

TOLEDO MUNICIPAL COURT

ANNUAL REPORT 2014

TOLEDO MUNICIPAL COURT

555 N. Erie Street
Toledo, Ohio 43604

Michelle A. Wagner
Presiding Judge

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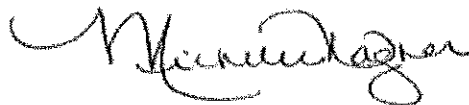
On behalf of the Toledo Municipal Court and as the current Presiding Judge for the Court, I am pleased to present to you our annual report for calendar year 2014 as required by statute. The report provides a comprehensive summary of the Court's significant accomplishments and overall performance during the past year. I encourage you to read the report in its entirety as you will find its contents to be educational and informative.

The Court recognizes and values the critical role it performs in administering justice and ensuring the citizens of Toledo, Washington Township, and Ottawa Hills are treated fairly in criminal and civil matters that come before the Court. The Judges and Court Staff take great pride in the work they do, and are mindful of the potential impact of such work. We also appreciate and value the cooperative and positive working relationships that have been forged with the other branches of government, including the Mayor's Office and City Council, as well as representatives from Washington Township, the Village of Ottawa Hills, and Lucas County. Additionally, the Judges and Court Staff continue to put forth significant effort to preserve and strengthen the Court's partnerships with the criminal justice agencies and community organizations that it works with on a daily basis in serving the community.

The Court is, and will continue to be, cognizant and sensitive to the economic conditions and challenges of the City of Toledo and the surrounding areas that we serve. In 2014, we demonstrated our commitment to making sound fiscal and operational decisions. The Court remains committed to providing cost effective programs and services that address the needs of offenders, victims, and the community. As we move forward in 2015, the Court will remain fiscally responsible and transparent in managing its daily operations. At the same time, we will continue to identify and pursue new and cost effective opportunities, which will help improve our efficiency, performance and service delivery to the public.

In closing, on behalf of the Judges of our Court, I encourage you to review the 2014 annual report. We invite you to contact us should you have any questions or concerns related to this report.

Respectfully,



Michelle A. Wagner
Presiding Judge

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COURT ADMINISTRATOR'S OFFICE

C. Lisa Falgiano
Court Administrator

Department Description

The Court Administrator's Office was created in 1972 to provide administrative support to the Judges for non-case related matters and services, technical assistance for the planning, development, and execution of overall court operations, and to provide leadership and general supervision over Judges' Division personnel. In establishing the Court Administrator's Office, the Judges were relieved of many of their former administrative duties which enabled them to increase their focus and efforts on their judicial roles and responsibilities. Although the Court Administrator's Office is not directly involved in daily judicial courtroom operations, the office does assist the bench in strategic planning for the Court.

The Court Administrator's staff has a wide range of responsibilities including: budget preparation and fiscal administration; technology management; personnel administration; policy development and implementation; facilities management; statistical data collection and analysis; purchasing; and liaison with the practicing bar, the public, governmental agencies, city divisions, and criminal justice agencies. The Court Administrator reports directly to the seven Judges of the Court. The Court Administrator also serves as staff for the monthly Judges' Meeting and acts as the division Equal Opportunity/Affirmative Action Officer.

As required by Rule 3 and Rule 4 of the Rules of Superintendence for the Courts of Ohio, the Judges select by majority vote a Presiding/Administrative Judge. The Court Administrator has a close working relationship with the Presiding/Administrative Judge. Judge William M. Connelly, Jr. finished his second one-year term as the Presiding and Administrative Judge on December 31, 2014. Judge Michelle A. Wagner was elected by her fellow Judges as the Court's new Presiding/Administrative Judge for a one-year term, beginning January 1, 2015.

Year in Review – Overview

During 2014, Toledo Municipal Court operated under improving budget conditions. The improved budget situation was a reflection of the improving economic climate for the City of Toledo and its citizens. Although the Court experienced a modest increase in its operating budget in 2014 when compared to its 2013 budget, the Court continued to make meaningful contributions to the City of Toledo's budget and cost saving efforts in 2014. The Court continued to limit funding for some positions to a partial year and delayed filling some positions that became vacant during the year for salary savings purposes. These prudent fiscal practices enabled the Court to save the City \$342,443 in 2014. The Court also continued to utilize internal cost saving practices established in previous years as fiscal control measures. The practices included reduced operating hours and fewer subscriptions to legal publications and journals. The Court continued to make conservative fiscal management decisions in support of the City Council and the Mayor's Office. It remains a supportive partner of the City of Toledo as the city government continues its fiscal recovery. The Court is confident that in 2015, the City will continue to allocate the necessary budget resources for the Court to maintain adequate staffing and programs to provide its constituents with essential services to meet their needs.

Throughout the year the Judges and the Court Administrator's Office worked together to address several management and operational issues, with strategic planning and jail population control being two of the most critical areas. First, following a comprehensive and collaborative strategic planning process, the Judges identified two primary goals for the Court: 1) Failures to Appear (FTA) – reduce the number of failure to appear incidents at all stages of proceedings by one-third within one year; and 2) Courthouse Physical Structure – in conjunction with the County's effort to construct a new jail, the Court will work with the City of Toledo to identify its current and future physical space needs. Second, for a number of years the Lucas County Jail population has been controlled by a Federal Court Order. On October 21, 2014, Advocates for Basic Legal Equality (ABLE) filed a Motion for Order to Show Cause to enforce the Federal Court Order and reduce the number of bed spaces at the jail, including the elimination of beds to house non-violent misdemeanants. To protect the Court's judicial and public safety responsibilities related to pretrial confinement, the Court successfully filed a Motion which challenged the ABLE argument and resulted in the Federal Court recognizing the Municipal Court Judges as a legitimate party in this litigation, which currently remains active in Federal Court. The Court continues to work closely with its criminal justice partners to effectively manage its jail population.

