statute specifically requiring it. The case of Demereaux v. State, 35 Ohio App. 418, which dealt with the insufficiency of a record in a municipal court states: "Too much emphasis ought not be put on the word 'journal'. It may be that the regulations contemplate that the docket not only covers what is ordinarily found in a docket, but what is found in a journal, as well". 35 Ohio App. 426. Likewise, the Supreme Court in Hower Corp. v. Vance, 144 Ohio St. 443, held that an entry was sufficiently journalized when it was entered on the half sheet and signed by the judge and recorded in the docket by the clerk. In the words of the court: "There is no express inhibitor against a combination of two or more of these records in a single record volume so far as physical

records are concerned. There is nothing sacred in the names 'entry', 'journal', or 'record'. There is nothing to prevent the Municipal Court of Akron from providing that a single record volume may serve as an appearance docket, a journal and a record, all combined. Such combined record may, and evidently does, serve as a great convenience without prejudice to the litigants or the public. The character and impact of the written entry and the record made of it must determine whether it meets the requirement of a journal entry, of journalization, or record of a judgment. Its location in the records is of little moment." 144 Ohio St. 450.

A case which held that the notations on the outside of a case jacket do not constitute a final appealable order in a criminal case is City of Lima v. Elliott, 6 Ohio App. 2d 243. Elliott, however, is no longer binding on municipal courts since the section of the Ohio Revised Code upon which the case turns has been repealed. Elliott held that the recording of a judgment on the case file and in the docket book was insufficient because of Revised Code Sections 1901.21 and 1903.27. Section 1901.21 read in part:

"(A) In a criminal case or proceeding, the practice, procedure and mode of bringing and conducting prosecutions for offenses, and of filing bills of exceptions, and the power of the (municipal) court in relation thereto, are the same as those which are conferred upon police courts in municipal corporations."

Section 1903.27 governing police courts read:

"The clerk of the police court shall keep a journal of all orders and judgments of the court. On the opening of the court on any day, the minutes of the preceding day shall be read, and signed by the judge, the errors being first corrected. The entries on the journal in any case, in connection with the information and other papers constitute and have the force of a final record."

However, as of January 1, 1976, police courts in Ohio have been abolished, and by virtue of 1901.21 criminal procedures in municipal courts are the same as those for mayor's courts, and there is no requirement of the keeping of a journal in the Revised Code provisions relating to Mayor's Courts.

It should also be noted that Section 1901.21 reads in part that in civil cases "if no special provision is made in Sections 1901.01 to 1901.37 of the Revised Code, the practice and procedure shall be the same as in courts of common pleas. However, a special provision is made in Section 1901.31 in that it allows for local court rules to govern the matter of what additional records are required. Therefore, the Hower Corp. case is still good law in exempting municipal courts from keeping a civil journal.

Another section of the Ohio Revised Code which is sometimes cited as authority for requiring the municipal courts to keep a journal book is 2303.31 which reads: "The duties prescribed by law for the clerk of the court of common pleas shall, so far as they are applicable, apply to the clerks of other courts of record". Under Section 2303.12 the clerk of the court of common pleas is required to keep a journal.

The problem with reading these two sections as requiring municipal courts to keep a journal is the difficulty of answering the question: When are such

duties applicable? The Code lays out no criteria for determining applicability. It might be reasonable to assume, however, that a common pleas provision is applicable unless there is another provision covering the point in the municipal court section of the code. It could well be argued, since Section 1901.31(E) provides that the clerk shall maintain an index, a docket, and "such other records as the court, by rule, requires...", municipal court recordkeeping is already provided for and, therefore, the provisions prescribed for the common pleas clerk are not applicable.

To be entirely consistent with the Hower Corp. case and for the purposes of clarification, it is recommended that municipal courts choosing not to maintain a separate journal book adopt a rule of court which indicates that the docket book is to serve as the journal of the court. This will serve the purpose of elucidating the fact that the act of entering a judgment into the docket is an act of journalization which is required by Rule 7 of the Rules of Superintendence for Municipal Courts and County Courts. Furthermore, although Rule 32(B) of the Rules of Criminal Procedure and Rule 58 of the Rules of Civil Procedure only require that the clerk "enter" the judgment entries and do not specify where they must be entered, such a local rule as is proposed will clarify the fact that judgment entries are entered in the docket book.

In concluding that it is not legally necessary nor practically desirable to maintain a separate journal book, however, attention should be given to the emphasis in the case law in regard to need for good recordkeeping practices. As stated in State, ex rel. Faber v. James, 95 Ohio St. 357, 361: "a record is made of a judicial proceeding for the purpose of preserving the evidence of what transacted in the proceeding". It is suggested that the evidence of what transacted in a municipal court proceeding can be preserved without the necessity of keeping a separate journal book as long as the index, case file and docket are maintained in a suitable fashion.

Concurrent with the elimination of the journal book should be the commencement of the practice of recording judgment entries in the docket book in a legible and unambiguous fashion. This does not mean that an extended journal entry submitted by attorneys in a civil case must be retyped into the docket book verbatim. It does mean, however, that the relief granted or orders made should be clearly specified as required by Revised Code Section 1901.32(E). In practical terms, this may require the elimination of abbreviations and the substitution of typewritten entries for handwritten ones where such is the practice.

It might be of further value to note that what is suggested here is only that municipal courts are not legally required to keep separate journal books. Both Civil Rule 58 and Criminal Rule 32(B) require that a judgment be prepared and signed by the judge. It is contemplated in this report that such entry be placed in the case file. The manner of preparing the judgment entry is left to the discretion of individual courts. As with the entry in the docket, however, the original signed judgment entry should be complete and unambiguous.

Docket

The keeping of a docket by municipal court clerks is required by Section 1901.31(E) of the Ohio Revised Code. The section provides that the clerk shall enter at the time of the commencement of an action:

- o The names of the parties in full;
- o The names of the counsel; and
- o The nature of the proceeding.

The clerk is also required to note under the proper date:

- o The filing of the petition;
- o The issuing of a summons or other process;
- o Returns; and
- o Subsequent pleadings.

The clerk must also enter all reports, verdicts, orders, judgments and proceedings of the court clearly specifying the relief granted or orders made in each action.

The Revised Code further authorizes the court to "order an extended record of any of the above to be made and entered, under the proper action heading, upon such docket at the request of any party...."

Besides the Ohio Revised Code, docketing procedures are governed by Rule 55(A) of the Rules of Criminal Procedure. Rule 55(A) requires the clerk to keep a criminal appearance docket. The requirements of the Rule regarding entries in the appearance docket are substantially the same as the requirements of the Ohio Revised Code. The clerk is required to show "the substance of each order, verdict and judgment".

Index

Ohio Revised Code Section 1901.31(E) reads in part: "The clerk shall prepare and maintain a general index". Rule 55(A) of the Rules of Criminal Procedure requires the clerk to index each action "by the name of each defendant".

There is no requirement as to form of the index so that there seems to be nothing legally prohibiting the keeping of index cards instead of a bound index book.

Case File

The only rule or statutory provision relating to the manner of keeping case files is Rule 55(B) of the Rules of Criminal Procedure which reads: "All papers filed in a case shall be filed in a separate file folder". Revised Code Section 1901.41 deals with the disposition of case files and is discussed in Section 2.2 of this report.

2.2 BY ADMINISTRATIVE ORDER OF THE OHIO SUPREME COURT, SPECIFIC RECORD RETENTION PERIODS SHOULD BE ESTABLISHED FOR MUNICIPAL COURT RECORDS.

2.2.1 PRESENT PRACTICES

The problem most often cited by municipal courts in the questionnaire was the lack of space. Many courts are experiencing critical space problems because of the ever-increasing volume of records. Traditional solutions to records accumulation problems employed by the courts have been microfilming and/or destruction. However, the provisions in the Ohio Revised Code dealing with these matters have proved confusing and inadequate.

Of the 88 courts that returned the questionnaires, 17 had on-going micro-filming programs. However, only 6 of these 17 courts destroyed the original records after they had been microfilmed. There seems to be two main reasons for this. First, there is confusion as to Ohio Revised Code Section 1901.41 which reads in part:

"Notwithstanding Sections 9.01 and 149.39 of the Revised Code, each municipal court by rule may order the destruction or other disposition of the files of cases which have been finally disposed of by such court for a period of twenty-six years or more prior to the adoption of such rule of court for destruction of such files....Whenever any files are disposed of under this section, the dockets shall be retained but shall be subject to destruction or other disposition under Sections 9.01 and 149.39 of the Revised Code."

Section 9.01 allows for the microfilming of court records and Section 149.39 provides for city records commission review of record disposal lists. Some courts have read Section 1901.41 to mean that case files may not be destroyed before the 26-year retention period even if they have been micro-filmed. It is suggested, however, that a fairer reading of the statute would be to interpret the "(n)otwithstanding sections 9.01 and 149.39" portion of Section 1901.41 to mean that case files may be destroyed by rule of court after 26 years without the necessity of either microfilming them or seeking city records commission approval. It does not affect the ability of courts to microfilm and destroy case files less than 26 years old with city records commission approval.

The second reason that some courts have microfilmed records and not destroyed the originals is the non-existence of a city records commission. Revised Code Section 149.39 governing the city records commission, unlike Section 149.38 which provides for the county records commission, does not require that the commission ever meet. It is not unusual, therefore, to find that a city records commission has never met or to find that city officials are unaware of the mechanism set up by the Ohio Revised Code for destroying records.

The city records commission legislation makes the following provisions:

- o The commission is to be composed of the chief executive of the municipality and three of his appointees. The chief executive is to serve as chairman.
- o The commission shall appoint a secretary.
- o The commission may employ an archivist.
- o Municipal courts may submit disposal lists to the commission for approval. There are two classifications of records which may be submitted on such lists:
 - Records which have been microfilmed; and
 - Records which no longer have administrative, legal or fiscal value to the municipality or to its citizens.
- o If the city records commission approves the list, the following three procedures must be followed before destruction:
 - A list or description of the records must be published in a newspaper of general circulation

in the county in which the municipality is located on the same day of the week for two consecutive weeks.

- The bureau of inspection and supervision of public offices of the State Auditor's Office must be sent a copy of the records disposal list and given 60 days to disapprove of the records commission's action in whole or in part.
- The Ohio Historical Society must be informed and given 60 days to select for its custody or disposal such records as it may deem to be of continuing historical value.

It is possible that certain papers in the custody of the court are not "records" within the meaning of Section 149.40 of the Code and are therefore exempt from the records commission approval requirement. However, the difficulty of determining what is or is not a record may discourage courts from acting on their own initiative in destroying records. Section 149.40 broadly defines a record as "any document, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office".

2.2.2 RATIONALE FOR RECOMMENDATION

The problem with existing law is that the 26-year retention period is inadequate because it is not geared to particular case records. Given the critical space problems which municipal courts face, a comprehensive record retention plan is needed. The Supreme Court and the Legislature should coordinate activities in this area.

2.2.3 SPECIFIC RECOMMENDATIONS

It is recommended that the following three legal changes be made with regard to the retention of municipal court records:

- o The Ohio Supreme Court, by rule, should establish the following retention schedule for municipal court records:

CASE TYPE	RETENTION PERIOD		
	INDEX	CASE FILE	DOCKET
Civil	Indefinitely	10 Yrs	Indefinitely
Small Claims	Indefinitely	3 Yrs	Indefinitely
Criminal	Indefinitely	3 Yrs	Indefinitely
Traffic	Indefinitely	3 Yrs	Indefinitely

- o The Ohio Legislature should repeal Ohio Revised Code Section 1901.41, which allows for the destruction of case files after 26 years by rule of court.
- o The Legislature should amend Ohio Revised Code Section 149.39, which governs city records commissions, to exempt municipal court records from city records commission review.

2.2.4 LEGAL AND POLICY ASPECTS OF ESTABLISHING A
RETENTION SCHEDULE FOR MUNICIPAL COURT RECORDS

Proposed Changes

As noted above, there are problems with the present record retention and disposition statutes affecting municipal court records. These problems may not be alleviated by the activation of city records commissions throughout the state. If local records commissions are encouraged to make independent decisions regarding disposal of files less than 26 years old or of other court records, the end result can only be the development of diverse and inconsistent records retention practices throughout the state and confusion as to what records may or may not be destroyed. Furthermore, the statute does not insure that a particular city records commission will be composed of members who have any understanding of the content and functions of court records. The statute only requires that the commission be composed of the chief executive of the municipality and three of his appointees.

It is recommended, therefore, that three changes be made. First, the Ohio Supreme Court should establish specific record retention criteria for municipal courts on a state-wide basis. Second, Ohio Revised Code Section 1901.41 should be repealed; and, third, Revised Code Section 149.39 should be amended.

The establishment of specific record retention criteria could be accomplished two ways. One is by passing legislation establishing a schedule. The other is by administrative order of the Ohio Supreme Court pursuant to its rule making powers. Article IV, Section 5(B), of the Ohio Constitution reads in part: "The supreme court may make rules to require uniform recordkeeping for all courts of the state..."

The latter approach is preferred for two reasons. First, legislators may not be in the best position to evaluate retention periods for court records. The Supreme Court is constitutionally responsible for developing such criteria. Secondly, amended legislation may be more difficult to modify than an administrative order.

Perhaps the best example of a state supreme court establishing a comprehensive records retention program by administrative order is in Illinois. Unlike Revised Code Section 1901.41 which establishes a 26-year across-the-board retention period for case files regardless of the type of case involved, the Illinois provisions provide comprehensive guidelines based upon both the case type and the information requirements of the various record series. In other words, the Illinois administrative order dictates specific informational requirements for specific records and sets up a records retention system on the basis of the need to retain certain key information about a certain type of case, while destroying extraneous materials no longer of value. The Ohio 26-year retention provision, by contrast, allows for the destruction of case files without adequately providing for the preservation of key case information elsewhere or taking into account, for example, the fact that traffic case files may not need to be retained as long as civil case files. A detailed description of the Illinois retention provisions is contained in Exhibit D.

It is the recommendation of this report that a similar retention plan be adopted for Ohio municipal court records. Such a plan must focus upon the informational requirements concerned with specific case type activities.

Statutory Considerations

The statutory recordkeeping requirements for Ohio municipal courts are defined in Revised Code Section 1901.31(E) which requires the clerk to "prepare and maintain a general index, a docket, and such other records as the court by rule requires."

As noted in Section 2.1.4 of this report, the contents of the docket are specified by statute; furthermore, there does not appear to be any legal requirement for the maintenance of a separate journal book. It is recommended that the main case records consist only of the index, case file, and docket. The informational content of these records is also discussed in Section 2.1.4 of this report. The retention periods for these records, of course, depend upon case classification. Each case type must be analyzed in light of the possible need for keeping records past a certain point in time.

Policy Considerations

Some of the reasons for keeping court records are policy matters such as appeal potential, revival of judgment potential, res judicata, the liability of the clerks, and historical considerations.

- o Appeal potential varies as to the type of case. In civil cases, the period in which an appeal must be brought (assuming no disability) is thirty days (App. R. 4[A]). Under Revised Code Section 2953.05 and Appellate Rule 4(B), however, a discretionary appeal in criminal cases may be granted at any time after conviction. Therefore, in criminal cases, the likelihood of an appeal in a misdemeanor conviction long after case disposition must be weighed against the legal appeal potential.
- o Revival of judgment potential contemplates the fact that a civil judgment might be kept alive for at least 26 years. Under Revised Code Sections 2329.07 and 2325.18, a judgment becomes dormant five years after the last attempted execution and can be revived within 21 years thereafter. The present 26-year retention requirement for case files appears to be based upon these considerations.
- o Res judicata considerations play a role in establishing retention schedules. Whenever there has been an adjudication of a case on its merits, proof of the judgment must be preserved to prevent that matter from being adjudicated again. The importance of res judicata, however, lasts only until the particular statute of limitations has run.
- o The fact that the clerk may be liable for negligence or misconduct is a factor to be considered in establishing a record retention schedule. This consideration deals mainly with financial records.
- o The need to preserve documents of historical importance also plays a role in establishing a retention schedule for municipal court records. However, two factors tend to mitigate the importance of this consideration. First, over half of the municipal courts in Ohio are less than 25 years old. Secondly, there is a mechanism in the records disposal scheme set out by statute which safeguards

documents of historic importance. Under Revised Code Section 149.39, the Ohio Historical Society is given 60 days to object to the destruction of records approved for disposition by the city records commission. It is recommended that historical society review continue to be required even if the city records commission review procedure is abolished.

