

Clerk of Toledo Municipal Court

Vallie Bowman-English
Clerk of Court

The Clerk of Toledo Municipal Court's office is responsible for maintaining the public record on all court cases in Toledo Municipal Court as well as collecting and distributing fines and fees associated with these cases.

In 2007, the Clerk began to implement imaging technology in the Civil Division. Time intensive work such as Judgment Entries are now scanned into the Clerk's computer system instead of being re-typed by staff. The office now processes the same amount of Judgment Entries in one day as were processed in one week when they were re-typed.

Imaging has also increased efficiency in the division by combining the processing of judgment money receipts with journalizing garnishment reports. Prior to this change, the office was many months behind in processing garnishment reports. This made it difficult to find a garnishment report when a copy was requested. Since we have implemented the combined process, the garnishment reports are up to date and instantly available to attorneys and the public on our website. This has saved the office approximately 20 hours of staff time per week.

In the Criminal / Traffic Division, the Clerk placed a Deputy Clerk in Housing Court in order to record entries as the Judge rules on the case(s). In-Courtroom data entry in Housing Court gives other Departments and the public immediate access to the case information. In many instances, it also allows for further processing without having to wait for the case file to be delivered to locations within the court.

The Clerk also automated the cash bond system. Until August of 2007 cash bonds were recorded by hand on bond cards and in a bond book. This was a duplicative process that led to errors due to problems with reading handwriting and transposed numbers. Bonds are now processed in the Clerk's computer system. The bond amount is entered directly into the computer system and attached to the case.

Finally, the Clerk installed a Voice Over IP phone system in the office. The previous phone system was antiquated and did not adequately serve the public. There were not enough phone lines to handle the volume of calls the office received, many supervisors did not have voicemail, and worst of all the switchboard in the criminal / traffic division was malfunctioning. It routinely disconnected callers. Callers also reported hearing others conversations while on hold. The Clerk worked with the City of Toledo and selected the Voice Over IP system. It uses computer equipment to route phone calls over the Internet. The phone system is administered by NORIS and is compatible with the rest of the City's phone system. Now every employee in Clerk's office has a phone on his or her desk and the public is served at a much faster rate.

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Vallie Bowman-English, Clerk

Filings	2007	2006
Civil Division	25,234	26,264
Criminal / Traffic Division	112,747	99,344
TOTAL	137,981	125,608

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Revenue Collected

Civil	\$11,124,827.24	\$10,320,321.60
Criminal / Traffic	\$5,190,889.51	\$4,727,973.91
TOTAL	\$16,315,716.75	\$15,048,295.51

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Revenue Disbursed

City of Toledo General Fund	4,228,088.16	4,003,180.37
Other City of Toledo Accounts	1,318,813.58	1,108,313.11
Ottawa Hills	28,142.10	36,786.50
Washington Township	1,760.10	1,332.00
University of Toledo	1,845.00	825.00
Lucas County Treasurer	195,827.83	207,283.50
Lucas County Sheriff	577.50	251.00
Lucas County Drug Fund	37,417.50	20,020.17
Lucas County Law Library Association	6,802.50	8,664.75
Toledo Area Humane Society	75.00	75.00
Toledo Area Metro Parks	2,029.00	1,169.00
Toledo Legal News	254,002.46	252,093.65
Civil Legal Assistance Project	197,923.31	195,251.89
Treasurer of State	1,460,108.90	1,403,602.14
Department of Natural Resources	3,979.00	4,770.00
State Pharmacy Board	3,326.95	4,555.00
Division of Liquor Control	100.00	75.00
Ohio Ethics Commission	-	12,375.00
Ohio Department of Agriculture	150.00	-
Capital Recovery Systems	262,363.88	246,016.57
Fiduciary Accounts - Civil	7,889,090.00	7,180,423.01
Fiduciary Accounts – Trusteeship	308,885.35	297,027.73
Refunded Over Payments	34,930.48	36,445.58
TOTAL	\$16,236,238.60	\$15,020,535.97

Clerk of Toledo Municipal Court
Civil Division

Filings	2007	2006
Civil General	22,434	23,001
Small Claims	2,748	3,092
Trusteeship	52	171
TOTAL	25,234	26,264
Activities		
Certificates of Judgment	4,074	3,313
Disbursements – Civil	6,782	6,444
Disbursements – Trusteeship	1,426	1,424
Dismissals	7,128	6,568
Executions	552	676
Garnishments	12,224	11,386
Judgments	55,702	49,941
Motions	13,137	14,056
Proceedings in Aid	2,695	1,990
Reports	50,912	50,230
Revivors	131	142
Revocations	16	85
Satisfactions	4,716	5,345
Subpeonas	862	1,005
Terminations	21,851	20,568
Transcripts	106	134
Writ of Restitution	3,584	4,343
TOTAL	185, 898	177, 650
Revenue Collected		
Civil Revenue	2,853,269.97	2,821,906.92
Fiduciary Accounts - Civil	8,015,263.92	7,215,735.98
Fiduciary Accounts – Trusteeship	256,293.35	282,678.70
TOTAL	\$11,124,827.24	\$10, 320,321.60
Revenue Disbursed		
City of Toledo General Fund	1,483,554.71	1,466,475.62
Other City of Toledo Accounts	358,755.39	354,747.77
Civil Legal Assistance Project	197,923.31	195,251.89
Treasurer of State	553,137.87	546,542.39
Toledo Legal News	254,002.46	252,093.65
Fiduciary Accounts – Civil	7,889,090.00	7,180,423.01
Fiduciary Account – Trusteeship	308,885.35	297,027.73
TOTAL	\$11,045,349.09	\$10,292,562.06

Clerk of Toledo Municipal Court
Criminal / Traffic Division

Filings	2007	Cases	2006	Cases
	Charges		Charges	
Traffic	70,735	39,585	61,145	34,281
Criminal	42,012	30,022	38,199	26,983
TOTAL	112,747	69,607	99,344	61,264

Revenue Collected

Fines	1,807,567.78	1,670,613.25
Costs and Fees	3,299,335.15	2,987,410.97
HITT	16,388.10	17,005.11
Bond Forfeitures	32,668.00	16,499.00
Over Payments	34,930.48	36,445.58
TOTAL	\$5,190,889.51	\$4,727,973.91

Revenue Disbursed

City of Toledo General Fund	2,744,533.45	2,536,704.75
Other City of Toledo Accounts	960,058.19	753,565.34
Ottawa Hills	28,142.10	36,786.50
Washington Township	1,760.10	1,332.00
University of Toledo	1845.00	825.00
Lucas County Treasurer	195,827.83	207,283.50
Lucas County Sheriff	577.50	251.00
Lucas County Drug Fund	37,417.50	20,020.17
Lucas County Law Library Association	6,802.50	8,664.75
Toledo Area Humane Society	75.00	75.00
Toledo Area Metro Parks	2,029.00	1,169.00
Treasurer of State	906,971.03	857,059.75
Department of Natural Resources	3,979.00	4,770.00
State Pharmacy Board	3,326.95	4,555.00
Division of Liquor Control	100.00	75.00
Ohio Ethics Commission	-	12,375.00
Ohio Department of Agriculture	150.00	-
Capital Recovery Systems	262,363.88	246,016.57
Refunded Over Payments	34,930.48	36,445.58

TOTAL	\$5,190,889.51	\$4,727,973.91
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