In 2014, the Court continued to increase its use of evidence-based (treatment) practices to address and change offender behavior for the stated purposes of identifying and eliminating the contributing factors to an offender's criminal lifestyle and reducing recidivism. The Probation Department staff took a lead role in facilitating and promoting this initiative. It also used probation improvement and incentive grant funds to administer and provide treatment services for high risk offenders placed on probation supervision by the Court, with the stated goal of reducing probation violations that lead to incarceration by a minimum of 3%. The Probation Department has been successful in meeting this goal during each quarter of the grant period, including a 6% reduction in this goal area during the quarter ending December 31, 2014. The Probation Department also greatly improved the direct supervision of moderate risk and high risk offenders by reducing the average number of offenders supervised by a probation officer. In November of 2013, the average probation officer caseload exceeded 350 offenders. In December of 2014, the average caseload size for a probation officer was approximately 250 offenders, with probation officers supervising a high risk offender caseload averaging 125-150 offenders. Another evidence-based offender treatment initiative developed during 2014, with a planned starting date set for January of 2015, was a Veteran's Court docket. This specialized court docket will allow offenders who are military veterans to receive more intensive and specialized treatment services while under the supervision of the Court. Judge William M. Connelly, Jr. was appointed to preside over the Veteran's Treatment Court. As in prior years, in 2015 the Court will continue to pursue new funding sources and programs to help preserve public safety, while providing probation services aimed at reducing recidivism by promoting positive changes in offender behavior.

During 2014, six staff retired from Court employment, one staff was terminated, and seven staff resigned. Departments that experienced employee turnover in 2014 included the Law Clerk Department, Probation Department, Court Administrator's Office, and the Court Reporter's Office. As a cost savings measure, the Court did not immediately fill some of these vacant positions. Instead, it named "acting" department managers and supervisors, as well as streamlined work responsibilities and tasks as a strategy to help the impacted departments to operate effectively during the periods of staff shortages. The Court also hired 15 new employees during the year.

Court Administrator Lisa Falgiano completed her fourth full year as Court Administrator in 2014. As a veteran Court Administrator, Ms. Falgiano brings a great deal of experience and expertise to the position. Ms. Falgiano is a Certified Ohio Court Manager, Certified Court Executive, and a Certified Faculty for the Court Management Program, as well as a current member of the Ohio Court Administrator's Association, Toledo Bar Association and Ohio State Bar Association.

CourTools

The Court continues to use the CourTools program, which was developed by the National Center for State Courts, to measure its efficiency and case management performance. Specific performance areas measured by the use of CourTools include public access and fairness, clearance rates, time to disposition, age of active pending caseload, trial date certainty, and employee satisfaction. Since the Court started using CourTools in 2008-2009, the Court has demonstrated positive results in the targeted performance areas. Individuals who are interested in obtaining additional information about CourTools should access <http://www.courttools.org>. Additional information regarding the Court's case management performance is available on the Court's public website: <http://www.toledomunicipalcourt.org>. Included on the Court's website is the age of active pending caseload reports, which are updated monthly. These reports indicate the Judges continue to demonstrate they are effectively managing their caseloads and disposing of cases in a timely manner.

Year in Review: Technology

The Court's Information Technology Department is responsible for maintaining the Court's information security and technology needs. The department's expertise and work helps ensure that the Court's business and public records are more transparent to the public, as well as protecting the confidentiality of private/non-public information. During 2014, the Court provided the necessary financial resources to fund various software programs and information technology items needed by the department to support Court operations. These programs and items allowed the Court to generate performance reports and statistical data, including monthly superintendence reports, the annual physical inventory, and the ongoing development of the Civil Bailiff computerization system and the probation case management software program, titled iJustice.

During 2014, the Court continued its tradition of partnering with the Clerk of Court and NORIS to implement cost and operational efficiencies when purchasing new equipment and software, as well working together to increase the Court's use of electronic filing options and recordkeeping systems. The Court and the Clerk continue to share oversight of a governance committee which provides project management support and guidance to NORIS in the design and implementation of information technology projects. The Court and Clerk jointly fund a shared part-time technology position to support their operations. In 2012, the Clerk of Court funded the installation of a Wi-Fi system for the basement and first floor of the Court. During 2014, the Court funded the purchase and installation of a Wi-Fi system for the remaining floors of the Court. Following a successful testing phase in the last quarter of 2014, the Court plans to fully activate Wi-Fi service on the remaining floors during the first quarter of 2015. Additional technology improvements included the purchase and installation of new printers for the Law Clerks and Clerk of Court staff assigned to the courtrooms, a JAVS upgrade for courtroom 12, JAVS scan guns for the courtrooms, printers for the Assignment Office clerks, three laptop computers for Court personnel use, and an upgrade of all computers to allow for the operation of the Windows Seven Operating System.

The Court continues to use video conferencing for select Court events, including for some pretrial proceedings for defendants housed at the Corrections Center of Northwest Ohio (CCNO), as well as for Judge Kuhlman's specialized docket associated with Northwest Ohio Re-Entry Project. Judge Kuhlman's specialized docket allows offenders housed at the Toledo Correctional Institution (ToCI) and other Ohio prisons to resolve pending Municipal Court cases prior to being released from prison and returned to the community. Another proactive program established by the Court was the "Weekend Call-in Court." This program, which is managed by Judge Kuhlman, allows appropriate (low risk) offenders who are arrested and booked at the jail during the weekend, to be released on their own recognizance and self report for their initial arraignment on Monday mornings. Judge Kuhlman calls into the jail each weekend and determines which individuals should be released after carefully reviewing the person's current offense behavior and prior criminal history with Pretrial Services staff.