Retention Schedule

What follows is a suggested recordkeeping and retention scheme for Ohio municipal court records. Like the Illinois provisions, it is primarily geared toward informational needs rather than court record type.

Based upon the above-mentioned policy considerations, and upon factors unique to particular record types, it is possible to suggest a records retention scheme for each type of municipal court record. The policy factors set out above and the fact that municipal courts are courts of record, suggests that a record of each judgment be retained indefinitely. However, aside from the judgment entry itself, there are many extraneous documents related to a particular case which quickly lose their value as a part of the record.

o Docket

The record which should be retained indefinitely is the docket. The reason for this is that the docket page gives the best synopsis of the case activities in the least amount of space. Also, if it is prepared as mandated in Section 1901.31(E) of the Ohio Revised Code, it will serve as what is traditionally regarded as the "journal" of the court and will clearly indicate the judgment reached and the relief granted. With the docket being retained indefinitely, it is also necessary to indefinitely retain the index in order to access the docket.

o Criminal, Traffic and Small Claims Files

As long as the judgment of the case is preserved in the docket, the usefulness of the case file quickly declines. It is, therefore, recommended that case files for criminal, traffic and small claims cases be destroyed three years after case disposition. The reason for this is that it is unlikely that any type of case activity will occur after this point. The maximum sentence which can be imposed by a municipal court judge is a six-month jail sentence and/or a \$1000 fine. The maximum judgment that can be collected in a small claims case is \$300. Like municipal court criminal and small claims cases, traffic cases deal with relatively minor matters. Furthermore, records of traffic convictions are sent to the Bureau of Motor Vehicles where they are centrally maintained. It should be noted that the 3-year retention period duplicates the schedule presently being successfully implemented in Illinois.

o Civil Case Files

It is suggested that the retention period for regular civil case files be 10 years. The reason for this longer retention period is the fact that there is a potential for a large amount of post-judgment activity in a civil case. As it is possible to collect

up to a \$10,000 civil judgment in municipal courts, post-judgment execution activity could last for years. In the vast majority of cases, however, such activity would cease well before the end of the 10-year retention period.

The apparent rationale for the present 26-year case file retention period is that a judgment not executed upon within 5 years, assuming no disability, would become dormant and subject to being reactivated for 21 years thereafter (See Revised Code Section 2329.07 and 2325.18). However, this is a poor rationale for retaining all case files that long, or even all civil case files. It is recommended instead that all civil case files be destroyed after a 10-year retention unless the judgment is still alive. In order to simplify this determination, it is recommended that courts do two things. First, as is commonly done now, all executions upon a judgment should be recorded on the docket. Secondly, the status of a judgment (i.e. whether it has or has not been satisfied) should be clearly indicated on the case file in order to facilitate the disposition of case files with "inactive" judgments.

Storage Media: Case Files

The adoption of the record retention schedule recommended here would go a long way toward remedying the records accumulation problems presently being experienced by many municipal courts. The average municipal court in Ohio has 9724 traffic, 2464 criminal, 2091 civil and 692 small claims case filings per year. Under the present 26-year retention provision, the average court without a microfilming program would accumulate nearly 400,000 case files before it could destroy files under the statute. By contrast, the average court adopting the recommended retention scheme would need to maintain storage facilities for a relatively constant 60,000 case files, thus reducing the number of case files housed in court space by 85%. Since case files make up the bulk of municipal court records, such a reduction would be significant.

Storage Media: Dockets & Indexes

It is proposed that indexes and dockets be retained indefinitely. To deal with the record accumulation problems that retention of the index and docket might cause, microfilming and warehousing programs should be aimed primarily at these two types of records. As is proposed in Section 2.4 of this report, technical assistance in implementing such programs should be made available to all municipal courts in the State.

Microfilming programs should be aimed at meeting individual needs of individual courts. The reasons for microfilming are generally acknowledged to be:

- o Space savings;
- o Protection of vital records;
- o Reduction of clerical labor; and
- o Faster retrieval.

Therefore, the value of microfilming will vary from court to court depending on the degree to which these needs are presently unmet. As a general rule, however, the adoption of the proposed retention schedule will largely obviate the necessity of microfilming any case files. As case files are currently the record most frequently microfilmed, a reduction of the need for instituting microfilming programs could be expected.

Implementation Assistance

It is important to note that the retention scheme set out here is geared to the standard basic records discussed in Section 2.1 of this report. Because of the divergency of recordkeeping systems in municipal courts throughout the State, a determination must be made on a court-by-court basis as to whether or not the destruction of case files prepared pursuant to present recordkeeping practices will eradicate essential information which is not adequately contained elsewhere. This determination should be made by an office of the type discussed in Section 2.4.

A further function of such an office would be to coordinate the review (by the Ohio Historical Society and by the Bureau of Inspection and Supervision of Public Offices of the State Auditor's Office) of disposal lists of court records not covered in the administrative order. If court records are exempted from city records commission review as is proposed, it is nevertheless desirable to preserve the safeguards of review by the state bodies. The Supreme Court or an office under its direction could establish guidelines for the submission of such lists.

Statutory Revisions

The second specific recommendation of this section is to repeal Ohio Revised Code Section 1901.41 which allows for the destruction of case files after 26 years by rule of court. Although it may be argued that this section is not in direct conflict with the proposed administrative order, it is felt that for purposes of avoiding confusion, the section should be repealed.

The third recommendation is to amend Ohio Revised Code Section 149.39 so as to exempt municipal court records from city records commission review. The rationale for this recommendation is contained in Section 2.2.4.

2.3 COURTS SHOULD ADOPT, ON AN INDIVIDUAL BASIS, RECORD-KEEPING AND OPERATING PROCEDURE IMPROVEMENTS WHICH WILL BE OF BENEFIT TO THEIR OWN PARTICULAR NEEDS

2.3.1 PRESENT PRACTICES

Municipal courts in Ohio, like courts everywhere, have not had access to the technology often available in the private sector. Tradition has been an important aspect of the operations of the courts, and courts have been reluctant to abandon time-honored methods. The ever-increasing caseloads of municipal courts, however, have necessitated the search for improved technology to help court personnel perform the many tasks requested of them.

2.3.2 RATIONALE FOR RECOMMENDATION

The types of suggestions for improvements set out here must be tailored to the particular needs of particular courts and not mandated from above. There was a large indication of desire on the part of municipal courts to modernize their procedures and receive assistance in adopting more efficient recordkeeping practices. Before implementing any particular improvement, it will be necessary for interested courts to perform a proper needs analysis which examines the court's operations as a whole.

2.3.3 SPECIFIC RECOMMENDATIONS

The following improvements could be adopted by many municipal courts to their advantage:

- o The use of flat file folders with clasps for all civil and criminal case files. Many courts still use folded file arrangements even for civil cases. One advantage of flat files is that they are easier to access for information and to file papers in since they do not require the folding and unfolding of papers. A particular document can be referenced without removing it from the folder. Furthermore, such folders can produce a space savings, and they can be used in more efficient open shelf file equipment.

It is recommended that the file folders used contain two clasps to protect against loss of filings. One clasp should hold all the papers filed in the case. The other clasp should be used to hold only an information page, sometimes called a half sheet, on which is recorded all case activity in chronological order. Minimal information should be recorded on the cover of the folder. The case number and names of the parties should generally be sufficient.

It may not be advantageous to convert small claims cases to flat files. Because there are generally few papers filed in small claims cases, the benefits to be realized from converting to flat files will not be as great as with civil and criminal cases.

- o The use of clear vinyl envelopes for traffic case files. Since traffic case files contain only the uniform traffic ticket and occasionally extraneous papers, they are not suited for flat filing. Many courts use paper envelopes to house traffic tickets and this requires the recording of information on the outside of the envelope. The advantage of clear envelopes is that the traffic ticket, which was designed to contain all case information, can be read without removing it from the envelope. Another advantage of the clear envelopes is that they can be re-used. If the 3-year retention recommendation were to be adopted for the traffic case file, a relatively small one-time purchase of the envelopes would be sufficient for a municipal court.
- o The use of an information sheet, or half sheet, for recording case information in civil and criminal cases. It is recommended that to one side of the civil and criminal case file folders be attached an information sheet on which all case activity is recorded. Such a page, sometimes referred to as a half sheet, is for the purpose of providing a quick reference of the case activity, indexing the papers filed in the case, and providing the record from which the docket is posted.

As to the format of the information page, because of the nature of civil cases, civil case activity does not lend itself to an intricately designed civil half sheet. However,

in criminal cases the relatively uniform set of procedures does allow for more sophisticated forms design. Exhibit E of this report is the half sheet used in the Sandusky Municipal Court. It not only provides a simplified method for recording case information, but serves as the final journal entry in a criminal case.

It should be noted that it is often improvident to borrow a specific form from another court without comparing the entire systems of the respective courts. What is recommended here is that an information sheet of some type be kept with each civil and criminal case file. This may or may not mean the adoption of a specific information sheet used in another court. It is felt that recording case information on a single page in each case file is more efficient than the use of bulky bench dockets. It is further recommended that the information sheet, like all other forms, be designed with a view towards simplifying procedures. Good forms design, as with the Sandusky half sheet, provides for a logical sequence of items, a minimal amount of writing, and a layout which achieves good visual effect.

o The use of open-shelf lateral filing systems as opposed to conventional file cabinets for the housing of active civil and criminal case files. There are a number of advantages to open-shelf filing over conventional file drawers:

- 1) They take up 20% less floor space than file drawer cabinets.
- 2) The equipment cost is about 50% less than file drawers.
- 3) There is labor savings in not having to pull out or push in drawers.
- 4) Files housed in open shelving are faster to access than files in cabinets.
- 5) Open-shelving brings out the fullest potential of color coding to further speed up file retrieval and reduce misfiles.

As with all of the specific recommendations in this section, no particular change should be implemented without performing a thorough needs analysis of the entire system. The benefit to be derived from open-shelf lateral filing will vary from court to court depending on individual circumstances. It should also be pointed out that there are potential drawbacks to open-shelf arrangements. These drawbacks are factors which should be weighed in each particular situation where open shelving is contemplated. They include the following:

- 1) Some shelving units are too high so that the top shelf goes unused.
- 2) They are not suitable for all types of files. First position cut file folders must be used.
- 3) There may be a dirt accumulation problem with open shelves.

- 4) Open shelving may create more of a fire hazard than conventional cabinets.
- 5) Open shelving units may create a security problem.

Each of these problems may be overcome with the right equipment. Some open shelving equipment comes with doors which help overcome the dirt accumulation, fire resistance, and security problems. The wrong type of doors for the particular need, however, may restrict access. Another innovation, the movable aisle filing system can also help overcome these drawbacks and at the same time, provide an even greater space savings. Again, it must be remembered that particular filing equipment must be purchased to fit particular needs.

- o The color coding of case file folders for easy identification. Problems of slow file retrieval and misfiles can be reduced by using color coding to the best advantage. Case files can be color-coded by year, case type, and case number. The combination of open-shelf filing and color-coding can produce a major filing system improvement.
- o The use of loose-leaf docket pages rather than bound books. One of the drawbacks of docket books traditionally used in courts and still used by a number of municipal courts is that they are bound books from which the pages cannot be removed. Such books do not allow for the recording of docket information by typewriter and make the photocopying of a page difficult.

Other difficulties with docket books are the fact that they are unwieldy and that access to them is limited because very often the same docket book will contain most of the active cases about which information is sought.

The solution to these problems is not simple. At the very minimum, however, it is recommended that courts begin using a loose-leaf arrangement in place of bound docket books. The difficulty, however, is to determine what loose-leaf format is best.

Most courts not using bound docket books use a loose-leaf binder for their dockets. This arrangement, however, does not completely overcome the problem of unwieldy books and limited access. Other courts use an open tub or bin arrangement whereby active pages are put loose into some form of receptacle. This allows for an individual page to be picked up and referenced without unfastening it. The potential for misplacing pages, however, is a drawback with this kind of arrangement.

Another possible way for dockets to be prepared is to use docket sheets of 8-1/2 x 11 size and house them in standard three-ring notebooks. Although more books will be created under such an arrangement, the advantages of removable pages, small, manageable books, and less restricted access should make their use advantageous despite their non-traditional appearance.

- The use of rubber stamps for posting common entries into docket books in high-volume courts. A number of entries such as the granting of default judgments could be posted in less time through the use of rubber stamps. This technique could be especially helpful to high-volume courts. The major drawback of rubber stamps is that if used carelessly, the entry will be illegible.
- The use of index cards instead of the traditional bound index books. The majority of municipal courts in Ohio use bound index books. The disadvantages of these books are their unwieldy nature as well as the fact that some searching is required since books do not allow for a totally alphabetical listing of parties. The use of index books which key into the first two letters of a party's name partially alleviates the latter problem, but index cards have additional advantages:
 - 1) The cost of an index card system is usually less than an index book system.
 - 2) Index cards have the advantage of providing a faster reference and giving a central reference to all the cases of a particular party.
 - 3) Index cards can be flagged to aid in the monitoring of outstanding fines, costs and warrants and to indicate the location of a case file. Many courts are keeping separate index card systems for such purposes. The flagging of the original card can eliminate this duplication.
 - 4) Cards can provide a central index providing the control not present with a number of index books scattered in different places in the clerk's office.
 - 5) The microfilming of index cards is easier than the microfilming of index books.

The main disadvantage of index cards is that they can become lost or misfiled. However, a system which discourages the practice of removing cards from the drawer for reference purposes can keep the incidence of lost and misfiled cards to a minimum. A rod for holding cards in place within a drawer is an example of such a system.

- The acquisition of a cash register if current money management practices create problems. A number of courts in Ohio have benefited from the purchase of a cash register with bookkeeping capabilities. A cash register can supply the receipt preparation, account posting and totaling functions which can be very time-consuming when done manually.
- The acquisition of an automatic time stamper. A number of courts do not have an automatic time stamper. The importance of the device is in the fact that a judgment becomes effective only upon being filed with the clerk. The recordation of the date and time of filing can have importance in regard to any of the many papers filed with the court.

- The use of statistical logs similar to those developed for Cuyahoga County Suburban Municipal Courts to conform to the Ohio Supreme Court reporting requirements and for assigning case numbers. As part of the conceptual design for the sub-urban municipal court information system in Cuyahoga County, the consultant (Arthur Andersen and Company) designed a new set of forms and procedures for keeping statistics and assigning case numbers. The new forms were felt to be necessary because the consultant found that many methods currently in use were "burdensome and required an unnecessarily large amount of clerical effort". The forms, which are contained in Appendix F, are designed around the current statistical recordkeeping requirements. However, if a new case numbering series were to be established for small claims cases, a fourth statistical log would be necessary.

2.4 RECORDS MANAGEMENT AND RELATED TECHNICAL SERVICES SHOULD BE MADE AVAILABLE TO MUNICIPAL COURTS ON A STATE-WIDE BASIS

2.4.1 PRESENT PRACTICES

At present there are few systems experts municipal courts can turn to for aid in the modernization of court practices. Unless a court can afford to obtain an outside consultant to perform a study of the court's operation, it must rely on the representatives of commercial products (e.g. microfilm equipment, forms, computer services, etc.) to recommend needed improvements.

