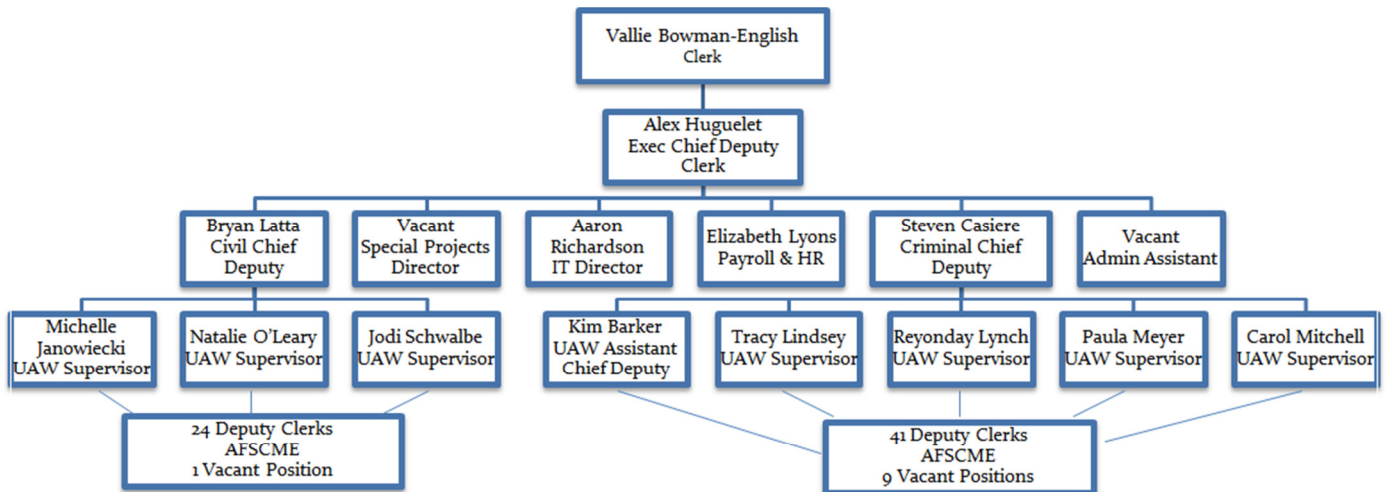


Clerk of Toledo Municipal Court

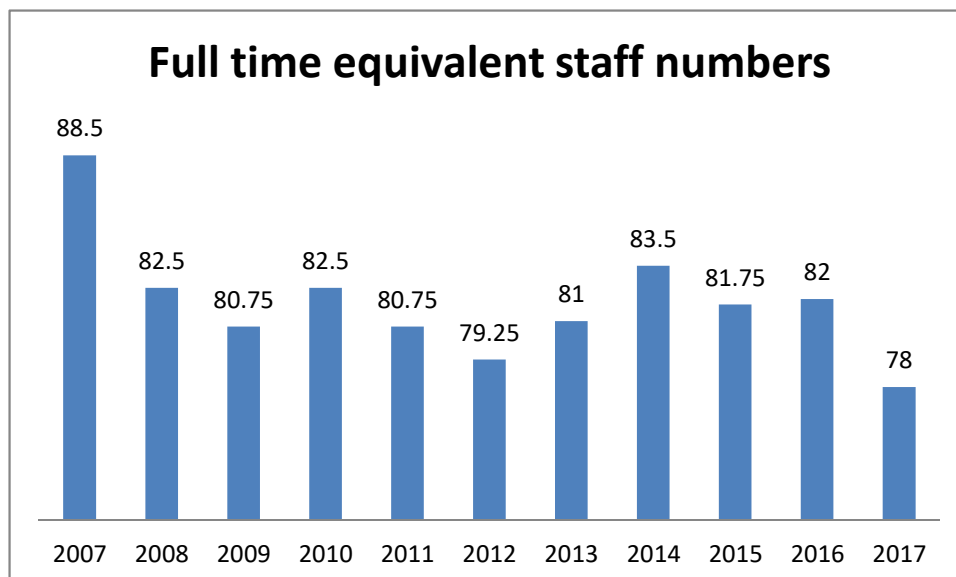
Vallie Bowman-English
Clerk of Court

The Clerk of Toledo Municipal Court is responsible for maintaining the public record on all court cases in Toledo Municipal Court as well as collecting and distributing fines, fees, bail and other moneys associated with these cases. These responsibilities are defined under Ohio Revised Code Section 1901.31.

The office is divided into two divisions: the Criminal / Traffic Division and the Civil Division.