Year In Review: Professional Development

During 2014, the Court continued its commitment to provide meaningful professional development and training opportunities to its employees. Fifteen Judges' Division and eight Clerk's Office employees voluntarily attended a two-part leadership seminar at Lourdes University (8 hours). As part of this, staff teams completed and presented research projects on topics ranging from a failure to appear reduction to a regional community services bureau. Ten new employees attended training regarding the Toledo Municipal Court Ethics Policy (2 hours) and 29 staff received blood borne pathogens training (.5 hours). Eight Civil Bailiff staff members attended CPR/First Aid Certification (8.0 hours) and two staff members completed Crisis Intervention Training (40 hours). All Probation Officers, Intake Officers and Probation Managers completed evidence-based training regarding motivational interviewing (6.5 hours), EPICS (6.5 hours) and Carey Guides (6.5 hours). Staff assigned to each probation unit also received one hour of in-house case planning training. Eight Court staff were LEADS re-certified (2 hours). A number of staff also attended individual seminars addressing topics such as employment laws, negotiating strategies, communication skills, interpersonal-conflict management, emotional intelligence, fundamentals of management, and technical skills development (i.e. Advanced Microsoft Word, customer service and punctuation), with some of this training provided through the Ohio Judicial College, the Ohio State John Glenn School of Public Affairs, and local training opportunities in the Toledo area. A total of 1,009.5 training hours were completed by the Judges' Division staff in 2014.

Year in Review: Supportive Administrative Services

The Court Administrator's Office provides a variety of supportive services to the administration of Court policy and personnel. The Court Administrator's Office helped revise five position job descriptions, three Court policies, as well as assisted in the development and modification of changes made to Chapter 2134 of the Toledo Municipal Code.

Throughout the year, the Court Administrator's Office managed a number of personnel selections and personnel actions. During 2014, the Court's Judges' Division advertised ten external and three internal job vacancy postings, and conducted over 200 applicant interviews. Four internal candidate selections and 15 external candidate selections occurred during the year for a total of 19 personnel selections. The Court Administrator's Office processed 23 FMLA packets. In addition, five staff investigations were conducted. The Court Administrator addressed three grievances under the Court's Employee Grievance Program. This included one carryover grievance from 2013. No staff disciplinary hearings were conducted in 2014. In addition, the Court Administrator's Office helped support the departments in numerous personnel actions, ranging from identifying opportunities for informal coaching to assisting in the development of performance improvement plans.

The Court Administrator's Office continued to work closely with the City of Toledo Facilities Administrator to oversee the maintenance of the courthouse. During 2014, several building improvement projects and maintenance work orders were completed to help enhance working conditions in the Court. Building improvement projects included repair of the sidewalk and the storm drain outside of the main entrance to the Court, modifications to entrance doors in the Public Defender's Office and Civil Legal Assistance Office, completion of the tuck pointing to the exterior of the courthouse, painting of several office and public areas in the Court, installation of five heating units in the mechanical room on the fifth floor, rebuilt an exhaust fan motor in the parking garage and fourth floor men's bathroom, repaired ceiling damage caused by a roof leak, repaired wallpaper throughout the Court, and repaired air conditioning chillers and the emergency generator. Additionally, a total of 139 general maintenance work orders were completed during the year.

Year in Review: External Relations

The Court Administrator continues to maintain excellent relationships with various agencies and community stakeholders. The Court Administrator's Office coordinated and facilitated requests from the Toledo Bar Association Auxiliary to provide eight group tours for high school students. The Court also hosted The Toledo Bar Association's High School Mock Trial Competition on January 31, 2014.

The Court Administrator is an appointed member of the Lucas County Community Corrections Planning Board, as well as a member of the four-county Regional Community Corrections Planning Board consisting of the four counties which comprise the membership for the CCNO. She also serves as a member of the Lucas County Jail Feasibility Work Group and the Mental Health Recovery Services Board Access to Treatment Work Group.

The Coming Year

In 2015, staff will continue to work with the Clerk of Court and NORIS in completing several projects including: further enhancement of the Civil Bailiff electronic record/computer system and conversion to iJustice, which is the new Probation case management software program. The Court plans to partner with the City of Toledo to complete a building feasibility study of the Court, which will provide information to assist the Court and City in evaluating the probable physical life span of the current courthouse building in relation to the operational and space needs of the Court. This project is in support of the Court's previously referenced strategic planning goal aimed at assessing the courthouse's physical structure. For quality control purposes, the Court will continue to assess and monitor its overall performance through the use of CourTools and Tableau Business Analytics Software.

The Court anticipates filling several vacant positions next year including: Magistrate, Chief Probation Officer, Civil Bailiff, Bookkeeper, Senior Housing Specialist, and Probation Intake Officers. The Court hopes that it will retain the modest budget increase it experienced in 2014, so it will be able to operate with fewer vacant positions than it did from 2008 to 2012. This will enable the Court to continue to provide quality programs and services to the public. The Court also will provide professional development training opportunities for its employees. This training will be aimed at exposing and helping staff acquire knowledge and skills to improve their overall effectiveness and expertise.

Staffing

As Court Administrator, Lisa Falgiano supervises and receives valuable support from several Court staff including: Michael Zenk, Deputy Court Administrator, Tammy Harris, Human Resource Officer, Terry Koluch, Information Technology Officer, Brandon Lee, Information Technology Specialist, and Tonya Grainger, Finance Officer. The Judges' Secretaries are Dorlisa Daniels, Krystal Jones (Part-Time), Joan Kelly, and Meredith Kurucz.

Computer Legal Research 3T03013STDSTD 2014 Annual Statement of Expenditures	
<i>Court Research</i>	
On-line legal research and printed material (Westlaw)	14,911.94
Total Expenditures	\$14,911.94

Alternate Dispute Resolution (Mediation) Trust Fund 3T03028STDSTD 2014 Annual Statement of Expenditures	
<i>Supplies/Equipment</i>	
Training and Associated Travel	892.08
Total Expenditures	\$892.08

Court Computerization (Judges') Trust Fund 3T02916STDSTD 2014 Annual Statement of Expenditures	
<i>Supplies/Equipment</i>	
Audio System Equipment and System	1,895.00
Audio System Maintenance Agreement	16,612.56
Computers, Computer Software/Equipment, Printers, Wi-Fi	20,029.17
Office and Courtroom Supplies	1,406.70
Shipping/Freight Costs	37.33
Stenograph Software Maintenance Agreement	2,142.00
Supplemental Staffing – Applications Programmer/Analyst	68,970.75
Time and Attendance Software License	9,000.00
Website Hosting	480.00
Total Expenditures	\$120,573.51

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 and fees associated with these cases.