Although such representatives can be very helpful in planning and implementing system improvements, there are two possible drawbacks of which courts must be cognizant. First, a vendor may be biased towards his own products even though another company's line may be more suitable for the specific task. Secondly, where LEAA funds are involved, "[c]ontractors that develop or draft specifications, requirements, statements of work and/or Requests for Proposals for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement." (LEAA Regulations)

2.4.2 RATIONALE FOR RECOMMENDATION

The changes recommended in Sections 2.1 through 2.3 of this report will require that expert assistance be provided to individual municipal courts. The most efficient and effective means of providing help to municipal courts is through the establishment of a State-wide judicial technical assistance service. A major complaint of municipal courts is the lack of guidance available in implementing procedural changes and making systems improvements. A "court consulting service" responsive to administrative and regulatory developments in the Supreme Court and the Legislature could go a long way toward overcoming the insufficiency of guidance complained about by municipal courts and relieve these courts of the responsibility of making equipment purchases and system changes without sufficient standards.

2.4.3 SPECIFIC RECOMMENDATIONS

The specific services which could be provided by the proposed body are as follows:

- Providing retention guidelines for records of particular courts based upon current recordkeeping practices.
- Assisting in the implementation of standardized record-keeping practices.
- Assisting in developing microfilming programs within various courts.
- Coordinating the sharing of microfilm equipment among courts.
- Coordinating a system for warehousing records.
- Providing needs analysis studies to assist specific courts with specific processing problems.
- Assisting in establishing standards for equipment purchases by courts.
- Providing services in the area of forms design and control.
- Acting as liaison to Supreme Court and Legislature regarding procedural developments.
- Serving as clearinghouse for national research and development.



Court Management Project

3.1 DEMOGRAPHIC ANALYSIS

There are many differences among the municipal courts throughout Ohio. They range in size from courts with one part-time judge to the Cleveland Municipal Court with thirteen full-time judges. They also vary as to the type of caseload which is handled most frequently. Some courts, for example, are heavy traffic courts with over 80% of their cases falling into that category, while other courts have relatively heavy civil caseloads.

The charts contained in this section are for the purpose of allowing for a comparison of the fundamental characteristics of municipal courts. Such information is valuable in comparing and contrasting existing operations for the purpose of planning system changes.

Chart 3.1 gives caseload data, number of judges, operating budget, and employee data for each court which responded to the questionnaire. Chart 3.2 gives the percentage of the total caseload attributable to civil, small claims, criminal and traffic cases. Chart 3.3 gives caseload data for garnishments, trusteeships and rent escrows. Other caseload data, of course, is contained in an annual report issued by the Ohio Supreme Court.

3.2 PROBLEM/CHANGE ANALYSIS

Two of the questions in the questionnaire concerned the clerical problems faced by municipal courts and the possible changes which could improve clerical operations. The responses to these questions showed that the major concerns of municipal courts are the lack of space, the lack of guidance as to correct procedures, and the inability to keep up with the volume of work. The recommendations of this report are aimed at solving these major problems. The retention schedule recommended in Section 2.2 is directed toward alleviating the space problem. The recommendations concerning simplifying the recordkeeping requirements contained in Section 2.1 and providing consulting services contained in Section 2.4 are aimed at providing more guidance to courts. All four recommendations, but especially the recommendations contained in Section 2.3, are for helping courts cope with the large volume of work more easily. Charts 3.3 and 3.4 summarize the responses to the problem/change portions of the questionnaire.

3.3 RECORDS MANAGEMENT PRACTICES

3.3.1 RECORDKEEPING PRACTICES

It was learned from the questionnaire responses that recordkeeping practices in Ohio municipal courts vary widely. The recommendations of this report call for a simplification of recordkeeping practices. Specific recommendations call for a card index system rather than a book index, the keeping of a small claims docket, and the elimination of a separate journal book.

Some courts are presently operating in accordance with the specific recommendations. For example, seven courts have card file indexes. They are the municipal courts of:

- Cleveland Heights
- East Cleveland
- Euclid
- Fairborn
- Garfield Heights
- Marietta
- South Euclid

C O U R T	1975 TOTAL CASELOAD	NUMBER OF JUDGES	ANNUAL OPERATING BUDGET	EMPLOYEES	
				TOTAL	CLERICAL
Akron	68,787	6	\$ 1,067,636	93	81
Ashland	11,251	1	116,476	12	8
Athens	7,921	1	76,857	9	6
Barberton	12,228	2	140,000	16	11
Bedford	15,663	2	198,000	20	15
Bellefontaine	6,766	1 (P)	72,500	9	6
Bellevue	1,624	1 (P)	34,100	3	3
Berea	13,273	1 (P)	119,715	14	9
Bowling Green	7,795	1 (P)	131,686	12	8
Bryan	7,729	1	97,900	9	6
Cambridge	7,916	1	92,239	17	15
Canton	26,050	3	260,000*	N/A	23
Celina	4,084	1	42,149	7	4
Circleville	6,022	1	10,000**	5	4
Cleveland Heights	10,893	1	125,000***	12	9
Conneaut	2,203	1	33,000	5	4
Coshocton	2,999	1	34,607	4	3
Cuyahoga Falls	20,010	2	177,000	26	20
Dayton	69,817	5	1,104,890	89	42
Defiance	6,042	1	103,963	6	5
Delaware	11,969	1	91,797	12	9
East Cleveland	9,615	1	105,000	9	7
East Liverpool	3,233	1	24,500	6	3
Eaton	5,264	1	86,850	11	7
Elyria	15,779	2	244,871	21	13
Euclid	8,065	1	116,600	12	8
Fairborn	7,453	1 (P)	134,195	7	4
Fairfield	3,253	1 (P)	23,000	4	3
Findlay	12,200	1	130,990	18	10
Fostoria	2,594	1	62,277	4	3
Franklin	6,127	1 (P)	58,934	5	4
Fremont	5,864	1	100,000	7	5
Gallipolis	3,922	1 (P)	21,839	3	N/A
Garfield Heights	9,004	1	112,000	12	8
Girard	12,092	1	102,000	14	8
Hamilton	21,402	1	126,457	14	12
Hillsboro	2,288	1 (P)	30,325	5	3
Huron	1,872	1 (P)	26,000	2	N/A
Kenton	2,425	1 (P)	N/A	4	4
Kettering	10,068	2	228,000	16	12
Lakewood	9,972	1	96,088	12	10
Lancaster	12,192	2	102,406	12	8
Lebanon	3,566	1 (P)	45,000	7	4
Licking County	11,453	2	165,000	22	15
Lima	18,456	2	141,560	26	14
Lorain	8,963	2	134,049	20	9
Lyndhurst	9,465	1 (P)	66,000	12	7
Mansfield	22,298	2	312,216	35	29
Marietta	9,967	1	70,000	5	4
Marion	13,006	1	34,200	8	6
Marysville	4,202	1 (P)	70,000	6	4

CHART 3.1a - DEMOGRAPHIC DATA

C O U R T	1975 TOTAL CASELOAD	NUMBER OF JUDGES	ANNUAL OPERATING BUDGET	EMPLOYEES	
				TOTAL	CLERICAL
Mason	3,881	1 (P)	\$ 33,000	3	3
Medina	16,497	1	189,767	12	9
Mentor	6,543	1	114,000	9	5
Miami	9,574	2	168,900	12	8
Middletown	8,972	1	200,000	12	9
Mount Vernon	6,337	1	50,000	7	4
Napoleon	3,960	1 (P)	N/A	6	3
Newton Falls	5,049	1	44,000	7	5
Norwalk	6,867	1	N/A	5	4
Oberlin	8,470	1 (P)	98,071	7	5
Oregon	3,465	1	22,880	4	2
Painesville	9,231	1	57,000	9	6
Port Clinton	5,696	1	50,000	5	N/A
Portage Co. (Kent)		1	N/A	13	8
Portage Co. (Ravenna)	29,966	1	249,360****	15	12
Portsmouth	12,323	1	55,519	11	5
Rocky River	12,616	2	90,000	19	12
Sandusky	11,655	1	169,000	13	8
Shaker Heights	10,830	1	N/A	12	7
Shelby	1,635	1 (P)	N/A	2	2
Sidney	6,710	1 (P)	70,000	8	4
South Euclid	3,484	1 (P)	53,987	7	5
Springfield	25,678	2	295,440	39	18
Struthers	2,094	1 (P)	N/A	4	4
Tiffin	4,264	1	58,695	9	7
Toledo	87,735	7	1,495,000	120	72
Upper Sandusky	5,019	1 (P)	60,000	7	4
Urbana	3,776	1 (P)	38,320	5	3
Van Wert County	4,671	1	150,000	8	5
Vandalia	12,806	1	N/A	14	7
Warren	16,757	2	333,830	36	22
Washington C. H.	5,626	1 (P)	35,000	6	6
Wayne Co. (Orrville)	N/A	1	N/A	5	3
Wayne Co. (Wooster)	N/A	1	N/A	10	9
Willoughby	13,899	1	151,300	18	13
Wilmington	11,093	1 (P)	17,285	6	4
Xenia	5,684	1	21,141	4	3

*Clerk's Office budget only.

**Excluding salaries for Deputy Clerks.

***Excluding Violations Bureau.

****Budget for Kent and Ravenna branches combined.

(P) Indicates part-time judge.

CHART 3.1b - DEMOGRAPHIC DATA

C O U R T	PERCENT OF TOTAL CASELOAD				C O U R T	PERCENT OF TOTAL CASELOAD			
	Civil	Small Claims	Crimnl	Traffic		Civil	Small Claims	Crimnl	Traffic
Toledo	23.8	2.4	20.8	53.0	Norwalk	4.7	5.3	6.6	83.5
Akron	18.7	3.0	15.2	63.1	Mentor	12.8	4.3	10.2	72.7
Dayton	14.8	2.0	14.3	68.9	Ashland	2.3	8.4	3.5	85.9
Canton	22.8	5.1	16.4	55.6	Delaware	4.6	5.8	9.6	79.9
Springfield	23.2	2.4	15.9	58.5	Mount Vernon	6.6	4.1	8.5	80.8
Cuyahoga Falls	9.1	2.6	8.4	79.9	Oberlin	4.5	4.2	8.2	83.0
Portage	7.1	3.7	11.7	77.5	East Cleve	18.6	2.8	22.5	56.1
Rocky River	10.3	3.6	10.8	75.3	Fairborn	4.0	4.7	11.0	80.3
Lima	13.4	4.1	14.5	68.0	Sidney	5.0	10.2	12.9	72.0
Mansfield	8.5	7.8	16.7	67.0	Cambridge	4.9	8.6	9.3	77.2
Licking Co.	8.0	10.5	13.2	68.2	Struthers	13.9	14.8	22.6	48.7
Kettering	6.8	3.5	14.1	76.6	Port Clinton	6.2	9.8	26.5	57.5
Warren	15.6	15.5	14.0	55.0	Defiance	6.3	13.2	10.3	70.2
Garfield Hts	10.3	4.3	12.3	73.1	Celina	3.0	10.4	16.9	69.7
Barberton	8.7	3.8	21.1	66.4	Bellefontaine	3.9	9.5	10.0	76.6
Elyria	12.5	7.2	18.7	61.5	Eaton	2.6	7.4	13.4	76.5
Lorain	22.5	8.8	23.4	45.2	Bryan	3.5	4.5	9.8	82.2
Willoughby	10.7	3.3	13.4	72.6	Coshocton	7.1	15.4	22.9	54.6
Berea	9.4	4.2	9.0	77.5	Xenia	5.5	3.0	24.0	67.5
Wayne	7.0	9.7	15.9	67.4	Wilmington	2.7	4.5	10.3	82.5
Miami Co.	7.3	6.6	16.7	69.4	Urhana	4.8	12.0	12.8	70.4
Hamilton	16.9	2.6	12.9	67.5	South Euclid	7.7	2.4	7.9	82.0
Bedford	13.8	3.2	16.2	66.8	Van Wert Co.	3.2	1.6	7.4	87.8
Portsmouth	10.0	8.7	28.3	53.0	Fremont	6.4	7.6	13.8	72.2
Vandalia	4.4	2.0	14.5	79.1	Napoleon	3.4	10.2	10.8	75.6
Lancaster	6.0	8.4	14.0	71.6	Franklin	3.9	8.9	13.6	74.5
Euclid	21.6	3.1	8.7	66.6	Washington CH	5.5	4.3	10.8	79.4
Middletown	19.6	8.9	39.6	31.9	Gallipolis	1.1	2.3	14.2	82.5
Lakewood	12.1	3.3	8.5	76.2	Marysville	4.2	8.5	13.7	73.7
Shaker Hts	11.1	5.2	5.7	78.0	East Liverpool	9.4	12.6	26.2	51.9
Medina Co.	5.8	4.3	6.9	83.0	Fostoria	9.8	14.7	14.9	60.6
Marion Co.	9.1	2.1	17.9	71.0	Hillsboro	4.1	8.0	28.1	59.8
Lyndhurst	10.0	3.6	7.0	79.4	Upper Sandusky	1.6	4.6	6.8	86.9
Cleve Hts	7.9	4.8	12.9	74.4	Kenton	5.4	13.3	12.4	68.9
Painesville	12.8	2.0	13.8	71.3	Oregon	5.7	1.9	24.8	67.6
Marietta	2.8	7.5	10.1	79.7	Shelby	6.3	21.0	16.5	56.1
Findlay	4.7	5.4	7.2	82.7	Fairfield	11.7	2.8	16.1	69.4
Athens	4.1	8.2	28.1	59.7	Lebanon	5.9	9.6	15.2	69.2
Bowling Green	5.3	5.8	14.1	74.8	Conneaut	7.6	18.0	14.5	59.9
Girard	4.5	4.1	6.9	84.4	Mason	2.0	7.2	7.3	83.5
Tiffin	7.1	10.0	12.9	70.0	Bellevue	7.7	10.3	8.8	73.2
Sandusky	7.7	12.6	23.5	56.3	Huron	2.9	2.6	14.4	80.1
AVERAGE	8.8	6.7	14.3	70.5					

Note: Courts listed according to size of population served.