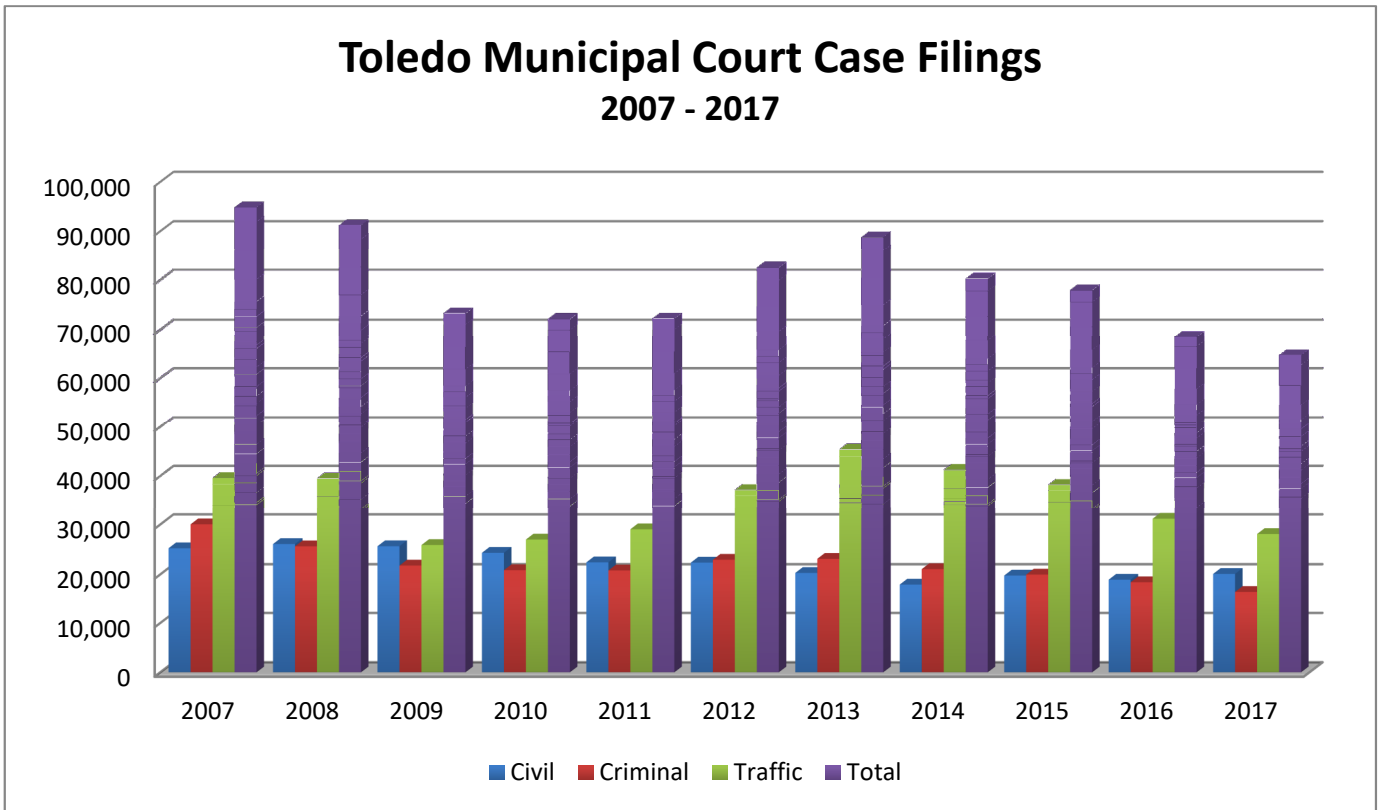
The Clerk's office employs 78 full time deputy clerks under Clerk Vallie Bowman-English. This is a decrease of 11.86% since 2007 and a decrease of 4.88% in the last year.



Clerk of Toledo Municipal Court Case Filings

Toledo Municipal Court saw a decrease in case filings in 2017. 64,655 cases were filed, a 5.63% decrease from 2016.