The Clerk actively promotes the use of technology to improve the public's access to case information. In 2014, users looked up court case information on the Clerk's website an average of 62,000 times per month. Additionally, the Clerk's mobile application, TMC Courtwatch, has had over 6,000 downloads on iTunes and the Google Play Store. Finally, the Clerk launched an e-file system in 2014 to allow users to file documents electronically with the Court 24 hours per day, 7 days per week.

In the Criminal/Traffic Division, the Clerk enhanced the case management system to help the Probation Department better track community service hours performed by defendants. Moreover, the office continued to aggressively collect past due money owed to Toledo Municipal Court through the collection program we began in 2005. Over \$16,000,000 has been collected through the program at no cost to the Court or to the city's general fund.

In the Civil Division, the Clerk re-wrote the Trusteeship Application to integrate with the rest of the case management system. As a result, data entry and retrieval is more efficient and user-friendly. Reports, letters and notifications are now automated. The time it takes to disburse funds was reduced from four hours to five minutes. Finally, payments are now receipted in real time instead of the next day.

**Clerk of Toledo Municipal Court
Vallie Bowman-English, Clerk**

Filings	2014	2013
Civil Division	17,956	20,290
Criminal / Traffic Division	<u>98,850</u>	<u>104,382</u>
TOTAL	116,806	124,672
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Revenue Collected		
Civil	9,411,145.46	9,966,733.65
Criminal/Traffic	<u>6,167,146.50</u>	<u>6,206,454.94</u>
TOTAL	\$15,578,291.96	\$16,173,188.59
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Revenue Disbursed		
City of Toledo General Fund	3,661,820.60	3,653,707.21
Other City of Toledo Accounts	1,997,265.85	1,882,628.68
Ottawa Hills	21,263.00	21,935.00
Washington Township	1,468.50	1,814.20
University of Toledo	1,190.00	855.00
Lucas County Prosecutor	18,110.40	0
Lucas County Sheriff	35,431.16	40,624.21
Lucas County Treasurer	224,778.10	242,813.41
Lucas County Law Library Association	8,295.75	8,152.23
Citizens Award Fund / Crime Stoppers	4140.00	4,344.10
Toledo Area Humane Society	509.00	585.00
Toledo Area Metro Parks	0	278.00
Toledo Legal News	173,737.78	170,374.18
Civil Legal Assistance Project	135,179.00	132,920.00
Treasurer of State	1,641,477.15	1,854,737.65
Department of Natural Resources	1,224.00	3,571.00
State Pharmacy Board	14,967.00	13,076.50
Division of Liquor Control	200.00	0
Capital Recovery Systems	416,704.58	388,270.33
Fiduciary Accounts - Civil	7,102,378.53	7,777,738.01
Fiduciary Accounts - Trusteeship	62,102.50	105,150.37
Refunded Overpayments	<u>12,797.61</u>	<u>15,946.66</u>
TOTAL	\$15,535,040.51	\$16,284,131.42

**Clerk of Toledo Municipal Court
Civil Division**

Filings	2014	2013
Civil General	14,341	15,468
Small Claims	3,597	4,804
Trusteeship	18	18
TOTAL	17,956	20,290
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Activities		
Certificate of Judgment	2,925	3,938
Certified Mail Issued	28,703	25,992
Disbursements - Civil	4,299	4,646
Disbursements - Trusteeship	552	436
Dismissals	5,088	6,404
Executions	260	164
Garnishments	9,338	11,081
Judgments	50,448	52,715
Motions	6,893	9,545
Ordinary Mail Issued	13,914	15,377
Proceeding in Aid	3,489	4,442
Reports	39,352	46,817
Revivors	406	388
Revocations	0	3
Satisfactions	4,308	4,317
Subpoenas	222	265
Terminations	22,684	25,127
Transcripts	94	109
Writ of Restitution	3,376	3,364
TOTAL	196,351	215,130
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Revenue Collected		
Civil Revenue	2,203,499.98	2,234,097.93
Fiduciary Accounts - Civil	7,140,185.52	7,668,607.43
Fiduciary Accounts - Trusteeship	67,459.96	64,028.29
TOTAL	\$9,411,145.46	\$9,966,733.65
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Revenue Disbursed		
City of Toledo General Fund	1,246,631.62	1,282,740.61
Other City of Toledo Accounts	272,668.78	274,640.88
Civil Legal Assistance Project	135,179.00	132,920.00
Treasurer of State	375,068.17	367,999.20
Toledo Legal News	173,737.78	170,374.18
Fiduciary Accounts - Civil	7,102,378.53	7,777,738.01
Fiduciary Accounts - Trusteeship	62,102.50	71,154.10
Refunded Overpayments	127.63	109.50
TOTAL	\$9,367,894.01	\$10,077,676.48

**Clerk of Toledo Municipal Court
Criminal/Traffic Division**

Filings	2014		2013	
	Charges	Cases	Charges	Cases
Traffic	69,449	41,238	70,880	45,380
Criminal	29,401	21,046	30,184	23,114
TOTAL	98,850	62,284	101,064	68,494

Revenue Collected

Fines	1,607,960.17	1,442,339.14
Costs and Fees	4,506,003.87	4,736,746.71
HITT	3,587.48	2,281.93
Bond Forfeitures	36,925.00	9,250.00
Overpayments	12,669.98	15,837.16
TOTAL	6,167,146.50	6,206,454.94