CHART 3.2 - CASELOAD PERCENTAGES

COURT	Trusteeship Filings 1975	Garnishment Filings 1975	Active Rent Escrows	COURT	Trusteeship Filings 1975	Garnishment Filings 1975	Active Rent Escrow
Akron	121	11,758	30	Lima	32	1,977	62
Ashland	31	170	-	Lorain	38	3,000	2
Athens	-	50	2	Lyndhurst	8	4,208	59
Barberton	33	617	1	Mansfield	53	1,881	2
Bedford	39	944	11	Marietta	-	200	1
Bellefontaine	27	N/R	-	Marion Co.	7	933	1
Bellevue	9	182	-	Marysville	21	150	3
Berea	54	579	-	Mason	6	15	-
Bowling Green	8	174	1	Medina Co.	15	285	-
Bryan	2	174	-	Mentor	4	573	3
Cambridge	18	385	1	Miami	60	125	-
Canton	175	5,681	40	Middletown	25	5,000	-
Celina	2	50-60	-	Mt. Vernon	-	60	-
Circleville	-	-	-	Napoleon	4	150	-
Cleveland Hts	5	4,598	5	Newton Falls	4	354	1
Conneaut	9	148	-	Norwalk	31	N/R	3*
Coshocton	-	N/R	-	Oberlin	11	260	-
Cuyahoga Falls	23	841	9	Oregon	13	38	-
Dayton	108	6,000	20	Painesville	17	1,006	1
Defiance	18	550	-	Port Clinton	19	334	-
Delaware	5	N/R	1	Portage Co.-K	-	125	-
East Cleveland	56	1,183	2	Portage Co.-R	65	465	53
East Liverpool	6	500	-	Portsmouth	36	1,050	-
Eaton	11	1	-	Rocky River	7	462	-
Elyria	57	1,401	-	Sandusky	25	2,593	3
Euclid	17	2,502	2	Shaker Hts	-	641	3
Fairborn	-	240	6	Shelby	12	39	-
Fairfield	1	268	-	Sidney	3	250	-
Findlay	0	270	8	South Euclid	-	91	-
Fostoria	9	360	4	Springfield	52	3,305	1
Franklin	15	50	-	Struthers	4	255	1
Fremont	24	31	1	Tiffin	12	261	-
Gallipolis	-	-	-	Toledo	629	23,000	4**
Garfield Hts	19	588	-	Upper Sandusky	21	78	-
Girard	17	1,076	-	Urbana	37	250	-
Hamilton	56	-	1	Van Wert Co.	14	300	-
Hillsboro	3	5	-	Vandalia	-	-	-
Huron	5	35-40	2	Warren	73	3,742	10
Kenton	-	-	-	Washington CH	6	10	-
Kettering	13	60	1	Wayne Co.-O	-	-	-
Lakewood	19	1,846	11	Wayne Co.-W	40	597	1
Lancaster	9	273	-	Willoughby	30	1,200	3
Lebanon	8	81	-	Wilmington	3	120	-
Licking Co.	21	417	1	Xenia	3	N/R	4

NOTES: N/R - No Record/Unknown.
* - Since January, 1976.
** - 50 More Pending in Class Action.

CHART 3.3 - TRUSTEESHIP, GARNISHMENT AND RENT ESCROW CASELOADS

INDICATED MAJOR PROBLEMS	Response	INDICATED MAJOR PROBLEMS	Response
<u>INADEQUATE SPACE</u>		<u>UNSERVED WARRANTS & BENCH WARRANTS</u>	
Record Storage Space	30	Lack of cooperation from police	3
Employee Working Space	17		
Witness and Juror Space	1		
	48	<u>RULE & LEGISLATIVE REQUIREMENTS OF COURTS</u>	3
<u>VOLUME OF PAPERWORK/ HEAVY CASELOADS</u>	24	<u>UNDERSTAFFED</u>	2
<u>LACK OF UNIFORM AND STREAMLINED PROCEDURES</u>		<u>TOO MANY QUESTIONNAIRES</u>	2
Need for Uniformity	10	<u>LACK OF COMMUNICATION</u>	1
Recordkeeping Requirements	1	<u>LACK OF EMPLOYEE MOTIVATION</u>	1
Uniform Local Court Rules	1	<u>ABSENTEEISM</u>	1
Uniform Procedures and Cost Schedules	1	<u>LOW SALARIES</u>	1
Poor Guidelines from State Auditor	1	<u>LACK OF PRIVACY FOR STAFF</u>	1
	14	<u>OFFICE IN 2 SEPARATE BUILDINGS</u>	1
<u>CONTINUANCES</u>	13	<u>ELECTED CLERK</u>	1
<u>INADEQUATE EQUIPMENT</u>	10	<u>PROTECT CLERK'S OFFICE FROM ERRORS</u>	1
<u>TIME CONSTRAINTS</u>		<u>24-HOUR DUTY FOR BONDING</u>	1
Meeting Legal Time Requirmnts	4	<u>JURY DEMANDS</u>	1
Public Contact	3	<u>SLOW RESPONSE FROM PROBATION OFFICE IN FIRST OFFENDER ADMINISTRATION</u>	1
Explaining Samll Claims	1	<u>MASS CIVIL FILING BY ATTORNEYS REPRESENTING COLLECTION AGENCIES</u>	1
Processing Partial Payment of Fines	1	<u>INCORRECT PLEADINGS FROM OUT-OF-TOWN ATTORNEYS</u>	1
Time Spent on Prosecutor's Requests	1	<u>REPORTING COURT ACTIVITIES</u>	1
	10	<u>PROBLEM WITH HAVING PART-TIME PROSECUTOR</u>	
<u>COLLECTING FINES & COSTS</u>	9	<u>NECESSITY OF 30-DAY REPORTS TO SUPREME COURT OF DOCKET STATUS IN DUPLICATE FOR 1-JUDGE COURT</u>	1
<u>LACK OF RESPONSE FROM BUREAU OF MOTOR VEHICLES</u>	6	<u>ATTORNEY'S FAILURE TO FOLLOW-UP ON CASES WITH DEFALUT JUDGEMENT</u>	1
<u>COMPUTING COURT COSTS</u>	6		
<u>DUPLICATION IN PAPERWORK AND RECORDS</u>			
General	2		
Docket Books & Indexes	1		
Civil Journal	1		
Too Many Forms	1		
	5		
<u>LACK OF TRAINING FOR CLERICAL EMPLOYEES</u>	3		

CHART 3.4a - INDICATED MAJOR PROBLEMS

INDICATED NEEDED CHANGES		INDICATED NEEDED CHANGES	
<u>MORE SPACE</u>		<u>IMPROVE FACILITIES</u>	1
Record Storage Space	8	<u>INCREASE SALARIES</u>	1
Employee Working Space	22	<u>INCREASE STAFF</u>	5
<u>RECORDS</u>		<u>TRAINING</u>	2
Computerize Recordkeeping	6	<u>BMV GUIDELINES</u>	
Automatic Filing Systems	3	Clarify What Should be Reported	2
Reduce 26-Yr Requirement (O.R.C. 1901.41)	5	<u>FORMS & PROCEDURES</u>	
<u>EQUIPMENT</u>		Simplify and Standardize	5
Hold-Button on Phone	1	Eliminate Journal	4
Microfilming Equipment	3	Eliminate Duplication	5
Electric Cash Register	2	Clarify Expungement	1
Computer	1	Simplify Docketing	1
Power Files	1	<u>UNIFORMITY</u>	
Memory Bank Typewriter	1	Combine Reports from the Beginning of Each Case to Avoid a lot of Typing and Repitition	2
Bookkeeping Machine	1	<u>HANDBOOKS</u>	
<u>LEGISLATION</u>		Condensed to be used by Police and Courts (State-wide) re: procedures, filing, complaints	1
Eliminate Journal	1	<u>STATE CONSULTANTS FOR PROCEDURES</u>	1
Serving All Summons, Including FED and Replevin, by Certificate of Mailing	2	<u>FINANCING</u>	
<u>NOTIFICATION OF ALL LEGISLATION CHANGES TO THE COURTS</u>	2	Generally and for Equipment	1
<u>CHANGE METHODS OF FUNDING FROM MUNICIPAL TO STATE LEVEL</u>	1	<u>SMALL CLAIMS</u>	
<u>RULES OF SUPERINTENDENCE (AMENDMENTS, DELETIONS)</u>	1	Keep Attorneys Out	1
<u>CLERK'S OFFICE</u>		<u>CITATION IMPROVEMENTS</u>	1
Eliminate Obsolete Salary Laws	1	<u>REDUCE CONTINUANCES</u>	2
Change Position from Elected to Appointed	1	<u>ELIMINATE SUPREME COURT RECORD</u>	1
Member of Commission on Law or Rule Changes	1	<u>SIMPLIFY LAWS</u>	1
Protect from Mal-, Non- and Misfeasance	2		
<u>JURIES</u>			
Time to Counsel	1		
Eliminate Week for Cancellatns.	1		

CHART 3.4b - INDICATED NEEDED CHANGES

Sixty courts are presently keeping separate small claims dockets, and thirty-two of the courts responding keep less than a complete journal book or no journal book at all.

The charts in this section deal with reference activity and filing system characteristics. Chart 3.5 shows the responses to the question "which record is most frequently referenced for case information?" Chart 3.6 gives information regarding the color coding and type of civil, small claims, criminal and traffic file folders. Chart 3.7 presents data on filing equipment.

3.3.2 ARCHIVAL RECORDS MANAGEMENT

One of the most severe problems facing municipal courts is the record storage problem. According to the survey responses nearly 32% of total court space is utilized for archival record storage. Chart 3.8 gives data on the space utilized by individual courts.

Microfilming is presently being used by 17 courts to help solve their record accumulation problems. Charts 3.9 and 3.10 document the microfilm programs of these courts.

3.4 MECHANIZATION

The amount of mechanization is one of the areas inquired about in the questionnaire. Chart 3.11 gives information on overall mechanization of municipal courts in Ohio. Charts 3.12-3.14 presents specific equipment data by individual courts.

C O U R T	Docket	Case File	Journal	C O U R T	Docket	Case File	Journal
Akron	x			Lorain	x		
Ashland		x		Lyndhurst		x	
Athens		x		Mansfield	x	x	
Barberton	x			Marietta	x		
Bedford		x		Marion	x		
Bellefontaine		x		Marysville	x		
Bellevue	x			Mason	x		
Berea	x			Medina	x		
Bowling Green	x			Mentor	x		
Bryan	x	x		Miami	x	x	
Cambridge	x	x		Middletown	x	x	
Canton	x	x		Mount Vernon	x		
Celina		x		Napoleon	x		
Circleville	x			Newton Falls	x		
Cleveland Hts	x			Norwalk		x	
Conneaut	x			Oberlin	x		
Coshocton	x			Oregon	x		
Cuyahoga Falls	x			Painesville	x	x	
Dayton	x			Port Clinton		x	
Defiance		x		Portage County (K)	x	x	
Delaware		x		Portage County (R)	x	x	
East Cleveland	x	x		Portsmouth	x		
East Liverpool	x			Rocky River	x		
Eaton	x			Sandusky	x		
Elyria	x	x		Shaker Hts	x		
Euclid		x		Shelby	x		
Fairborn		x		Sidney		x	
Fairfield		x		South Euclid		x	
Findlay		x		Springfield		x	
Fostoria		x	x	Struthers	x		
Franklin	x			Tiffin	x		
Fremont	x			Toledo		x	x
Gallipolis	x			Upper Sandusky		x	
Garfield Hts		x		Urbana	x		
Girard	x			Van Wert County	x	x	
Hamilton	x			Vandalia	x		
Hillsboro	x			Warren	x		
Huron		x		Washington CH	x		
Kenton		x		Wayne County (O)		x	
Kettering	x			Wayne County (W)		x	
Lakewood	x			Willoughby	x		
Lancaster	x			Wilmington	x	x	
Lebanon		x		Xenia	x		
Licking County		x					
Lima		x					
				TOTAL (88 Courts)	60	43	3

CHART 3.5 - MOST FREQUENTLY REFERENCED RECORD

CASE TYPE: CIVIL	Color Coded			File Type				CASE TYPE: CIVIL	Color Coded			File Type			
	Within Series	By Series	By Year	Folder w/Clasp	Folder	Envelope	Wrapper		Within Series	By Series	By Year	Folder w/Clasp	Folder	Envelope	Wrapper
COURT								COURT							
Akron				x				Lima		x					
Ashland		x		x				Lorain	x			x			
Athens		x			x			Lyndhurst					x		
Barberton				x				Mansfield						x	
Bedford		x		x				Marietta				x			
Bellefontaine					x			Marion					x		
Bellevue					x			Marysville					x		
Berea						x		Mason					x		
Bowling Green						x		Medina	x	x		x			
Bryan				x				Mentor				x			
Cambridge		x						Miami					x		
Canton						x		Middletown		x					x
Celina	x	x			x			Mount Vernon				x			
Circleville								Napoleon							x
Cleveland Hts			x			x		Newton Falls	x						x
Conneaut		x		x				Norwalk		x		x			
Coshocton				x				Oberlin					x		
Cuyahoga Falls	x				x			Oregon							x
Dayton		x			x			Painesville					x		
Defiance		x		x				Portage Co. (K)				x			
Delaware		x		x				Portage Co. (R)		x		x			
East Cleveland						x		Port Clinton					x		
East Liverpool					x			Portsmouth				x			
Eaton				x				Rocky River		x		x			
Elyria	x	x		x				Sandusky				x			
Euclid				x				Shaker Hts		x					x
Fairborn				x				Shelby							x
Fairfield					x			Sidney		x		x			
Findlay		x	x	x				South Euclid							x
Fostoria						x		Springfield		x					x
Franklin				x				Struthers	x				x		
Fremont				x				Tiffin	x	x			x		
Gallipolis				x				Toledo							x
Garfield Hts				x				Upper Sandusky							x
Girard					x			Urbana					x		
Hamilton				x		x		Van Wert Co.		x	x	x			
Hillsboro				x				Vandalia						x	
Huron					x			Warren	x	x					
Kenton	x	x						Washington C.H.				x			
Kettering		x		x				Wayne Co. (O)				x			
Lakeood		x		x				Wayne Co. (W)				x			
Lancaster					x			Willoughby				x			
Lebanon				x				Wilmington							
Licking Co.				x				Xenia	x	x					x

CHART 3.6a - FILE CHARACTERISTICS: CIVIL

CASE TYPE: SMALL CLAIMS	Color Coded			File Type				CASE TYPE: SMALL CLAIMS	Color Coded			File Type			
	Within Series	By Series	By Year	Folder w/Clasp	Folder	Envelope	Wrapper		Within Series	By Series	By Year	Folder w/Clasp	Folder	Envelope	Wrapper
C O U R T								C O U R T							
Akron				X				Lima		X					
Ashland		X			X			Lorain	X			X			
Athens		X						Lyndhurst					X		
Barberton				X				Mansfield						X	
Bedford		X		X				Marietta				X			X
Bellefontaine					X			Marion					X		
Bellevue					X			Marysville					X		
Berea						X		Mason					X		
Bowling Green					X			Medina	X	X		X			
Bryan					X			Mentor				X			
Cambridge		X			X			Miami					X		
Canton						X		Middletown		X				X	
Celina	X	X			X			Mount Vernon							
Circleville								Napoleon						X	
Cleveland Hts			X			X		Newton Falls	X					X	
Conneaut		X				X		Norwalk		X		X			
Coshocton				X				Oberlin					X		
Cuyahoga Falls	X				X			Oregon						X	
Dayton		X			X			Painesville						X	
Defiance		X		X				Portage Co. (K)				X			
Delaware		X			X			Portage Co. (R)		X		X			
East Cleveland						X		Port Clinton					X		
East Liverpool								Portsmouth				X			
Eaton					X			Rocky River		X				X	
Wlyria	X	X		X				Sandusky					X		
Euclid				X				Shaker Hts		X				X	
Fairborn				X				Shelby						X	
Fairfield					X			Sidney		X				X	
Findlay		X	X		X			South Euclid						X	
Findlay								Springfield		X				X	
Findlay								Struthers	X				X		
Franklin				X				Tiffin	X	X			X		
Fremont					X			Toledo						X	
Gallipolis				X				Toledo						X	
Garfield Hts				X				Upper Sandusky						X	
Girard					X			Urbana					X		
Hamilton						X		Van Wert Co.		X	X	X			
Hillsboro				X				Vandalia				X			
Huron					X			Warren		X			X		
Kenton	X	X			X			Washington C.H.				X			
Kettering				X				Wayne Co. (O)				X			
Lakewood		X		X				Wayne Co. (W)				X			
Lancaster		X			X			Willoughby				X			
Lebanon					X			Wilmington							X
Licking Co.					X			Xenia	X	X					