	2017	2016
Civil Division	20,086	18,932
Criminal / Traffic Division	44,569	49,577
TOTAL	64,655	68,509

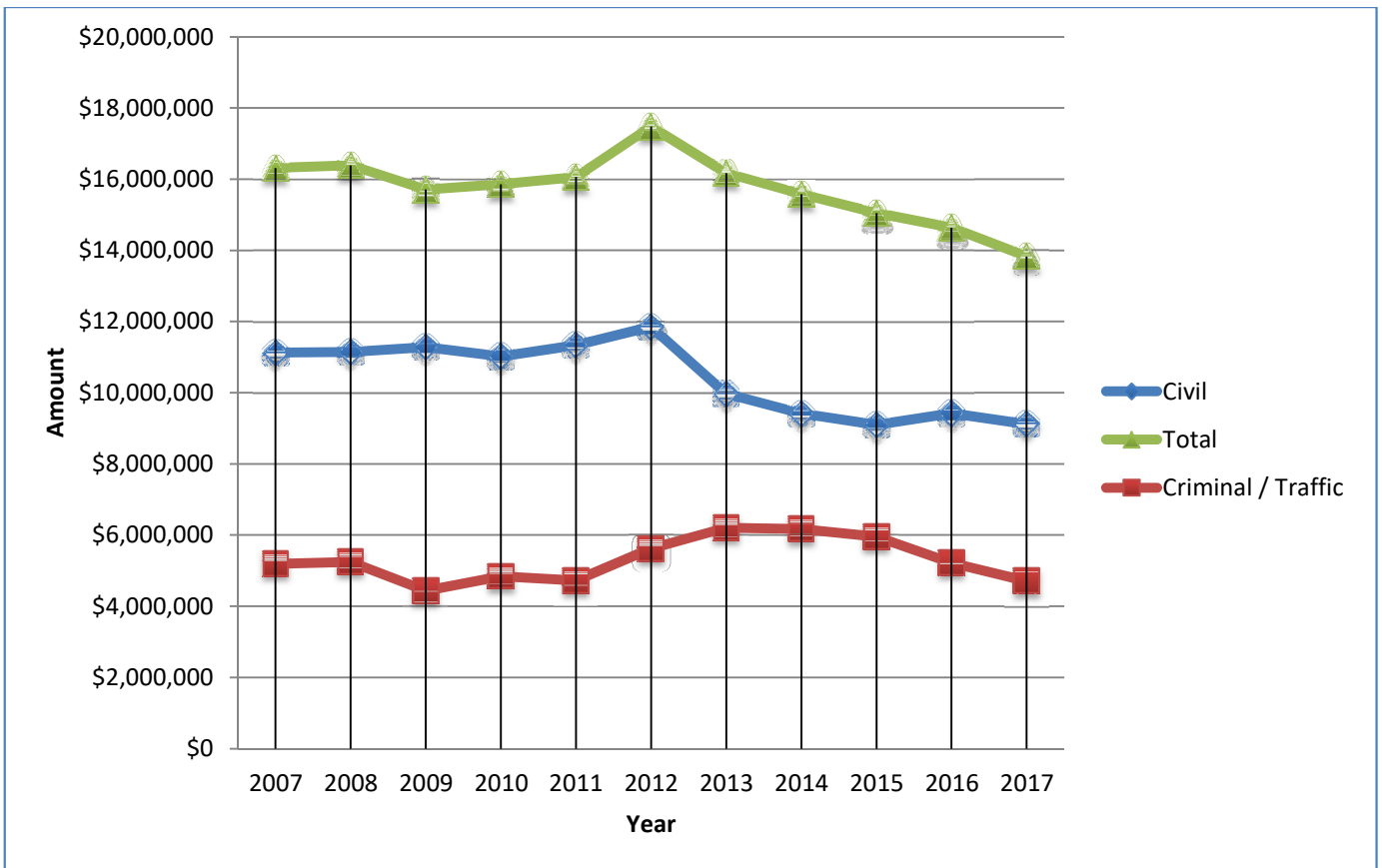


Clerk of Toledo Municipal Court Revenue Collection

Revenue collection also decreased in 2017. \$13,827,299.37 was collected in 2017, a 5.53% decrease from 2016.