Revenue Disbursed

City of Toledo General Fund	2,415,188.98	2,370,966.60
Other City of Toledo Accounts	1,724,597.07	1,607,987.80
Ottawa Hills	21,263.00	21,935.00
Washington Township	1,468.50	1,814.20
University of Toledo	1,190.00	855.00
Lucas County Prosecutor	18,110.40	0
Lucas County Sheriff	35,431.16	40,624.21
Lucas County Treasurer	224,778.10	242,813.41
Lucas County Law Library Association	8,295.75	8,103.18
Citizens Award Fund / Crime Stoppers	4,140.00	4,491.00
Toledo Area Humane Society	509.00	585.00
Toledo Area Metro Parks	0	278.00
Treasurer of State	1,266,408.98	1,486,738.45
Department of Natural Resources	1,224.00	2,079.00
State Pharmacy Board	14,967.00	13,076.60
Division of Liquor Control	200.00	0
Capital Recovery Systems	416,704.58	388,270.33
Refunded Overpayments	12,669.98	15,837.16
TOTAL	6,167,146.50	6,206,454.94

ASSIGNMENT OFFICE

Jessica Hamner
Assignment Commissioner

Department Description

The primary responsibility of the Assignment Commissioner's Office is the judge assignment to criminal, traffic and civil cases and the setting of pretrials, trials and other court hearings. After a court date is set, all parties are notified. The Rules of Superintendence for Municipal Courts, promulgated by the Supreme Court of Ohio, require that cases be assigned to judges in a random manner. This random assignment is made by the computer system at the time a defendant enters a "not guilty" plea in criminal and traffic cases, and upon the filing of a motion or an answer in civil cases. All housing cases are assigned to Judge C. Allen McConnell at the time of filing.

The Assignment Office also processes civil judgment and dismissal entries. This department is responsible for making all arrangements for jurors when jury trials are held and for scheduling visiting judges and magistrates as needed. The staff maintains the judges' court schedules and distributes monthly schedules and daily dockets.

Accomplishments

During 2014, the Assignment Office underwent many staffing changes. In May, Tammy Kamelesky started as a full-time assignment clerk. In November, Jessica Hamner was hired as assignment commissioner and Cheryl Smith resumed her duties as senior assignment clerk. The staff completed 40 hours of training throughout the year.

Goals for 2015

1. Effectively implement the probation violation scheduling program.
2. Create and carryout a clerk rotation for assigned judges and work assignments.
3. Rearrange the office for better space utilization.
4. Assist judges and other departments in creating court efficiencies and lowering failure to appear rates.
5. Update the process for creating the court dockets.
6. Provide training to staff to assist the department in offering continued excellent service to court users.
7. Develop written policies and procedures on scheduling.

Staff Summary

The current staff consists of:

Jessica Hamner, Assignment Commissioner
Cheryl Smith, Senior Assignment Clerk
Wanda Butts, Assignment Clerk
Valerie Hobbs, Assignment Clerk
Tammy Kamelesky, Assignment Clerk
Alice Thomas, Assignment Clerk
Amy Wroblewski, Assignment Clerk

The figures for 2014 with comparison figures for 2013 are as follows:

CATEGORY	2014	2013
A. Cases Assigned		
Criminal/Traffic Assignment	25,098	28,080
Civil Assignments (including Housing)	7,602	7,819
B. Cases Set for Trial		
Criminal/Traffic Trials	11,912	12,831
Civil Trials	435	493
Criminal/Traffic Trial Resets	6,146	6,096
C. Cases Set for Pretrial		
Pretrial - Criminal/Traffic	12,797	14,561
Pretrial Resets - Criminal/Traffic	1,797	1,522
Mandatory Jury Pretrials (MJPT) (Criminal/Traffic/Civil)	151	118
D. Preliminary Hearing/Felony Arraignment Docket	12,105	13,462
E. Jury Trials Set (Criminal/Traffic/Civil)	185	145
F. Bureau of Motor Vehicle Hearings	8	5
G. Eviction	6,979	6,852
H. Housing		
Criminal Housing Trials	272	248
Civil Housing (Not a Draw) New Assignments	6,955	6,976
Rent Escrow	86	77
I. ALS/Innocent Owner Hearings	50	62

Civil Assignments

Pursuant to the Rules of Superintendence, judges are assigned on civil cases upon the filing of an answer or motion. There are instances in which judges are assigned to cases other than the above, such as housing, reassignment, consolidation, or transfers. The following figures represent the number of civil cases assigned during 2014 and 2013 per individual judge:

2014	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
McConnell	555	401	511	568	519	656	732	637	672	628	516	560	6,955
Kuhlman	16	10	10	13	6	13	9	6	13	8	6	8	118
Christiansen	6	11	14	12	13	1	7	8	8	12	5	13	110
Berling	7	5	10	9	9	13	10	9	9	5	8	9	103
Connelly	6	7	9	12	16	6	14	5	9	14	9	6	113
Lanzinger	2	10	9	11	9	11	15	7	7	10	4	7	102
Wagner	13	11	12	10	5	6	11	5	10	6	6	6	101
TOTAL	605	455	575	635	577	706	798	677	728	683	554	609	7,602

2013	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
McConnell	557	511	520	620	632	637	647	609	600	595	526	522	6,976
Kuhlman	13	10	22	14	10	12	10	21	8	12	8	8	148
Christiansen	16	13	14	13	7	10	7	23	10	7	6	12	138
Berling	23	13	12	6	3	11	13	10	12	13	5	9	130
Connelly	18	10	14	13	11	13	7	19	14	11	5	10	145
Goulding/ Lanzinger	7	10	12	15	4	18	10	21	12	10	6	11	136
Wagner	14	16	11	15	16	12	9	11	15	9	9	9	146
TOTAL	648	583	605	696	683	713	703	714	671	657	565	581	7,819

Civil Cases Set for Trial

Month	2014	2013
January	42	43
February	42	41
March	53	35
April	27	50
May	27	46
June	39	50
July	30	40
August	47	45
September	27	43
October	33	32
November	30	25
December	38	43
TOTAL	435	493

Civil Pretrials, Jury Trials and Jury Pretrials set in 2014 and 2013

Civil Pretrials		Civil Juries Set		Civil Mandatory Jury Pretrials	
2014	689	2014	44	2014	30
2013	814	2013	51	2013	29

Evictions Set

Month	2014	2013
January	505	562
February	535	486
March	472	472
April	509	530
May	582	588
June	509	596
July	720	655
August	667	693
September	710	595
October	632	657
November	463	424
December	675	594
TOTAL	6,979	6,852

Rent Escrow Hearings

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
2014	5	5	4	4	3	3	5	11	16	11	11	8	86
2013	6	11	8	4	7	4	6	4	7	10	4	6	77

A tenant may deposit with the Clerk of Court all money due to a landlord (if there is a defect with the property) by filing an application in accordance with Section 5321.07 of the Ohio Revised Code.