CHART 3.6b - FILE CHARACTERISTICS: SMALL CLAIMS

CASE TYPE:	Color Coded			File Type				CASE TYPE:	Color Coded			File Type				
	CRIMINAL	Within Series	By Series	By Year	Folder w/Clasp	Folder	Envelope		Wrapper	CRIMINAL	Within Series	By Series	By Year	Folder w/Clasp	Folder	Envelope
C O U R T								C O U R T								
Akron		x		x				Lima		x						
Ashland		x						Lorain	x							
Athens		x					x	Lyndhurst								
Barberton						x		Mansfield						x		
Bedford		x				x		Marietta						x		
Bellefontaine						x		Marion							x	
Bellevue					x			Marysville						x		
Berea						x		Mason				x				
Bowling Green						x		Medina	x	x		x				
Bryan						x		Mentor				x				
Cambridge		x				x		Miami						x		
Canton						x		Middletown		x					x	
Celina	x	x				x		Mount Vernon								x
Circleville								Napoleon							x	
Cleveland Hts			x					Newton Falls	x						x	
Conneaut		x				x		Norwalk		x		x				
Coshocton								Oberlin							x	
Cuyahoga Falls	x							Oregon						x		
Dayton		x						Painesville							x	
Defiance		x				x		Portage Co. (K)							x	
Delaware		x					x	Portage Co. (R)		x		x				
East Cleveland						x		Port Clinton						x		
East Liverpool						x		Portsmouth							x	
Eaton						x		Rocky River							x	
Elyria	x	x				x		Sandusky								
Euclid						x		Shaker Hts		x					x	
Fairborn						x		Shelby								
Fairfield						x		Sidney		x					x	
Findlay		x	x					South Euclid							x	
Fostoria								Springfield		x						
Franklin								Struthers	x					x		
Fremont							x	Tiffin	x	x				x		
Gallipolis								Toledo							x	
Garfield Hts							x	Upper Sandusky							x	
Girard								Urbana				x				
Hamilton							x	Van Wert Co.		x	x			x		
Hillsboro								Vandalia							x	
Huron								Warren	x	x					x	
Kenton	x	x					x	Washington C.H.						x		
Kettering							x	Wayne Co. (O)							x	
Lakewood		x						Wayne Co. (W)							x	
Lancaster							x	Willoughby							x	
Lebanon								Wilmington								
Licking Co.								Xenia	x	x					x	

CHART 3.6c - FILE CHARACTERISTICS: CRIMINAL

TRAFFIC	Color Coded			File Type				TRAFFIC	Color Coded			File Type			
	Within Series	By Series	By year	Folder w/Clasp	Folder	Envelope	Wrapper		Within Series	By Series	By year	Folder w/Clasp	Folder	Envelope	Wrapper
C O U R T								C O U R T							
Akron		x		x				Lima		x					
Ashland		x						Lorain	x						
Athens		x						Lyndhurst							
Barberton								Mansfield						x	
Bedford		x				x		Marietta					x		
Bellefontaine						x		Marion						x	
Bellevue					x			Marysville					x		
Berea						x		Mason				x			
Bowling Green						x		Medina	x	x		x			
Bryan					x			Mentor				x			
Cambridge		x						Miami					x		
Canton						x		Middletown		x				x	
Celina	x	x			x			Mount Vernon							x
Circleville								Napoleon						x	
Cleveland Hts			x					Newton Falls	x					x	
Conneaut		x				x		Norwalk		x					
Coshocton								Oberlin						x	
Cuyahoga Falls	x				x			Oregon					x		
Dayton		x						Painesville						x	
Defiance		x				x		Portage Co. (K)						x	
Delaware		x					x	Portage Co. (R)				x			
East Cleveland						x		Port Clinton					x		
East Liverpool						x		Portsmouth						x	
Eaton						x		Rocky River		x				x	
Elyria	x	x				x		Sandusky						x	
Euclid						x		Shaker Hts		x			x		
Fairborn						x		Shelby							
Fairfield						x		Sidney		x				x	
Findlay		x	x					South Euclid						x	
Fostoria								Springfield		x					x
Franklin								Struthers	x				x		
Fremont							x	Tiffin	x	x				x	
Gallipolis								Toledo						x	
Garfield Hts								Upper Sandusky						x	
Girard								Urbana				x			
Hamilton								Van Wert Co.		x	x		x		
Hillsboro								Vandalia							x
Huron								Warren		x	x			x	
Kenton	x	x				x		Washington C.H.					x		
Kettering						x		Wayne Co. (O)							x
Lakewood		x						Wayne Co. (W)							x
Lancaster		x					x	Willoughby							x
Lebanon					x			Wilmington							
Licking Co.								Xenia	x	x				x	

CHART 3.6d - FILE CHARACTERISTICS: TRAFFIC

COURT	Ltr Size Cabinet	Legal Size Cabinet	Open Shelves	Automated Files	Boxes	Other	COURT	Ltr Size Cabinet	Legal Size Cabinet	Open Shelves	Automated Files	Boxes	Other
Akron		x	x		x		Lima		x			x	
Ashland		x					Lorain			x	x		
Athens		x					Lyndhurst		x			x	
Barberton		x			x		Mansfield	x	x			x	
Bedford		x					Marietta		x			x	
Bellefontaine		x					Marion	x	x				
Bellevue		x	x		x		Marysville		x			x	
Berea		x	x		x		Mason		x				
Bowling Green		x				x	Medina	x	x			x	
Bryan		x				x	Mentor		x			x	
Cambridge		x				x	Miami		x				
Canton		x	x	x			Middletown		x				
Celina		x					Mount Vernon		x				
Circleville		x			x		Napoleon						x
Cleveland Hts		x				x	Newton Falls		x				
Conneaut		x					Norwalk		x				
Coshocton		x					Oberlin		x	x		x	
Cuyahoga Falls		x			x		Oregon		x			x	
Dayton	x	x	x				Painesville		x				
Defiance		x				x	Port Clinton		x				x
Delaware		x				x	Portage Co. (K)	x	x	x			
East Cleveland		x			x	x	Portage Co. (R)		x				
East Liverpool	x	x					Portsmouth		x				
Eaton		x				x	Rocky River		x				
Elyria		x			x		Sandusky		x			x	
Euclid		x				x	Shaker Hts		x				
Fairborn		x			x		Shelby					x	
Fairfield		x					Sidney	x	x				x
Findlay		x				x	South Euclid		x			x	
Fostoria		x					Springfield	x				x	
Franklin		x					Struthers		x				
Fremont		x					Tiffin		x				
Gallipolis		x			x	x	Toledo		x	x		x	x
Garfield Hts		x				x	Upper Sandusky		x			x	
Girard		x	x				Urbana		x				x
Hamilton	x				x		Van Wert Co.		x				
Hillsboro		x			x		Vandalia		x				
Huron		x					Warren		x		x		
Kenton		x			x		Washington CH		x				
Kettering		x		x			Wayne Co. (O)	x	x				
Lakewood	x	x					Wayne Co. (W)		x			x	
Lancaster		x					Willoughby		x				
Lebanon		x	x		x		Wilmington		x				
Licking Co.		x			x	x	Xenia						x

CHART 3.7 - FILING EQUIPMENT

COURT	Clerical Activities Active Records	Archival Records Storage	Total	COURT	Clerical Activities Active Records	Archival Records Storage	Total
Akron	12,144	6,000		Lima	1,977	417	
Ashland	1,801	454		Lorain	2,360	342	
Athens	612	N/A		Lyndhurst	52	144	
Barberton	2,300	6,000		Mansfield	2,240	1,200	
Bedford	450	100		Marietta	N/A	N/A	
Bellefontaine	637	240		Marion	700	750	
Bellevue	156	30		Marysville	4,500	500	
Berea	800	300		Mason	N/A	N/A	
Bowling Green	605	171		Medina	725	150	
Bryan	454	100		Mentor	700	120	
Cambridge	1,792	2,000		Miami	2,400	1,200	
Canton	N/A	N/A	646	Middletown	1,800	250	
Celina	1,000	24		Mount Vernon	600	500	
Circleville	400	300		Napoleon	N/A	N/A	
Cleveland Hts	655	N/A		Newton Falls	567	N/A	
Conneaut	380	84		Norwalk	423	N/A	
Coshocton	500	25		Oberlin	540	180	
Cuyahoga Falls	N/A	N/A		Oregon	320	336	
Dayton	17,000	4,000		Painesville	300	1,200	
Defiance	401	160		Port Clinton	N/A	N/A	
Delaware	620	270		Portage Co.-K	N/A	N/A	
East Cleveland	866	150		Portage Co.-R	N/A	N/A	
East Liverpool	858	144		Portsmouth	700	36	
Eaton	297	180		Rocky River	450	400	
Elyria	15,000	300		Sandusky	1,144	168	
Euclid	400	200		Shaker Hts	N/A	N/A	
Fairborn	690	200		Shelby	N/A	N/A	
Fairfield	168	N/A		Sidney	N/A	120	
Findlay	838	120		South Euclid	288	N/A	
Fostoria	536	54		Springfield	2,221	1,600	
Franklin	N/A	N/A	400	Struthers	N/A	N/A	
Fremont	1,000	N/A		Tiffin	1,035	2,500	
Gallipolis	700	N/A		Toledo	5,940	10,000	
Garfield Hts	90	168		Upper Sandusky	520	25	
Girard	N/A	N/A		Urbana	336	60	
Hamilton	N/A	N/A		Van Wert Co.	N/A	N/A	
Hillsboro	N/A	N/A	420	Vandalia	720	144	
Huron	445	158		Warren	N/A	N/A	
Kenton	N/A	N/A	276	Washington CH	450	35	
Kettering	1,500	600		Wayne Co.-O	169	N/A	
Lakewood	2,625	1,344		Wayne Co.-W	N/A	N/A	
Lancaster	1,140	100		Willoughby	1,500	250	
Lebanon	N/A	N/A	2,100	Wilmington	1,000	50	
Licking Co.	N/A	N/A		Xenia	280	280	
				AVERAGE	1,618	745	

CHART 3.8 - ACTIVITIES/RECORDS STORAGE SPACE (SQUARE FEET)

C O U R T	RECORDS MICROFILMED	Microfilming Done		When Microfilmed?		Original Disposed?	
		Internal	Outside	Pending	Closed	Yes	No
ASHLAND	Criminal/traffic cases; just beginning, when time's available.	x			x		x
BARBERTON	Original documents in old cases.	x*	x		x		x
BEDFORD	Civil/criminal/small claims.	x			x		x
BEREA	Civil/criminal entries and pleadings.	x	x		x	x**	
DEFIANCE	All journal entries.	x			x		x
DELAWARE	Criminal/traffic/civil/small claims case files.	x			x	x	
EAST CLEVE	Criminal files only.		x		x	x	
FAIRBORN	All criminal/traffic/civil/small claims	x			x		x
FINDLAY	Traffic/criminal completed cases; all orders and journal entries signed by judge.	x			x		x
LIMA	Traffic/civil/criminal journals; final or yearly dockets; yearly index.	x		x			x***
LORAIN	Original papers of finished criminal/civil/traffic/small claims trustees; civil/criminal/traffic docket entries.		x		x		x
MANSFIELD		*					
MEDINA CO.	Total record; civil/small claims/trust/traffic/criminal.	x			x		x
SANDUSKY	All past records in the process of being microfilmed.	x			x	x	
TIFFIN	All cases.	x			x		x
TOLEDO	Probation Dept. files only; LEAA grant for old criminal/traffic indexes and journals.	x			x	x	
WARREN	Criminal/traffic; just started some civil.	x			x	x	
WILLOUGHBY	Complete records of felony/misdemeanor/traffic offenses.	x			x		x
Notes: ***But the records may be disposed after 26 years. **After approval by City Records Commission. *In the process of acquiring own equipment.							

CONTINUED

1 OF 2

C O U R T	EQUIPMENT	TYPE OF MICROFILM
Ashland	3M Model 3400 Cartridge Microfilm Camera; 3M Model 500 Page Search Reader-Printer	Roll Microfilm
Barberton	3M Model 400 Reader-Printer	Roll Microfilm
Bedford	3M Printer-Reader	Roll Microfilm
Berea	Reporter Reader-Printer; SR-IV Reader; Jacket Reader, Bell & Howell	Roll Microfilm Microfilm Jackets
Defiance	Kodak Camera Reader-Printer	Roll Microfilm
Delaware	3M 3400 Camera, Reader-Printer	Roll Microfilm
East Cleveland	Thermo-fax Micro Reader-Printer #100	Roll Microfilm
Fairborn	Bell & Howell Camera UV-40	Roll Microfilm
Findlay	Recordak Camera CP-20; Auto. Reader Model B	Roll Microfilm
Lima	Recordak Camera, Reader-Printer; 3M Model 400	Roll Microfilm
Lorain	3M 500 Reader-Printer; COM Micro-Design Reader	Roll Microfilm Microfiche
Medina County	Eastman Recordak; Recordak Starmatic Model PVM, Ground Glass Reflex Reader	Roll Microfilm
Sandusky	Planetary Auto. Ex. Control; Diazo Printer-Processor; Electrostatic Bell & Howell 1600 Reader-Filer; Roll Film Motorized Reader	Roll Microfilm Microfilm Jacket Microfiche
Tiffin	Recordak Starmatic Reader; Easematic Reader; Recordak Magnafiche Reader	Roll Microfilm Microfilm Jacket
Toledo	Remington-Rand Camera; 3M Reader-Printer	Roll Microfilm
Warren	3M Model 2000 Processor Camera; 3M DUPU-Printer; 3M Model 500M Reader-Printer w/Aperture Cards and Microfiche Carrier	Microfiche Aperture Cards
Willoughby	3M Rotary Cartridge Camera; 3M 500 Page Search Reader-Printer	Cartridges

CHART 3.10 - MICROFILM EQUIPMENT

EQUIPMENT	Civil	Small Claims	Criminal	Traffic	Aid of Execution	Trusteeships	Rent Escrows	Report Preparat.	Jury Selection	Receipt & Disbursemt	Other
Automatic Court Seal	4	3	4	4	2	3	2	1	2	-	1
Automatic Files	5	2	4	4	2	-	1	-	-	-	-
Automatic Letter Openers	1	1	1	2	1	1	1	-	-	-	-
Automatic Mail-Addressing Equipment	1	1	1	1	1	1	1	-	-	1	-
Automatic Time Clock	25	26	29	24	20	19	15	9	5	6	7
Check Protector	5	5	5	5	4	4	2	1	2	2	1
Copiers/Duplicators	35	35	35	34	27	27	18	29	23	21	16
Electronic Accounting Machine	7	7	6	6	4	6	2	4	1	6	1
Electronic Cash Register	4	4	7	8	2	2	1	1	1	5	1
Mechanical Cash Register	8	7	8	10	6	4	4	2	3	6	2
Mylar Machine	-	-	-	1	-	-	-	-	-	-	-
Postage Machines	21	18	19	19	18	18	11	14	13	14	10
Purchased Computer Services	5	4	7	7	-	1	-	8	-	-	-

CHART 3.11 - ELECTRONIC SUPPORT EQUIPMENT

C O U R T	EQUIPMENT TYPE	PROCESS(ES) FOR WHICH EQUIPMENT IS USED										
		Civil	Small Claims	Criminal	Traffic	Aid of Executn	Trustee ships	Rent Escrow	Report Prepara.	Jury Select.	Receipt, Disburs.	Other
Canton	Diebold	x	x	x	x							
Kettering	Diebold	x		x	x	x						
Lima	Diebold	x		x	x	x		x				
Lorain	Diebold 7300	x										
Warren	Diebold	x	x	x	x							

C O U R T	EQUIPMENT TYPE	PROCESS(ES) FOR WHICH EQUIPMENT IS USED										
		Civil	Small Claims	Criminal	Traffic	Aid of Executn	Trustee ships	Rent Escrow	Report Prepara.	Jury Select.	Receipt, Disburs.	Other
Dayton	Speed-o-Print				x							
Findlay	Pitney-Bowes											
Lima	Pitney-Bowes	x	x	x	x	x	x	x				
Shaker Hts	Not Indicated	x	x	x	x	x	x	x	x	x	x	