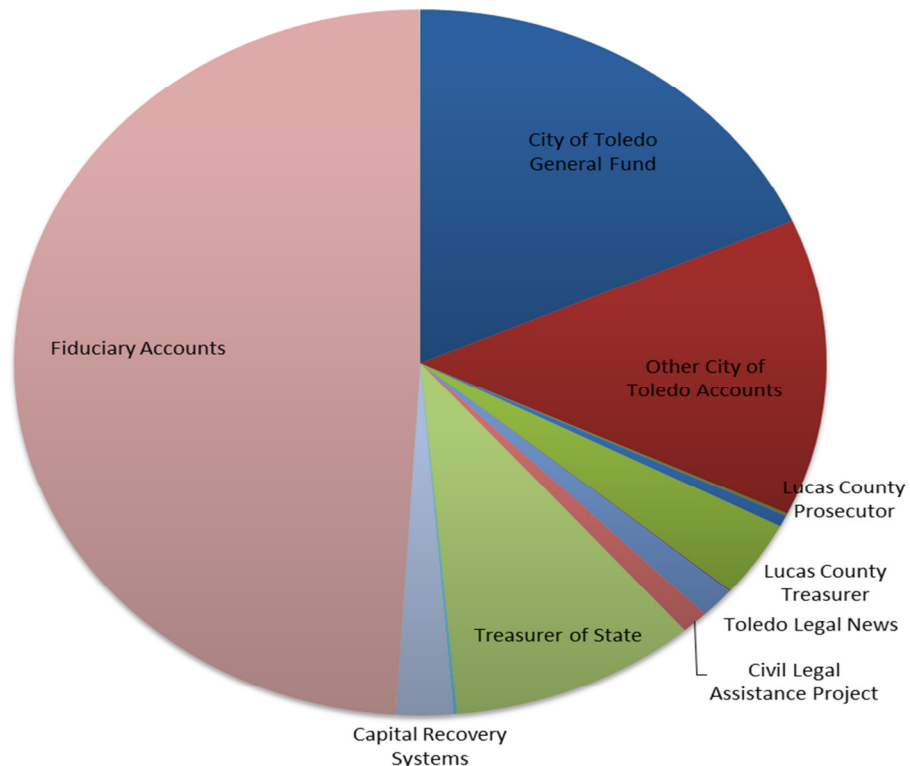
	2017	2016
Civil	9,117,169.17	9,418,693.65
Criminal / Traffic	4,710,130.20	5,217,590.27
<hr/>		
TOTAL	13,827,299.37	14,636,283.92

Revenue Collection 2007 - 2017



Clerk of Toledo Municipal Court Revenue Disbursed

	2017	2016
City of Toledo General Fund	2,537,922.00	2,843,429.46
Other City of Toledo Accounts	1,880,007.07	1,900,182.28
Ottawa Hills	14,109.70	12,970.80
Washington Township	1,792.80	3,351.30
University of Toledo	252.00	547.80
Metroparks of Toledo	54.00	139.00
Lucas County Prosecutor	71,573.85	40,574.40
Lucas County Sheriff	200.00	60.00
Lucas County Treasurer	480,178.59	499,656.87
Lucas County Law Library Association	8,443.87	8,823.32
Citizens Award Fund / Crime Stoppers	3,294.80	3,655.20
Toledo Area Humane Society	250.00	300.00
Toledo Legal News	189,495.63	184,828.39
Civil Legal Assistance Project	148,882.92	142,830.87
Treasurer of State	1,353,906.15	1,483,838.58
Department of Natural Resources	619.00	2,130.00
State Pharmacy Board	19,722.87	20,292.39
Division of Liquor Control	0	25.00
Capital Recovery Systems	313,080.61	356,179.66
Fiduciary Accounts	6,752,517.72	7,268,338.07
Refunded Overpayments	4,695.31	9,198.80
TOTAL	13,780,999.09	14,781,352.19



Clerk of Toledo Municipal Court
Civil Division

Filings	2017	2016
Civil General	16,954	16,027
Small Claims	3,124	2,888
Trusteeship	8	17
TOTAL	20,086	18,932

Activities		
Certificate of Judgment	2,894	3,088
Certified Mail Issued	34,265	33,641
Disbursements - Civil	3,731	3,979
Disbursements - Trusteeship	918	896
Dismissals	8,329	8,282
Executions	160	272
Garnishments	8,657	10,050
Judgments	45,039	48,272
Motions	8,558	8,245
Ordinary Mail Issued	14,132	13,877
Proceeding in Aid	4,534	4,933
Reports	16,019	19,605
Revivors	396	592
Satisfactions	4,123	4,195
Subpoenas	302	274
Terminations	19,449	20,711
Transcripts	102	108
Writ of Restitution	3,287	3,197
TOTAL	174,895	184,217

Revenue Collected		
Civil Revenue	2,318,348.17	2,293,821.30
Fiduciary Accounts - Civil	6,743,437.74	7,045,308.71
Fiduciary Accounts - Trusteeship	55,383.26	79,563.64
TOTAL	9,117,169.17	9,418,693.65

Revenue Disbursed		
City of Toledo General Fund	1,283,396.37	1,293,080.55
Other City of Toledo Accounts	287,200.54	282,360.84
Civil Legal Assistance Project	148,882.92	142,830.87
Treasurer of State	409,175.71	392,111.20
Toledo Legal News	189,495.63	184,828.39
Fiduciary Accounts - Civil	6,694,464.02	7,190,597.38
Fiduciary Accounts - Trusteeship	58,053.70	77,740.69
Refunded Overpayments	200.00	212.00
TOTAL	9,070,868.89	9,563,761.92