Bureau of Motor Vehicle Hearings (Civil) – scheduled with Magistrates

2014: 8 cases

2013: 5 cases

Criminal and Traffic Assignments

Upon entering a plea of “not guilty” before a judge, the assignment commissioner’s computer program randomly assigns the case to a judge. Once a judge is assigned, all pretrials and trials are set within time limits set forth in Section 2945.71 R.C. As of 2000, most cases are initially set for a pretrial unless there is an issue with statutory time.

Criminal/Traffic Assignments

<u>Judge</u>	<u>2014</u>	<u>2013</u>
McConnell	927	1,058
Kuhlman	4,013	4,435
Christiansen	4,089	4,537
Berling	4,032	4,536
Connelly	3,985	4,363
Goulding/Lanzinger*	4,024	4,651
Wagner	4,028	4,500
TOTAL	25,098	28,080

*Judge Lanzinger was on the bench for all of 2014.

Reactivated Cases (Sealing of Record/ Expungements)

2014: 608 cases

2013: 659 cases

Criminal/Traffic Trial Reset Cases – 2014

Judge	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
McConnell	23	17	10	13	8	6	10	12	11	11	13	19	153
Kuhlman	88	56	53	41	44	55	44	58	67	71	47	58	682
Christiansen	133	44	64	130	55	57	71	118	129	117	76	88	1,082
Berling	205	38	55	52	62	53	94	81	81	119	99	66	1,005
Connelly	36	49	72	56	45	31	61	52	59	83	44	74	662
Lanzinger	138	94	131	84	89	81	136	112	127	119	83	128	1,322
Wagner	139	98	87	68	87	91	158	86	111	118	90	107	1,240
TOTAL	762	396	472	444	390	374	574	519	585	638	452	540	6,146

Criminal/Traffic Trial Reset Cases – 2013

Judge	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
McConnell	20	15	14	17	11	17	13	11	20	24	20	19	201
Kuhlman	75	45	57	80	56	52	39	63	67	60	60	38	692
Christiansen	112	109	75	139	133	64	67	56	65	70	55	52	997
Berling	89	64	78	102	99	75	68	70	65	51	49	57	867
Connelly	94	69	52	74	67	72	70	56	53	44	49	41	741
Goulding/ Lanzinger	162	107	108	128	90	141	94	106	116	120	132	74	1,378
Wagner	146	144	90	92	98	107	77	89	93	110	99	75	1,220
TOTAL	698	553	474	632	554	528	428	451	479	479	464	356	6,096

2014 Jury Trials - Criminal/Traffic/Civil

Month	Crim/Traffic	Civil	Ordered	Used	No. of Jurors
January	14	3	2	1	30
February	8	2	0	0	0
March	25	5	3	1	42
April	18	4	2	1	30
May	7	3	1	0	0
June	9	3	0	0	0
July	9	2	1	1	23
August	13	5	0	0	0
September	10	4	2	0	0
October	8	7	1	1	16
November	7	3	0	0	0
December	13	3	0	0	0
TOTAL	141	44	12	5	141

2013 Jury Trials - Criminal/Traffic/Civil¹

Month	Crim/Traffic	Civil	Ordered	Used	No. of Jurors
January	16	4	3	2	56
February	9	4	1	0	0
March	8	2	1	0	0
April	7	2	2	1	24
May	11	5	0	0	0
June	9	2	1	0	0
July	5	6	2	1	20
August	8	4	1	0	0
September	3	12	0	0	0
October	9	0	1	1	20
November	4	7	0	0	0
December	7	3	1	1	25
TOTAL	96	51	13	6	145

2014 Criminal/Traffic Trials: 11,912

2013 Criminal/Traffic Trials: 12,831

¹ The data for 2013 has been adjusted to accurately reflect the number of jury trials actually scheduled and held that year.

2014 Criminal/Traffic Pretrials

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
McConnell													
Set	16	25	10	21	20	34	30	22	23	33	29	28	291
Reset	8	12	13	5	2	6	9	7	5	8	9	14	98
MJPT*	0	0	0	0	0	0	0	0	0	0	0	0	0
Kuhlman													
Set	183	176	200	200	237	200	209	171	190	170	143	169	2,248
Reset	76	15	52	27	18	22	21	26	31	30	21	23	362
MJPT*	0	2	1	0	0	1	1	1	1	2	0	1	10
Christiansen													
Set	176	166	170	193	220	199	170	190	203	168	114	142	2,111
Reset	59	9	30	55	21	25	19	30	43	25	27	25	368
MJPT*	2	2	4	5	7	3	1	2	4	3	1	3	37
Berling													
Set	122	110	143	152	156	175	155	143	144	136	85	114	1,635
Reset	27	6	5	9	10	5	9	4	10	9	9	4	107
MJPT*	0	0	0	0	0	1	1	1	0	0	0	0	3
Connelly													
Set	150	180	187	197	197	200	212	181	212	185	149	159	2,209
Reset	14	8	27	17	22	10	15	25	12	22	14	20	206
MJPT*	4	1	2	5	2	1	2	3	1	2	1	0	24
Lanzinger													
Set	182	187	158	212	209	175	201	207	175	198	134	167	2,205
Reset	46	31	54	41	24	15	29	20	22	38	15	20	355
MJPT*	2	2	2	1	2	0	3	3	0	2	0	0	17
Wagner													
Set	170	152	179	198	182	190	216	179	197	167	108	160	2,098
Reset	77	16	11	18	16	5	54	16	18	30	20	20	301
MJPT*	1	2	0	0	1	3	7	4	2	5	0	5	30