CHART 3.14 - MECHANIZATION - AUTOMATIC LETTER OPENERS

C O U R T	EQUIPMENT TYPE	PROCESS(ES) FOR WHICH EQUIPMENT IS USED										
		Civil	Small Claims	Criminal	Traffic	Aid of Executn	Trustee ships	Rent Escrow	Report Prepara.	Jury Select.	Receipt, Disburs.	Other
Lima	Pitney-Bowes	x	x	x	x	x	x	x			x	

CHART 3.15 - MECHANIZATION - AUTOMATIC MAIL ADDRESSING EQUIPMENT

C O U R T	EQUIPMENT TYPE	PROCESS(ES) FOR WHICH EQUIPMENT IS USED											
		Civil	Small Claims	Criminal	Traffic	Aid of Executn	Trustee ships	Rent Escrow	Report Prepara.	Jury Select.	Receipt, Disburs.	Other	
Akron	Not Indicated	x		x	x								
Ashland	AJAX	x	x	x	x	x	x		x	x	x	x	x
Barberton	Not Indicated	x	x	x	x	x	x	x					
Bedford	Cincinnati Time Recorder												
Bellefontaine	Simplex	x	x	x	x	x	x		x				
Bellevue	Rapidprint	x	x	x	x	x	x	x	x				
Bryan	Simplex	x	x	x	x	x	x		x	x		x	x
Cambridge	Not Indicated												
Circleville	Simplex	x	x	x	x	x	x						
Cuyahoga Falls	Simplex	x	x	x	x	x	x	x	x		x		x
Dayton	Simplex	x	x	x	x								
Defiance	Rapidprint	x	x	x	x	x	x	x					x
Delaware	Rapidprint												
East Cleveland	Rapidprint	x	x	x	x	x	x	x					
Elyria	Simplex	x	x	x	x		x						
Euclid	Not Indicated			x	x								
Fairborn	Cincinnati	x	x	x	x								
Findlay	Rapidprint												
Fostoria	Simplex	x	x	x	x	x	x	x	x	x		x	
Franklin	Cincinnati	x	x		x								
Fremont	Rapidprint												
Hamilton	Not Indicated	x		x									
Kettering	Cincinnati	x	x	x	x	x	x	x					
Lebanon	Rapidprint												
Lima	Simplex/ Rapidprint	x	x	x	x	x	x	x				x	
Lorain	Simplex/ Cincinnati												
Mansfield	Not Indicated	x	x	x	x	x	x	x	x				
Medina County	Simplex/Latham	x	x	x									
Mentor	Simplex												
Middletown	Stromberg	x	x	x	x	x	x						
Norwalk	Not Indicated	x	x	x	x	x		x					
Oberlin	Not Indicated	x	x	x		x	x	x					
Sandusky	Not Indicated												
Springfield	Not Indicated			x	x								
Tiffin	Simplex	x		x	x								
Toledo	Not Indicated												

CHART 3.16a - MECHANIZATION - AUTOMATIC TIME CLOCK

C O U R T	EQUIPMENT TYPE	PROCESS(ES) FOR WHICH EQUIPMENT IS USED										
		Civil	Small Claims	Criminal	Traffic	Aid of Executn	Trustee ships	Rent Escrow	Report Prepara.	Jury Select.	Receipt, Disburs.	Other
Vandalia	Cincinnati	x	x	x	x	x	x	x	x	x	x	x
Wayne Co. (O)	Lathem PRT	x	x	x	x	x	x	x	x	x	x	
Wayne Co. (W)	Not Indicated	x	x	x	x	x	x	x				
Willoughby	Simplex	x	x	x	x	x	x	x	x	x	x	

CHART 3.16b - MECHANIZATION - AUTOMATIC TIME CLOCK

C O U R T	EQUIPMENT TYPE	PROCESS(ES) FOR WHICH EQUIPMENT IS USED										
		Civil	Small Claims	Criminal	Traffic	Aid of Executn	Trustee ships	Rent Escrow	Report Prepara.	Jury Select.	Receipt, Disburs.	Other
Barberton	Not Indicated	x	x	x	x	x	x	x		x		
East Cleveland	Burroughs 7830											
Elyria	Hedman Sign-o-Meter	x	x	x	x		x					x
Fostoria	Burroughs T8407	x	x	x	x	x	x	x	x	x	x	
Lima	F & E											
Lorain	Speedwrite											
Mansfield	NCR	x	x	x	x	x						
Middletown	Burroughs	x	x	x	x	x	x				x	

CHART 3.17 - MECHANIZATION - CHECK PROTECTOR

C O U R T	EQUIPMENT TYPE	PROCESS(ES) FOR WHICH EQUIPMENT IS USED										
		Civil	Small Claims	Criminal	Traffic	Aid of Executn	Trustee ships	Rent Escrow	Report Prepara.	Jury Select.	Receipt, Disburs.	Other
Akron	Xerox 4000	x	x	x	x				x			
Ashland	3M 209, Rex Rotary 1000	x	x	x	x	x	x		x	x	x	x
Athens	Xerox	x	x	x	x	x	x	x	x	x	x	
Barberton	Not Indicated	x	x	x	x	x	x	x	x	x	x	
Bedford	Pitney-Bowes											
Bellefontaine	Smith-Corona	x	x	x	x	x	x		x	x		
Bellevue	Xerox 660	x	x	x	x	x	x	x	x	x	x	
Berea	Apeco											
Bowling Green	Apeco	x	x	x	x	x	x	x	x	x	x	x
Bryan	Xerox	x	x	x	x	x	x		x	x	x	x
Celina	Xerox	x	x	x	x	x	x		x			
Circleville	A. B. Dick											
Cleveland Hts	Xerox 4000, 9200											
Cuyahoga Falls	Savin 200	x	x	x	x	x	x	x	x		x	x
Dayton	Xerox 4000	x		x								
Defiance	3M-209	x	x	x	x	x	x					x
Delaware	Xerox 3100	x	x	x	x	x	x	x	x	x	x	x
Eaton	Savin 220	x	x	x	x	x	x	x	x	x	x	x
Elyria	3M	x	x	x	x				x			
Euclid	Apeco Gestetner	x	x	x	x	x	x	x	x	x		x
Fairborn	3M-209	x	x	x	x							x
Fairfield	Xerox	x	x	x	x	x	x		x	x	x	x
Findlay	3M-209	x	x	x	x							x
Franklin	Xerox	x	x	x	x							
Fremont	IBM											
Hamilton	Not Indicated	x	x	x	x	x	x	x	x	x	x	
Hillsboro	Apeco-185	x	x	x	x	x			x	x	x	
Lancaster	Xerox 660T	x	x	x	x	x	x	x	x	x	x	x
Licking County	Xerox	x	x	x	x	x	x	x	x	x	x	x
Lima	3M	x	x	x	x	x	x	x			x	
Lorain	Savin 200											
Mansfield	IBM	x	x	x	x	x	x		x	x		
Marietta	Not Indicated											
Marysville	A. B. Dick											
Mason	Walts	x	x	x	x	x	x	x				x
Medina County	Apeco-Systematic	x	x	x	x	x	x	x	x	x	x	x
Mentor	Xerox											
Miami	Xerox											

CHART 3.18a - MECHANIZATION - COPIERS/DUPLICATORS

-3.26-

C O U R T	EQUIPMENT TYPE	PROCESS(ES) FOR WHICH EQUIPMENT IS USED										
		Civil	Small Claims	Criminal	Traffic	Aid of Executn	Trustee ships	Rent Escrow	Report Prepara.	Jury Select.	Receipt, Disburs.	Other
Newton Falls	Not Indicated	x	x	x	x	x	x	x	x	x	x	x
Oberlin	A. B. Dick, IBM	x	x	x	x	x	x	x	x	x	x	x
Painesville	Xerox 2400	x	x	x	x	x	x	x	x	x	x	x
Port Clinton	Pitney-Bowes											
Portage Co. (K)	Xerox	x	x	x	x	x				x	x	
Portage Co. (R)	Xerox	x	x	x	x	x	x	x	x	x	x	
Rocky River	Not Indicated											
Sandusky	Not Indicated											
Shaker Hts	Not Indicated	x	x	x	x	x	x	x	x	x	x	x
Springfield	Not Indicated											x
Tiffin	3M		x									
Toledo	3M, Xerox	x	x	x	x	x	x	x	x	x	x	x
Upper Sandusky	3M-209	x	x	x	x	x	x		x	x	x	x
Urbana	Apeco-Gestetner	x	x	x	x				x			
Van Wert Co.	OCC 1260											
Vandalia	3M											
Warren	Not Indicated											
Washington CH	Not Indicated	x	x	x	x		x		x			
Wayne Co. (O)	SCM 144	x	x	x	x	x	x	x	x	x		
Willoughby	Savin 750	x	x	x	x	x	x	x	x	x	x	
Wilmington	Xerox	x	x	x	x							

CHART 3.18b - MECHANIZATION - COPIERS/DUPLICATORS

-3.27-

C O U R T	EQUIPMENT TYPE	PROCESS(ES) FOR WHICH EQUIPMENT IS USED										
		Civil	Small Claims	Criminal	Traffic	Aid of Executn	Trustee ships	Rent Escrow	Report Prepara.	Jury Select.	Receipt, Disburs.	Other
Barberton	Not Indicated.	x	x	x	x	x	x	x	x		x	
Bedford	NCR										x	
Bryan	R. C. Allen Cary	x	x	x	x	x	x		x	x	x	x
Canton	Burroughs, Remington Rand	x	x	x	x							
Findlay	NCR 18-31											
Garfield Hts	NCR	x	x	x	x		x	x	x		x	
Lima	NCR	x	x	x	x						x	
Marion County	Rockwell 501P	x	x			x	x		x		x	
Napoleon	Not Indicated	x	x	x	x	x	x				x	
Shelby	Not Indicated											

CHART 3.19 - MECHANIZATION - ELECTRONIC ACCOUNTING MACHINES

C O U R T	EQUIPMENT TYPE	PROCESS(ES) FOR WHICH EQUIPMENT IS USED											
		Civil	Small Claims	Criminal	Traffic	Aid of Executn	Trustee ships	Rent Escrow	Report Prepara.	Jury Select.	Receipt, Disburs.	Other	
Canton	Burroughs	x	x	x	x							x	
Cleveland Hts	Victor 560				x								
Dayton	NCR 250			x	x								
Findlay	NCR 250			x	x							x	
Garfield Hts	NCR			x	x				x	x		x	
Licking Co.	NCR	x	x	x	x	x	x	x				x	x
Lima	NCR 250			x	x								
Mansfield	NCR	x	x	x	x	x							
Marion Co.	NCR			x	x							x	
Shaker Hts	Not Indicated				x								

-3.29-

C O U R T	EQUIPMENT TYPE	PROCESS(ES) FOR WHICH EQUIPMENT IS USED										
		Civil	Small Claims	Criminal	Traffic	Aid of Executn	Trustee ships	Rent Escrow	Report Prepara.	Jury Select.	Receipt, Disburs.	Other
Cleveland Hts	NCR											
Dayton	NCR 6000 RS	x		x	x	x						
Elyria	NCR			x	x							
Euclid	NCR	x	x	x	x	x	x	x			x	
Findlay	Anken 5811-9			x	x						x	
Hamilton	Not Indicated	x	x	x	x	x	x	x			x	
Kettering	Olivetti, Singer Remington	x	x	x	x	x	x	x	x	x	x	
Lima	Anken	x	x								x	
Middletown	NCR	x	x	x	x						x	
Springfield	Not Indicated											x
Toledo	NCR	x	x	x	x	x	x	x	x	x	x	x

CHART 3.21 - MECHANIZATION - MECHANICAL CASH REGISTER

C O U R T	EQUIPMENT TYPE	PROCESS(ES) FOR WHICH EQUIPMENT IS USED										
		Civil	Small Claims	Criminal	Traffic	Aid of Executn	Trustee ships	Rent Escrow	Report Prepara.	Jury Select.	Receipt, Disburs.	Other
Findlay Lima	General Binding General Binding				x							

-3.32-

C O U R T	EQUIPMENT TYPE	PROCESS(ES) FOR WHICH EQUIPMENT IS USED										
		Civil	Small Claims	Criminal	Traffic	Aid of Executn	Trustee ships	Rent Escrow	Report Prepara.	Jury Select.	Receipt, Disburs.	Other
Akron	Pitney-Bowes	x	x	x	x	x	x	x	x			
Bedford	Friden-Singer											
Bowling Green	Pitney-Bowes	x	x	x	x	x	x	x	x	x	x	x
Cleveland Hts	Pitney-Bowes											
Dayton	Pitney-Bowes	x		x								
Delaware	Pitney-Bowes	x	x	x	x	x	x	x	x	x	x	x
East Cleveland	Friden	x	x	x	x	x	x	x	x	x	x	x
Eaton	Pitney-Bowes	x	x	x	x	x	x	x	x	x	x	x
Elyria	Pitney-Bowes	x	x	x	x	x	x	x	x	x	x	x
Fairborn	Pitney-Bowes	x	x	x	x	x	x	x	x	x	x	x
Fairfield	Pitney-Bowes	x	x	x	x	x	x	x	x	x	x	x
Findlay	Pitney-Bowes	x	x	x	x	x	x					
Fremont	Pitney-Bowes											
Licking Co.	Not Indicated	x	x	x	x	x	x	x	x	x	x	x
Lima	Pitney-Bowes	x	x	x	x	x	x	x				
Lorain	Pitney-Bowes											
Lyndhurst	Friden	x	x	x	x	x	x	x	x	x	x	x
Marysville	Pitney-Bowes											
Mason	Not Indicated											
Medina Co.	Pitney-Bowes	x	x	x	x	x	x	x	x	x	x	x
Middletown	Pitney-Bowes	x	x			x	x					
Napoleon	Not Indicated	x	x	x	x		x		x			
Oberlin	Pitney-Bowes	x	x	x	x	x	x	x	x	x	x	x
Painesville	Not Indicated	x	x	x	x	x	x	x	x	x	x	x
Portage Co. (K)	Not Indicated											
Portage Co. (R)	Not Indicated	x	x	x	x	x	x	x	x	x	x	
Rocky River	Pitney-Bowes											
Sandusky	Not Indicated											
Shaker Hts	Not Indicated	x	x	x	x	x	x	x	x	x	x	
Springfield	Not Indicated	x										
Upper Sandusky	Pitney-Bowes	x	x	x	x	x	x		x	x	x	x
Warren	Pitney-Bowes	x	x	x	x	x	x	x	x	x	x	x
Washington CH	Not Indicated	x	x	x	x	x	x	x	x	x	x	
Willoughby	Pitney-Bowes	x	x	x	x	x	x	x	x	x	x	
Wilmington	Pitney-Bowes											

CHART 3.23 - MECHANIZATION - POSTAGE MACHINES

C O U R T	EQUIPMENT TYPE	PROCESS(ES) FOR WHICH EQUIPMENT IS USED									
		Civil	Small Claims	Criminal	Traffic	Aid of Executn	Trustee ships	Rent Escrow	Report Prepara.	Jury Select.	Receipt, Disburs.
Bellefontaine	Not Indicated			x	x				x		
Coshocton	Cott Data Proc.	x	x	x	x				x		
Franklin	Cott Data Proc.	x	x	x	x						
Fremont	Cott Data Proc.										
Lancaster	Cott Data Proc.								x		
Miami	Cott Data Proc.	x	x	x	x		x				
Middletown	Cott Data Proc.								x		
Napoleon	Not Indicated								x		
Portsmouth	Cott Data Proc.										
Sandusky	Cott Data Proc.										
Upper Sandusky	Cott Data Proc.								x		
Wayne Co. (W)	Cott Data Proc.	x	x	x	x				x		
Xenia	ott Data Proc.	x		x	x				x		

CHART 3.24 - MECHANIZATION - PURCHASED COMPUTER SERVICES



Court Management Project

The methodology used for studying municipal courts in Ohio consisted of two general phases. The first phase was the questionnaire, which was mailed to every municipal court in Ohio. The second phase was the on-site survey of municipal courts chosen on the basis of questionnaire responses.

