

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 2011, the Clerk expanded the Real Time Data Entry project to Courtrooms 7, 9 and 11. A total of 8 courtrooms now have a deputy clerk recording case information in real time. This 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.

Additionally, the Clerk automated the Court's case flow process with the City Prosecutor and Public Defender offices. In the past both offices were dependant on receiving the case jacket in order to process their work. The Clerk now sends both offices a report on a daily basis that contains the information they need. Not only do the prosecutors and public defenders receive case information more quickly, it has reduced the movement of case files within the courthouse and, as a result, decreased the time it takes court personnel locate case files.

The Clerk's office also replaced the paper appearance list with an electronic docket. This docket is displayed on seven (7) LCD screens in the lobby of the courthouse. A list of all civil, criminal and traffic cases scheduled for the day are listed in alphabetical order by party name. This system is more efficient for the public as people no longer need to stand in line to view the appearance list. It also saves the office 155,000 sheets of paper per year which costs approximately \$2,300.

Upon recommendation of the Supreme Court and the Center for Effective Government 2000 report, the counter in the criminal / traffic division was upgraded in 2011. Since the courthouse opened, the front counter had only undergone minor changes while the court's caseload had increased significantly and computers had replaced hand written logs in the collection, transmission and storage of case information.

The counter was upgraded with the following:

1. The service capacity was increased from 7 computer workstations to 10 computer workstations
2. A glass security barrier was installed to separate the public from the office. This improved the security of our staff, our computers and case files.
3. Dividers were installed between the 10 computer workstations on the public side of the counter. This increased confidentiality for the public while they are being waited upon.
4. An ADA compliant workstation was installed.

Finally, the Clerk installed an electronic employee attendance system for the office. This system eliminated all paper from keeping attendance and processing payroll for the 81 employees in the office.

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Vallie Bowman-English, Clerk

Filings	2011	2010
Civil Division	22,411	24,317
Criminal / Traffic Division	78,676	75,473
TOTAL	101,087	99,790

Revenue Collected		
Civil	11,337,435.11	11,015,129.27
Criminal / Traffic	4,721,136.68	4,844,521.54
TOTAL	\$16,058,571.79	\$15,859,650.81

Revenue Disbursed		
City of Toledo General Fund	3,328,638.22	3,486,270.03
Other City of Toledo Accounts	1,387,143.03	1,431,068.75
Ottawa Hills	17,962.20	19,714.10
Sylvania Township	0	92.60
Washington Township	2,287.80	6,845.80
University of Toledo	655.00	1,460.00
Lucas County Treasurer	146,276.51	169,751.45
Lucas County Sheriff	225.00	212.60
Lucas County Drug Fund	41,595.30	31,426.84
Lucas County Law Library Association	8,042.47	8,394.61
Citizens Award Fund / Crime Stoppers	4,296.00	4,498.00
Toledo Area Humane Society	950.00	350.00
Toledo Area Metro Parks	152.00	616.00
Toledo Legal News	189,249.44	204,915.00
Civil Legal Assistance Project	145,481.90	157,587.88
Treasurer of State	1,606,694.67	1,605,425.01
Department of Natural Resources	4,478.00	2,555.00
State Pharmacy Board	14,076.50	5,553.15
Division of Liquor Control	100.00	100.00
Capital Recovery Systems	279,220.04	282,616.66
Fiduciary Accounts - Civil	8,697,044.35	8,485,438.37
Fiduciary Accounts - Trusteeship	89,552.15	119,051.91
Refunded Overpayments	12,000.07	31,903.59
TOTAL	\$15,976,120.65	\$16,055,847.35

Clerk of Toledo Municipal Court
Civil Division

Filings	2011	2010
Civil General	18,120	18,720
Small Claims	4,266	5,568
Trusteeship	25	29
TOTAL	22,411	24,317

Activities		
Bailiff Service Issued	6,676	6,535
Certificate of Judgment	4,389	4,310
Certified Mail Issued	28,494	30,102
Disbursements - Civil	8,165	7,658
Disbursements - Trusteeship	569	595
Dismissals	6,066	6,235
Executions	231	238
Garnishments	13,907	13,280
Judgments	56,645	55,196
Motions	10,830	12,149
Ordinary Mail Issued	16,227	16,211
Proceeding in Aid	3,171	2,331
Reports	53,959	53,135
Revivors	344	264
Revocations	5	4
Satisfactions	4,686	4,286
Subpoenas	482	435
Terminations	19,276	21,361
Transcripts	82	115
Writ of Restitution	3,175	3,196
TOTAL	237,379	237,636

Revenue Collected		
Civil Revenue	2,468,476.97	2,607,149.49
Fiduciary Accounts - Civil	8,775,504.15	8,294,443.69
Fiduciary Accounts - Trusteeship	93,453.99	113,536.09
TOTAL	11,337,435.11	11,015,129.27

Revenue Disbursed		
City of Toledo General Fund	1,384,719.07	1,445,074.46
Other City of Toledo Accounts	334,155.89	346,766.31
Civil Legal Assistance Project	145,481.90	157,587.88
Treasurer of State	414,287.59	451,981.84
Toledo Legal News	189,249.44	204,915.00
Fiduciary Accounts - Civil	8,697,044.35	8,485,438.37
Fiduciary Accounts - Trusteeship	89,552.15	119,051.91
Refunded Overpayments	493.58	510.04
TOTAL	11,254,983.97	11,211,325.81

Clerk of Toledo Municipal Court
Criminal / Traffic Division

Filings	2011		2010	
	Charges	Cases	Charges	Cases
Traffic	49,890	29,034	46,811	26,974
Criminal	28,786	20,788	28,662	20,836
TOTAL	<u>78,676</u>	<u>49,822</u>	<u>75,473</u>	<u>47,810</u>

Revenue Collected

Fines	1,346,849.12	1,375,984.01
Costs and Fees	3,346,244.48	3,362,628.69
HITT	6,601.59	5,975.19
Bond Forfeitures	9,935.00	68,540.10
Overpayments	11,506.49	31,393.55
TOTAL	<u>4,721,136.68</u>	<u>4,844,521.54</u>

Revenue Disbursed

City of Toledo General Fund	1,943,919.15	2,041,195.57
Other City of Toledo Accounts	1,052,987.14	1,084,302.44
Ottawa Hills	17,962.20	19,714.10
Sylvania Township	0	92.60
Washington Township	2,287.80	6,845.80
University of Toledo	655.00	1,460.00
Lucas County Treasurer	146,276.51	169,751.45
Lucas County Sheriff	225.00	212.60
Lucas County Drug Fund	41,595.30	31,426.84
Lucas County Law Library Association	8,042.47	8,394.61
Citizens Award Fund / Crime Stoppers	4,296.00	4,498.00
Toledo Area Humane Society	950.00	350.00
Toledo Area Metro Parks	152.00	616.00
Treasurer of State	1,192,407.08	1,153,443.17
Department of Natural Resources	4,478.00	2,555.00
State Pharmacy Board	14,076.50	5,553.15
Division of Liquor Control	100.00	100.00
Capital Recovery Systems	279,220.04	282,616.66
Refunded Overpayments	11,506.49	31,393.55
TOTAL	<u>4,721,136.68</u>	<u>4,844,521.54</u>