*Mandatory Jury Pretrials

2013 Criminal/Traffic Pretrials

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total
McConnell													
Set	11	15	9	28	37	39	25	85	36	36	23	24	368
Reset	1	1	4	1	2	2	2	4	3	15	6	6	47
MJPT*	1	1	0	1	0	0	0	0	0	0	0	0	3
Kuhlman													
Set	186	235	219	252	209	181	261	239	241	208	173	173	2,577
Reset	41	15	23	17	37	14	20	21	13	31	18	16	266
MJPT*	0	0	0	2	3	0	3	4	0	2	0	1	15
Christiansen													
Set	194	186	182	207	206	194	227	203	203	197	153	166	2,318
Reset	16	17	13	35	54	21	38	20	34	18	20	24	310
MJPT*	6	0	2	3	0	0	2	1	2	4	5	5	30
Berling													
Set	148	159	152	163	172	129	148	180	143	158	143	121	1,816
Reset	8	6	8	12	9	6	7	10	10	8	7	13	104
MJPT*	0	0	0	0	0	0	0	0	0	0	0	0	0
Connelly													
Set	206	197	215	237	214	200	243	232	211	186	154	150	2,445
Reset	27	11	16	30	22	22	17	8	22	23	19	11	228
MJPT*	1	0	0	1	0	0	0	1	1	0	0	4	8
Goulding/Lanzinger													
Set	200	203	218	224	245	215	206	226	228	193	183	179	2,520
Reset	14	11	14	20	31	29	30	16	34	29	50	26	304
MJPT*	2	0	3	5	2	2	0	2	2	4	2	0	24
Wagner													
Set	204	195	211	210	218	215	274	226	223	220	164	157	2,517
Reset	19	35	24	25	18	42	20	13	20	18	13	16	263
MJPT*	0	1	0	2	0	1	0	1	2	0	2	0	9

*Mandatory Jury Pretrials

2014 Criminal/Traffic Pretrials

Total Pretrials Set: 12,797

Total Pretrials Reset: 1,797

Total Jury Pretrials: 121

2013 Criminal/Traffic Pretrials

Total Pretrials Set: 14,591

Total Pretrials Reset: 1,522

Total Jury Pretrials: 89²**2014** Totals of Criminal/Traffic trials, trial resets, pretrials, pretrial resets, jury trials and jury pretrials: 32,914**2013** Totals of Criminal/Traffic trials, trial resets, pretrials, pretrial resets, jury trials and jury pretrials: 35,195³

² Data has been changed from 2013 Annual Report to accurately state the number of criminal/traffic jury pretrials.

³ Data has been changed from 2013 Annual Report to accurately state the total number of Criminal/Traffic trials, trial resets, pretrials, pretrial resets, jury trials and jury pretrials.

CIVIL BAILIFF

David G. Baz, Jr.
Chief Civil Bailiff

Department Description

The Civil Bailiff Department perfects service for legal civil documents. Bailiffs enforce civil orders, civil judgments and execute writs as required by the Ohio Revised Code and Local Court Rules.

The Civil Bailiff Department serves summons, complaints, garnishments, subpoenas, civil restraining orders and other civil writs of the court. The department supervises evictions and executes judgments and replevins according to court order.

The department's jurisdiction for housing matters encompasses the City of Toledo, Village of Ottawa Hills, and Washington Township. The department's jurisdiction for other civil matters encompasses all of Lucas County.

Accomplishments

On October 20, 2014 Kevin Smith was appointed assistant chief civil bailiff. The assistant chief, with his experience in criminal justice and public safety, supervises the day-to-day operations of the department and schedules staff coverage for the department's jurisdiction with a keen attention to field safety.

Improving Public Safety

The Civil Bailiff Safety Committee drafted a Use of Self Defense Policy which was approved by the judges on October 29, 2014. The purpose of the policy is to assist and protect the civil bailiffs from immediate physical harm as defined in O.R.C. §2901.01.

The Civil Bailiff Department continues to collaborate with the Lucas County Sheriff's Office in keeping the community free of dangerous prescription drugs. Civil bailiffs have removed 284 unattended prescription drugs found at the scene of court-ordered evictions. This collaboration between both departments provides an avenue for patients to retrieve their prescription drugs at the Lucas County Sheriff's Office, and keeps the prescription drugs off of the street.

The department participated in crisis intervention training sponsored by the Mental Health and Recovery Services Board of Lucas County. The purpose of this training was to train civil bailiffs on how to best work with those in crisis who have a mental illness. Two bailiffs were trained and certified as Crisis Intervention Team Officers. The 40 hours of training included instruction from numerous law enforcement experts, mental health experts, leading academic experts on mental health, Northwest Ohio Psychiatric Hospital, Fulton Achievement Center and other mental health shelters and centers.

Judge C. Allen McConnell along with all of the bailiffs participated in training on the curriculum of the American Heart Association Heartsaver First Aid CPR AED Program sponsored by the Toledo Fire and Rescue Department Training Academy. The Court issued first aid kits that are supplied by the Lucas County EMS. The first aid kits are always accessible to bailiffs while in the field.

The department participated in Blood Borne Pathogens Training sponsored by the Court's human resource officer.

The assistant chief, as well as a deputy bailiff participated in leadership training. The training was sponsored and conducted by Lourdes University. The training consisted of course instruction followed with participation in developing various projects intended to increase efficiency and problem solving within the court. The projects provided opportunities to strengthen leadership, management, research, and presentation skills.