The questionnaire was developed by Court Management Project staff with the assistance of the Resource Panel members. The purpose of the questionnaire was to collect data concerning the recordkeeping practices, archival records management practices, mechanization, budget and organization of each court.

As part of the questionnaire, courts were asked to supply data as to the approximate percentage of total clerical time spent on each of the following processes:

- o Civil case processing
- o Small claims case processing
- o Criminal case processing
- o Traffic case processing
- o Proceedings in aid of execution
- o Trusteeships
- o Rent escrows
- o Ohio Supreme Court report preparation
- o Jury selection
- o Cash receipt and disbursement

On the basis of employee data, total clerical man-hours per year were calculated for each court. This figure was then multiplied by the percentage attributed to each specific process. The resulting hours per process figure was then divided by the process caseload to arrive at an efficiency figure. This efficiency figure theoretically represents the total clerical hours needed to completely process a single case of each category. Charts A.1 through A.10 list in alphabetical order the ten courts which appeared most efficient in each process category. Only those courts which adequately responded to the necessary portions of the questionnaire were considered in evaluating process efficiency.

On the basis of the efficiency rankings and a subjective evaluation of other portions of the questionnaire, five courts were selected for on-site surveys. The courts selected were:

- o Girard Municipal Court
- o Lima Municipal Court
- o Marion Municipal Court
- o Portsmouth Municipal Court
- o Springfield Municipal Court

The on-site surveys consisted of interviews with court personnel, forms collection and the study of each clerical process through the Clerk's Office from initial filing until disposition. The report recommendations were then developed by Court Management Project staff and Resource Panel members on the basis of all of the collected data.



Fairborn Municipal Court
Fairfield Municipal Court
Huron Municipal Court
Lima Municipal Court
Marion Municipal Court
Middletown Municipal Court
Norwalk Municipal Court
Springfield Municipal Court
Toledo Municipal Court
Urbana Municipal Court

CHART A.1 - ALPHABETICAL LISTING OF TEN COURTS APPEARING TO BE MOST EFFICIENT IN CIVIL CASE PROCESSING ON THE BASIS OF QUESTIONNAIRE RESPONSES



Conneaut Municipal Court
Dayton Municipal Court
Delaware Municipal Court
Fairborn Municipal Court
Lebanon Municipal Court
Marysville Municipal Court
Oregon Municipal Court
Portsmouth Municipal Court
Springfield Municipal Court
Wilmington Municipal Court

CHART A.2 - ALPHABETICAL LISTING OF TEN COURTS APPEARING
TO BE MOST EFFICIENT IN SMALL CLAIMS CASE
PROCESSING ON THE BASIS OF QUESTIONNAIRE RESPONSES

Ashland Municipal Court
Lima Municipal Court
Lorain Municipal Court
Marion Municipal Court
Oregon Municipal Court
Portsmouth Municipal Court
Sidney Municipal Court
Upper Sandusky Municipal Court
Urbana Municipal Court
Wilmington Municipal Court

CHART A.3 - ALPHABETICAL LISTING OF TEN COURTS APPEARING
TO BE MOST EFFICIENT IN CRIMINAL CASE PROCESSING
ON THE BASIS OF QUESTIONNAIRE RESPONSES

Cleveland Heights Municipal Court

East Liverpool Municipal Court

Fairfield Municipal Court

Girard Municipal Court

Lima Municipal Court

Lyndhurst Municipal Court

Marion Municipal Court

Shaker Heights Municipal Court

Sidney Municipal Court

Wilmington Municipal Court

CHART A.4 - ALPHABETICAL LISTING OF TEN COURTS APPEARING
TO BE MOST EFFICIENT IN TRAFFIC CASE PROCESSING
ON THE BASIS OF QUESTIONNAIRE RESPONSES

Canton Municipal Court
Cleveland Heights Municipal Court
Euclid Municipal Court
Fostoria Municipal Court
Lima Municipal Court
Lorain Municipal Court
Painesville Municipal Court
Shaker Heights Municipal Court
Springfield Municipal Court
Toledo Municipal Court

CHART A.5 - ALPHABETICAL LISTING OF TEN COURTS APPEARING TO BE MOST EFFICIENT IN PROCEEDINGS IN AID OF EXECUTION (GARNISHMENTS) ON THE BASIS OF QUESTIONNAIRE RESPONSES

Ashland Municipal Court
Bellefontaine Municipal Court
Defiance Municipal Court
Franklin Municipal Court
Lebanon Municipal Court
Marysville Municipal Court
Norwalk Municipal Court
Oregon Municipal Court
Urbana Municipal Court
Toledo Municipal Court

CHART A.6 - ALPHABETICAL LISTING OF TEN COURTS APPEARING
TO BE MOST EFFICIENT IN TRUSTEESHIPS ON THE
BASIS OF QUESTIONNAIRE RESPONSES

Bedford Municipal Court
Canton Municipal Court
Cleveland Heights Municipal Court
Dayton Municipal Court
Delaware Municipal Court
Fostoria Municipal Court
Lorain Municipal Court
Lyndhurst Municipal Court
Painesville Municipal Court
Struthers Municipal Court

CHART A.7 - ALPHABETICAL LISTING OF TEN COURTS APPEARING
TO BE MOST EFFICIENT IN RENT ESCROWS ON THE
BASIS OF QUESTIONNAIRE RESPONSES

Bellefontaine Municipal Court
Bryan Municipal Court
Cleveland Heights Municipal Court
East Cleveland Municipal Court
Dayton Municipal Court
Fairborn Municipal Court
Lyndhurst Municipal Court
Oregon Municipal Court
Painesville Municipal Court
Xenia Municipal Court

CHART A.8 - ALPHABETICAL LISTING OF TEN COURTS APPEARING
TO BE MOST EFFICIENT IN OHIO SUPREME COURT REPORT
PREPARATION ON THE BASIS OF QUESTIONNAIRE RESPONSES

Athens Municipal Court
Bryan Municipal Court
Defiance Municipal Court
Elyria Municipal Court
Fairfield Municipal Court
Hillsboro Municipal Court
Kettering Municipal Court
Sidney Municipal Court
Springfield Municipal Court
Upper Sandusky Municipal Court

CHART A.9 - ALPHABETICAL LISTING OF TEN COURTS APPEARING
TO BE MOST EFFICIENT IN JURY SELECTION ON THE
BASIS OF QUESTIONNAIRE RESPONSES

Dayton Municipal Court
Girard Municipal Court
Fostoria Municipal Court
Lancaster Municipal Court
Lyndhurst Municipal Court
Marion Municipal Court
Marysville Municipal Court
Mentor Municipal Court
Portsmouth Municipal Court
Oregon Municipal Court

CHART A.10 - ALPHABETICAL LISTING OF TEN COURTS APPEARING TO BE MOST EFFICIENT IN CASH RECEIPT AND DISBURSEMENT ON THE BASIS OF QUESTIONNAIRE RESPONSES



Court Management Project

MUNICIPAL COURTS OPERATING PROCEDURES STUDY

QUESTIONNAIREINSTRUCTIONS

Please answer the following questions regarding the recordkeeping and operating procedures of your court to the best of your ability. If additional space is required to complete any answer, please use the blank sheets attached at the end of this questionnaire.

Please return the completed questionnaire by March 26, 1976 to:

THE COURT MANAGEMENT PROJECT
200 Mall Building
118 St. Clair Avenue, NE
Cleveland, Ohio 44114

If you have any questions regarding the completion of the survey form, please contact Christopher W. Vasil, Project Coordinator, at (216) 694-3781.

I. RECORDS

A. DOCKETS

1. How many separate Docket Books does your court keep?

- Civil Small Claims Criminal
 Traffic Other (please specify)

2. If civil, small claims, criminal or traffic cases are not docketed in separate books, please indicate what types of cases are combined into a single docket book (e.g., small claims cases are docketed in a single Civil Docket Book).

3. Is any docket prepared in other than book form? Yes No
If yes, please specify.

4. Approximately how many man-hours per week are spent in maintaining each Docket Book?

- ____ hrs - Civil Docket
____ hrs - Small Claims Docket
____ hrs - Criminal Docket
____ hrs - Traffic Docket
____ hrs - Other Docket(s) (please specify)

5. How are Docket Books prepared?

- Typed Handwritten
 Rubber Stamps Other (please specify)

B. INDEXES

1. How many separate Index Books are kept?

- Index to Civil Cases
 Index to Small Claims Cases
 Index to Criminal Cases
 Index to Traffic Cases
 Other (please specify)

2. If civil, small claims, criminal and traffic cases are not indexed with separate Index Books, please indicate what types of cases are combined in one Index (e.g., small claims cases are indexed in a single Civil Case Index).

3. Is any Index prepared in other than book form? Yes No

If yes, please specify.

4. Approximately how many man-hours per week are spent in maintaining each Index?

- ___ hrs - Civil Index
___ hrs - Small Claims Index
___ hrs - Criminal Index
___ hrs - Traffic Index
___ hrs - Other Index(es) (please specify)

C. JOURNALS

1. How many separate Journal Books are kept?

- Civil Small Claims Criminal
 Traffic Other (please specify)

2. If civil, small claims, criminal and traffic cases are not journalized in separate books, please indicate what types of cases are combined into a single Journal Book (e.g., small claims cases are journalized in a single Civil Journal).

3. What is journalized?

- Every order signed by the judge in every case.
 Every final judgment entry in every case.
 Other (please specify).

4. Are journals kept in other than book form? Yes No

If yes, please specify.

5. How are Journal Books prepared?

- Typed Photostat Copies
 Handwritten Other (please specify)

6. Approximately how many man-hours per week are spent in maintaining each Journal?

____ hrs - Civil Journal
____ hrs - Small Claims Journal
____ hrs - Criminal Journal
____ hrs - Traffic Journal
____ hrs - Other Journal (please specify)

D. CASE FILES

1. For each of the following types of cases, please give a brief description of the case jackets used (e.g., envelope, wrapper, file folder with clasps, etc.).

Civil _____
Small Claims _____
Criminal _____
Traffic _____

2. In what type filing equipment are Case Files stored?

- Letter-size Metal File Cabinets
 Legal-size Metal File Cabinets
 Open Shelves
 Automated Files
 Boxes
 Other (please specify)

3. Are any case folders color-coded? Yes No

If yes, what is the basis for the coding (year, type of case, etc.)?

E. MISCELLANEOUS RECORDS

1. Please list the Trusteeship records which are kept indicating the physical characteristics of the record (book, file, etc.).

2. Please list the separate Cashier records kept by the court.

3. If any other records relating to civil, criminal, traffic or small claims cases are kept separate from the case file, docket, journal and index relating to these types of cases, please list below (e.g., separate garnishment records, bond books, etc.).

F. MICROFILMING

1. Indicate below the specific type of records which are micro-filmed.

2. Is the microfilming done by the court or an outside agency?

3. If the court does its own filming:

- What type camera(s) is used in the filming?

- How many man-hours per week are spent in the total microfilming process?

4. Please list the number and type of reader and/or reader/printer equipment used by the court.

5. What type of microfilm is used?

- Roll Microfilm Microfiche
 Microfilm Jackets Other (please specify)

6. At what stage in the case are records microfilmed?

- While case is pending.
 After case is closed.

G. DISPOSAL OF COURT RECORDS

1. If your court microfilms records, are the originals disposed of after filming? Yes No

If yes, at what point in time after microfilming are the originals disposed of?

2. Have any court records been destroyed without microfilming?

- Yes No

If yes, please specify the type of records which were destroyed, indicating the point in time that they were destroyed.

II. G E N E R A L

1. Please list the three (3) most troublesome problems which you see as impeding clerical operations of your court or municipal courts in general.

2. What changes, legal or otherwise, could be made to improve your court's clerical operations?

3. What is the annual operating budget of your court, excluding the salaries of judges and personal bailiffs?

4. What is the approximate total square footage of floor space used for the following:

- Clerical activities and active records _____
- Archival records storage _____

5. What is the number of trusteeships filed in your court in 1975?

6. What is the number of garnishments filed in your court in 1975?

7. Approximately how many rent escrow are presently being handled by the clerk of your municipal court?

8. Which of the following records is most frequently referenced for case information?

- Docket
- Case File
- Journal

9. What is the procedure used for giving notice of pre-trial and trial dates?

- Mailed Notice Telephone Notification
 Other (please specify)

10. Do you have any documentation or manuals on court operations which may have been prepared by outside consultants or in-house personnel?

- Yes No

11. What is the total number of employees in your court?

12. Of the total number of employees, how many are part-time?

13. What is the average number of hours worked per week by part-time employees?

14. What is the total number of clerical employees?

15. Of the total number of clerical employees, how many are part-time?

16. Beside each of the following categories of processes, please enter the approximate percentage of total clerical time spent on each process.

PROCESS	% OF TOTAL CLERICAL TIME
Civil Case Processing	
Small Claims Case Processing	
Criminal Case Processing	
Traffic Case Processing	
Proceedings in Aid of Execution	
Trusteeships	
Rent Escrows	
Ohio Supreme Court Report Preparation	
Jury Selection	
Cash Receipt & Disbursement	
Other	

III. M E C H A N I Z A T I O N

Please check the type of electronic support equipment in use in your court and indicate the quantity of each type of equipment, the manufacturer's name and model number, and check off the process (es) for which the equipment is use.

EQUIPMENT	# USED	MANUFACTURER'S NAME & MODEL NO.	CIVIL	SMALL CLAIMS	CRIMINAL	TRAFFIC	AID OF EXECUT.	TRUSTEE-SHIPS	RENT ESCROW	REPORT PREPAR.	JURY SELECT.	RECEIPT DISBURS.	OTHER
<input type="checkbox"/> Electric Typewriters													
<input type="checkbox"/> Automatic Typewriters													
<input type="checkbox"/> Computers													
<input type="checkbox"/> Mini-Computers													
<input type="checkbox"/> Purchased Computer Services													
<input type="checkbox"/> Automatic Mail-Inserting Equipment													
<input type="checkbox"/> Automatic Mail-Addressing Equipment													
<input type="checkbox"/> Postage Machines													
<input type="checkbox"/> Automatic Letter Openers													
<input type="checkbox"/> Automated Files													
<input type="checkbox"/> Electronic Accounting Machine													
<input type="checkbox"/> Electronic Cash Registers													
<input type="checkbox"/> Mechanical Cash Registers													
<input type="checkbox"/> Copiers/Duplicators													
<input type="checkbox"/> Telecopiers													
<input type="checkbox"/> Automatic Time Clock													
<input type="checkbox"/> Other													

Name _____

Title _____

Date _____



Court Management Project

Eighty-eight (88) courts participated in the Municipal Court Operating procedures Study by completing and returning the questionnaire. These courts were the following:

- | | |
|-------------------|--------------------------|
| Akron | Lima |
| Ashland | Lorain |
| Athens | Lyndhurst |
| Barberton | Mansfield |
| Bedford | Marietta |
| Bellefontaine | Marion |
| Bellevue | Marysville |
| Berea | Mason |
| Bowling Green | Medina |
| Bryan | Mentor |
| Cambridge | Miami |
| Canton | Middletown |
| Celina | Mount Vernon |
| Circleville | Napoleon |
| Cleveland Heights | Newton Falls |
| Conneaut | Norwalk |
| Coshocton | Oberlin |
| Cuyahoga Falls | Oregon |
| Dayton | Painesville |
| Defiance | Port Clinton |
| Delaware | Portage County (Kent) |
| East Cleveland | Portage County (Ravenna) |
| East Liverpool | Portsmouth |
| Eaton | Rocky River |
| Elyria | Sandusky |
| Euclid | Shaker Heights |
| Fairborn | Shelby |
| Fairfield | Sidney |
| Findlay | South Euclid |
| Fostoria | Springfield |
| Franklin | Struthers |
| Fremont | Tiffin |
| Gallipolis | Toledo |
| Garfield Heights | Upper Sandusky |
| Girard | Urbana |
| Hamilton | Van Wert County |
| Hillsboro | Vandalia |
| Huron | Warren |
| Kenton | Washington C.H. |
| Kettering | Wayne County (Orrville) |
| Lakewood | Wayne County (Wooster) |
| Lancaster | Willoughby |
| Lebanon | Wilmington |
| Licking County | Xenia |



Court Management Project

In Illinois, which has a single-level trial court system, the Supreme Court has mandated the maintenance of the following four types of case records for the types of cases generally handled in courts of limited jurisdictions :

- Basic Record
- Case Number Lists
- Permanent Record
- Alphabetical Indexes

Not every one of the above records is required for every type of case. For civil cases, all of the above are required, however. The civil case number lists contain, for each case file: case number, consecutively; title of case; date of filing; and the reference to the permanent record when made. The case number lists serve as a means of assigning case numbers, provide a reference to the microfilmed permanent record, and supply statistical information for reporting requirements. The Civil Index contains the name of all parties, whether plaintiffs or defendants and the case number.