Clerk of Toledo Municipal Court
Criminal / Traffic Division

Filings	2017		2016	
	Charges	Cases	Charges	Cases
Traffic	68,572	27,998	50,857	31,148
Criminal	22,641	16,483	25,806	18,429
TOTAL	68,572	44,569	76,663	49,577

Revenue Collected

Fines	1,176,585.04	1,270,083.55
Costs and Fees	3,517,516.57	3,891,513.32
HITT	1,726.28	3,541.60
Bond Forfeitures	9,807.00	43,465.00
Overpayments	4,495.31	8,986.80
TOTAL	4,710,130.20	5,217,590.27

Revenue Disbursed

City of Toledo General Fund	1,254,525.63	1,550,348.91
Other City of Toledo Accounts	1,592,806.53	1,617,821.44
Ottawa Hills	14,109.70	12,970.80
Washington Township	1,792.80	3,351.30
University of Toledo	252.20	547.80
Metroparks of Toledo	54.00	139.00
Lucas County Prosecutor	71,573.85	40,574.40
Lucas County Sheriff	200.00	60.00
Lucas County Treasurer	480,178.59	499,656.87
Lucas County Law Library Association	8,443.87	8,823.32
Citizens Award Fund / Crime Stoppers	3,294.80	3,655.20
Toledo Area Humane Society	250.00	300.00
Treasurer of State	944,730.44	1,091,727.38
Department of Natural Resources	619.00	2,130.00
State Pharmacy Board	19,722.87	20,292.39
Division of Liquor Control	0.00	25.00
Capital Recovery Systems	313,080.61	356,179.66
Refunded Overpayments	4,495.31	8,986.80
TOTAL	4,710,130.20	5,217,590.27

Clerk of Toledo Municipal Court 2017 Highlights

In 2017, the Clerk's Office installed an automated teller safe, an electronic safe that disburses and collects cash from our cashiers each day. Prior to the installation of the safe, the office utilized a traditional cash logistic chain. Bookkeepers manually counted and assembled the cashiers' cash bags each day, cash was stored in a safe overnight and a Toledo Police Officer escorted a staff member to the bank each day to deposit our funds. This was a time intensive manual process with many possibilities for human error on both our end and the bank's end.

By using the automated teller safe, the funds we process are more secure. There is an audit trail for every bank note that enters and leaves the system. The safe has its own cellular modem and the amount of cash we collect is transmitted to the bank every night and credited to our account. Brinks picks up our cash deposit each week which means we are not using the Toledo Police Department's staff time to take us to the bank.

The office also imaged and destroyed over 44,000 case files pursuant to Ohio Rule of Superintendence 26.05 and Ohio Revised Code 1901.41. These efforts freed up space in the Courthouse and helped to keep offsite storage costs level.

In the Criminal / Traffic Division, the Clerk's Office launched an e-subpoena program for Toledo Police Officers. Officers now receive subpoenas via email instead of receiving a paper copy in the mail. Officers receive the information on when they are to appear in court faster and the Court receives a return when the officer opens the subpoena.

Additionally, the Clerk's Office expanded the electronic traffic citations project to the Ottawa Hills and University of Toledo Police Departments. Toledo Police, Ottawa Hills and University of Toledo officers no longer need to come to Toledo Municipal Court to file his or her traffic citations. The clerk's office is able to enter four times as many e-citations per hour as paper citations into the Clerk's case management system. This enhancement saves staff time and gives the public quicker access to the traffic citations.

The Clerk's Office was awarded the Court Technology Grant from the Ohio Supreme Court to upgrade the Clerk's electronic filing system. The \$14,187 grant will further the evolution of the Clerk's electronic filing system by developing programming to integrate the current e-filing system into the Clerk's case management system. The current e-filing system is merely a delivery tool which allows for safe document submission and secure electronic payment. After a filing is submitted, deputy clerks must manually transfer data into our proprietary case management system. This grant will allow the Clerk's office to grow its case management system to automatically push information between systems without the need for redundant data entry. This grant will increase court efficiency and filing accuracy.

Finally, the Clerk continued to aggressively collect past due money owed to Toledo Municipal Court through the collection program she began in 2005. \$1,940,000 was collected on delinquent accounts in 2017. More than \$22,000,000 has been collected through the program at no cost to the Court or to the City's general fund.