The Basic Record in a civil case is the original trial court record of a case. It corresponds to the civil case file in Ohio. However, besides containing every paper filed in a case, the basic record contains a record sheet which must contain the following information:

- o Case number.
- o First-named plaintiff and first-named defendant only.
- o Names and addresses of all attorneys and parties appearing pro se.
- o The nature of the case (category and sub-category from face sheet).
- o The name of the judge presiding at each hearing.
- o The date an event occurs, a paper is filed, or an order is signed or pronounced:
 - The action of the judge shall be reflected in a signed order or a minute order. A minute order is an orally-pronounced order shown on the record sheet in brief form sufficient to record the action of the judge. When a signed order is filed, that fact shall be noted on the record sheet, briefly indicating its nature. An order otherwise appealable shall not be considered non-appealable because it is in minute form.
- o Objections by any party to the regularity of the proceedings and the rulings thereon, unless otherwise recorded.
- o A notation of the proceedings in each trial or hearing or a reference to a memorandum of such proceedings contained in the file.
- o Notation of all taxable costs:
 - Clerk's
 - Sheriff's
 - Other

The permanent record in a civil case is a microfilmed reproduction of the case number lists, indexes, and the contents of the basic record, except for the following papers:

- o Affidavit of witness for witness fee.
- o Affidavits attached to or a part of any document designated in this list.
- o Correspondence.

- o Transcript of evidence and report of proceedings.
- o Briefs and memoranda of law.
- o Opinion of Appellate or Supreme Court.
- o Præcipe or request to the clerk to issue citation, subpoena, summons, etc.
- o Subpoena.
- o Duplicate of record on appeal.
- o Covenant not to sue.
- o Attorney's notice of hearing, or deposition or filing of deposition.
- o Fee bill.
- o Juror's certificate.
- o Jury instructions.
- o Jury verdict and findings (except criminal).
- o Bonds on probation.
- o Recognizance
- o Discovery and evidence depositions.
- o Record on appeal (certified).
- o Exhibits.
- o Affidavit for wage deduction order, non-wage garnishment and interrogatories and answers.
- o Jury demand.
- o Oaths or acceptance of office.
- o Report of commissioners in partition and in probate.

The permanent record is to be made in duplicate within a year of the termination of the case.

The retention scheme for civil case records is as follows:

- o The case number lists and indexes are to be retained permanently.
- o The basic record may be destroyed five years after the case is terminated.
- o The permanent record is to be retained indefinitely.

For small claims cases, the case number list, the alphabetical index, and the basic record are the only records kept. The index, unlike in other civil cases, is to contain the date of disposition and the judgment. The basic record is to contain all papers filed. The record sheet, however, is not required. The basic record may be destroyed without microfilming three years after the termination of the case. The index, thus, becomes the permanent record and is retained indefinitely. The case number lists for small claims, as well as traffic and ordinance violation cases, may be destroyed one year after the most recent filing dates on the pages.

The same three records as kept for small claims cases are maintained for traffic and ordinance violation cases. The indexes for these cases contain the following:

- o Name of defendant.
- o Case number.
- o Date of filing.
- o Offense charged.
- o Plea.
- o Finding of guilty or not guilty.

- Judgment.
- Date of Disposition.

The basic record for these cases is to be destroyed three years after filing, except for driving while intoxicated conviction cases which have a five-year retention period. As with small claims cases, the index becomes the permanent record after the basic record is destroyed.

In other criminal cases, the records kept are a case number list (containing the case numbers, the name of defendant, the date of filing, the offense charged, and reference to the permanent record), the criminal index, and the basic record (containing the papers filed and the record sheet described above under the civil case record discussion).

The permanent record in criminal cases is a microfilmed reproduction of the basic record except for the exceptions noted above under the discussion of civil case records.

The retention scheme established for criminal records is as follows:

- Basic record - to be destroyed when the permanent record is made except that no basic record is to be destroyed while the defendant is serving sentence or on probation or parole.
- Permanent record - to be retained indefinitely.

The administrative order also provides that whenever a basic record is removed from the office of the clerk, a security record consisting of photocopies of the record sheet and other specified portions of the case file must be made.



Court Management Project

SANDUSKY MUNICIPAL COURT

CASE NUMBER: STATE OF OHIO vs. _____ : JOURNAL ENTRY
CITY OF SANDUSKY

DATE	COURT ACTION AND OTHER ORDERS		
	BOND:	<input type="checkbox"/> Set at \$ _____	<input type="checkbox"/> Surety <input type="checkbox"/> Property <input type="checkbox"/> Cash <input type="checkbox"/> Personal
	BOND:	<input type="checkbox"/> Continued	<input type="checkbox"/> Reset at \$ _____
	DEFENDANT:	<input type="checkbox"/> Appeared	<input type="checkbox"/> Failed to Appear. Bond Forfeited \$ _____ <input type="checkbox"/> Warrant to Issue. Case Continued
	AFFIDAVIT:	<input type="checkbox"/> Read and Explain <input type="checkbox"/> Waived Above	<input type="checkbox"/> Permitted Accused to Read <input type="checkbox"/> Copy Furnished <input type="checkbox"/> Waived Above <input type="checkbox"/> Waived Above
	DEFENDANTS RIGHTS EXPLAINED:	<input type="checkbox"/> Counsel	<input type="checkbox"/> Requested <input type="checkbox"/> Waived <input type="checkbox"/> Found Indigent, Attorney Appointed
		<input type="checkbox"/> Pleas of Guilty, Not Guilty, No Contest	
		<input type="checkbox"/> Jury Trial	<input type="checkbox"/> Requested <input type="checkbox"/> Waived
	Continued To _____, _____ .M.	<input type="checkbox"/> For Plea	<input type="checkbox"/> Hearing <input type="checkbox"/> Other _____
	Continued To _____, _____ .M.	<input type="checkbox"/> For Plea	<input type="checkbox"/> Hearing <input type="checkbox"/> Other _____
	Continued To _____, _____ .M.	<input type="checkbox"/> For Plea	<input type="checkbox"/> Hearing <input type="checkbox"/> Other _____
	PLEA:	<input type="checkbox"/> Guilty	<input type="checkbox"/> Not Guilty <input type="checkbox"/> No Contest
	PRELIMINARY EXAMINATION:	<input type="checkbox"/> Requested <input type="checkbox"/> Waived	<input type="checkbox"/> Fifteen Day Waived <input type="checkbox"/> Bond Set \$ _____ <input type="checkbox"/> Bound Over to Grand Jury <input type="checkbox"/> Bond Continued
	PRELIMINARY EXAMINATION:	<input type="checkbox"/> Held	<input type="checkbox"/> Bound Over to Grand Jury <input type="checkbox"/> Dismissed
	HEARING HELD:	<input type="checkbox"/> Found Guilty	<input type="checkbox"/> Found Not Guilty <input type="checkbox"/> Court <input type="checkbox"/> Jury
	ORDER OR SENTENCE:	Fine \$ _____	SUSPENDED TO BE PAID OR SERVED \$ _____ \$ _____
		<input type="checkbox"/> CITY JAIL _____ DAYS	_____ DAYS _____ DAYS
		<input type="checkbox"/> COUNTY	
		<input type="checkbox"/> Suspension of Imposition of Sentence.	Additional Costs \$ _____
		<input type="checkbox"/> Refer to Probation Dept. <input type="checkbox"/> Other _____	Total \$ _____
	PROBATION:	<input type="checkbox"/> Granted	<input type="checkbox"/> Denied File Number _____
	OTHER ORDERS:	<input type="checkbox"/> \$ _____ of Fine and/or _____ Days of Jail Sentence Suspended on Condition of Future Good Behavior of Defendant for _____ Days/Year.	
		<input type="checkbox"/> Dismissed at Request of Complainant/ Prosecutor/ Other _____	
		<input type="checkbox"/> Costs to Be Paid	<input type="checkbox"/> Costs Suspended
		<input type="checkbox"/> Case Referred to Grand Jury Direct, Closed	<input type="checkbox"/> See Other Side
		<input type="checkbox"/>	

Attorney for Defendant: _____
Prosecutor: _____ Judge _____



Court Management Project

CONTINUED

2 OF 3

FORM NAME: STATISTICAL LOGS -- CIVIL, CRIMINAL, TRAFFIC

FLOWCHART
REFERENCE: F2 -- Civil (including Small Claims), F3 --
Criminal, F4 -- Traffic.

FORM TYPE: New form.

PURPOSE: Used to maintain all statistics necessary for
the Ohio Supreme Court reports. Also used to
assign new case numbers.

FILING: Pages are filed in a three-ring binder
according to type (the four types of pages are
shown in the figure).

PLANNED
IMPLEMENTATION: Project I

GUIDELINES FOR DETERMINING FINAL FORMAT:

NUMBER OF BINDERS: Three statistical log binders should
be maintained; one binder each for civil, criminal, and
traffic cases. Small claims cases should be recorded
in the civil binder.

NEW YEARS: Each new year, a new three-ring binder
should be created. Cases that are still open from the
previous year's binder should be copied onto the first
pages of the new year's binder.

TERMINATION CODES: All possible termination codes
should be shown at the bottom of the terminated cases
statistics log sheet. An explanation should ac-
company each one of these codes.

BINDER ORGANIZATION: The binder should be organized
with tabs for each of the four different types of
pages.

COMPUTING MONTH-END TOTALS: At the end of each month,
a line should be drawn across the page so that totals
can be accumulated down the columns. Each month
should mark the beginning of a new page.

THE CIVIL STATISTICS LOG CONSISTS OF FOUR SEPARATE TYPES OF PAGES. AN EXAMPLE CASE NUMBER (123) HAS BEEN INCLUDED TO SHOW HOW A CASE FLOWS FROM PAGE TO PAGE AS IT IS PROCESSED THROUGH THE COURT.

INDIVIDUAL JUDGE		TERMINATED CASES			
CASE NO.	DATE TERMINATED	CASE TYPE			
		(E)	(F)	(G)	(H)
123	3/29/76	5			

TERMINATION CODES (SEE NOTE 1)
5, 6, 7, 8, 9, 10, 11, 12

TERMINATED BY INDIVIDUAL JUDGE

INDIVIDUAL JUDGE		NEW CASES				
CASE NO.	DATE FILED	TRANS OR REACT.	CASE TYPE			TERM
			(E)	(F)	(G)	(H)
123	3/15/76		✓			✓

TRANSFERRED TO INDIVIDUAL JUDGE

ADMIN. JUDGE		TERMINATED CASES			
CASE NO.	DATE TERMINATED	CASE TYPE			
		(E)	(F)	(G)	(H)
123	3/15/76	7			

TERMINATION CODES (SEE NOTE 1)
5, 6, 7, 8, 9

TERMINATED BY ADMINISTRATIVE JUDGE

ADMIN. JUDGE		NEW CASES				
CASE NO.	DATE FILED	TRANS. OR REACT.	CASE TYPE			TERM
			(E)	(F)	(G)	(H)
123	3/11/76		✓			✓

NOTE 1
THE TERMINATION CODES SHOWN ARE THOSE ISSUED BY THE JUDICIAL STATISTICS DEPARTMENT OF THE OHIO SUPREME COURT.

CIVIL CASE STATISTICS LOG

The Traffic Statistics Log consists of four separate types of pages. An example case number (123) has been included to show how a case flows from page to page as it is processed through the court.

INDIVIDUAL JUDGE		TERMINATED CASES	
CASE NO	DATE TERMINATED	CASE TYPE (C)	(D)
123	4/19/76		9

TERMINATION CODES (NOTE 1)
5, 6, 7, 8, 9, 10, 11, 12, 13

TERMINATED BY INDIVIDUAL JUDGE

INDIVIDUAL JUDGE			NEW CASES		
CASE NO.	DATE FILED	TRANS OR REACT.	CASE TYPE (C)	(D)	TERM
123	4/12/76			✓	✓

TRANSFERRED TO INDIVIDUAL JUDGE

ADMIN. JUDGE		TERMINATED CASES	
CASE NO	DATE TERMINATED	CASE TYPE (C)	(D)
123	4/12/76		7

TERMINATION CODES (NOTE 1)
5, 6, 7, 8, 9, 10, 11

TERMINATED BY ADMINISTRATIVE JUDGE

ADMIN. JUDGE			NEW CASES		
CASE NO	DATE FILED	TRANS. OR REACT.	CASE TYPES (C)	(D)	TERM
123	4/5/76			✓	✓

NOTE 1:
THE TERMINATION CODES SHOWN ARE THOSE ISSUED BY THE JUDICIAL STATISTICS DEPARTMENT OF THE OHIO SUPREME COURT.

TRAFFIC CASE STATISTICS LOG

The Criminal Statistics Log consists of four separate types of pages. An example case number (123) has been included to show how a case flows from page to page as it is processed through the court.

INDIVIDUAL JUDGE		TERMINATED CASES
CASE NO.	DATE TERMINATED	CASE TYPE (B)
123	4/14/76	8

TERMINATION CODES (NOTE 1)
5, 6, 7, 8, 9, 10, 11, 12, 13

TERMINATED BY INDIVIDUAL JUDGE

INDIVIDUAL JUDGE		NEW CASES		
CASE NO.	DATE FILED	TRANS OR REACT.	CASE TYPE (B)	TERM.
123	4/5/76		✓	✓

TRANSFERRED TO INDIVIDUAL JUDGE

ADMIN. JUDGE		TERMINATED CASES
CASE NO.	DATE TERMINATED	CASE TYPE (A) (B)
123	4/5/76	7

TERMINATION CODES (NOTE 1)
5, 6, 7, 8, 9, 10, 11

TERMINATED BY ADMINISTRATIVE JUDGE

ADMIN. JUDGE		NEW CASES		
CASE NO.	DATE FILED	TRANS OR REACT.	CASE TYPE (A) (B)	TERM.
123	3/30/76		✓	✓

NOTE 1:
THE TERMINATION CODES SHOWN ARE THOSE ISSUED BY THE JUDICIAL STATISTICS DEPARTMENT OF THE OHIO SUPREME COURT.

CRIMINAL CASE STATISTICS LOG

END