Increased Efficiency

The Civil Bailiff Department collaborating with the Clerk of Court's Civil Division and NORIS (Northwest Ohio Regional Information System) continues to implement the civil bailiff computer system. The civil bailiff computer system makes the department more efficient, accurate, safe for bailiffs, and provides better service to the Court and the public. This system is streamlining and improving the workflow between the Civil Bailiff Department and the Clerk of Court's Civil Division.

The bailiff computer system:

1. Completed system modifications for electronic bailiff returns and began testing of the electronic bailiff returns.
2. Began capturing plaintiff email addresses. Initial analysis has begun to determine how to set up the system to automatically email eviction information on current cases to plaintiffs. This will eliminate the need for mailing this information, speeding up the delivery of it, as well as provide a financial savings on postage. The system will also handle email returns due to bad email addresses.
3. Began writing financial business rules for computer programing.

Goals for 2015

1. Continue to assess the safety needs of field work and make appropriate recommendations to the Court.
2. Increase efficiency by implementing electronic bailiff returns.
3. Continue to provide training and the tools to assist the department in executing its duties and functions at the highest quality, producing an excellent standard of service to the judges, staff, attorneys and the public.

Staff Summary

The following civil bailiffs made the abovementioned accomplishments possible.

David G. Baz, Jr., Chief Civil Bailiff
Kevin L. Smith, Assistant Chief Civil Bailiff
Sherhonda R. Haynes, Deputy Civil Bailiff
Reggie Keel, Deputy Civil Bailiff
Ann M. Mauder, Deputy Civil Bailiff
Tiffany A. Phenix, Deputy Civil Bailiff
James A. Roman, Deputy Civil Bailiff

2013/2014 CIVIL BAILIFF DEPARTMENT STATISTICS

	<u>2014</u>	<u>2013</u>
Bailiff Sale	0	0
Bench Warrants - Received	218	660
Creditor Bill	0	16
Foreign Service Letters	17	37
Garnishments	921	1,995
Garnishments No Service	59	175
Garnishment - Mail Service (to notify defendants on bank account attachments in accordance with federal law)	39	217
Landlord Complaints One Cause	5,184	5,112
Landlord Complaints One Cause - No Service	165	132
Landlord Complaints Second Cause	6,480	6,268
Landlord Complaints Second Cause - No Service	117	116
Notification	5	9
Paper Writ of Execution	78	51
Proceeding in Aid – Received	2,293	2,788
Proceeding in Aid - No Service	1,429	1,774
Replevin Summons	39	24
Writ of Replevin	36	21
Subpoenas – Received	184	232
Subpoenas – No Service	35	49
Summons – Received	160	188
Summons - No Service	49	55
Writ of Execution	143	71
Writ of Restitution Set Out	3,185	3,174
Writ of Restitution Lock Out	29	33
Alias Writ of Restitution Set Out	742	714
Alias Writ of Restitution Lock Out	35	30
Plaintiff Notice of Action	3,214	3,207
Four Day Notice to Leave	3,214	3,207
Total Evictions	498	527
Total Lock Outs	39	33
Total Civil Documents Processed	26,216	28,054
 Money Collected on Writ of Execution	 \$108,102.81	 \$125,439.52
 Money Caused to be Collected on Bench Warrants Reported by Plaintiff / Plaintiff Attorney	 \$136,760.43	 \$563,845.00
TOTAL	<u>\$244,863.24</u>	<u>\$689,284.52</u>

COURT REPORTERS

Patricia Lindsey-Schmidlin
Chief Court Reporter

Department Description

The court reporters of the Toledo Municipal Court are responsible for the production of verbatim stenographic records or transcripts of digital recordings of all trials in the traffic, criminal and civil branches of the Court. They also provide records of motions, arraignments, sentencings, pleas and waivers, and cases processed by the Probation Department.

The only magistrate docket the court reporters regularly cover is the F.E.D. (Forcible Entry and Detainer) docket, which is the landlord/tenant docket. The F.E.D. docket takes place daily in Courtroom 9. This docket is covered by court reporters because of the possibility of lengthy hearings and rent escrow proceedings filed by a defendant(s); and transcripts of these hearings are requested often.

It is necessary to retain the exhibits that may be introduced and admitted until the appeal time of 40 days has elapsed. All stenographic notes, digital recordings and exhibits are retained for five years and then destroyed.

A transcript of proceedings is the finished product of the department. It is used either in further court proceedings, in civil lawsuits, or in trials which are appealed. In cases which are appealed, the court reporters must follow specific rules as set forth by the Court of Appeals.

Each judge, when in his or her own courtroom, has one jury day per week; and there are generally several jury trials scheduled for that same day. Should more than one of the cases need to proceed to a jury trial, the case with the oldest case number would take precedence; and the other cases would then be rescheduled. Jury trials are most often concluded in one or two days.

Accomplishments

There were five jury trials held in 2014 and seven jury trials held in 2013. The following is a breakdown of the jury trials presided over by each respective judge:

In January of 2014, Judge Wagner had a civil jury trial. There were no jury trials held in February. In March, Judge Connelly had a criminal jury trial. Judge Connelly had an OVI jury trial in April. There were no jury trials held in May and June. Judge Connelly had a criminal jury trial in July. There were no jury trials held in August and September. Judge Christiansen had a criminal jury trial in October. There were no jury trials held in November and December.

The Court acquired new Passport machines for two of our court reporters, which will enable them to provide real time proceedings in their courtrooms. These reporters also attended a one-day continuing education seminar in Columbus in August; and one of them participated in a leadership training course at Lourdes University.

Goals for 2015

The goal of the Court Reporting Department for 2015 is to use our collective years of expertise to support the Court as it embraces technology to assist in creating records of unassailable accuracy and integrity.

Staff Summary

There are four court reporters in the Toledo Municipal Court, each assigned to her own judge. The following is a breakdown of the court reporters according to seniority and the judge to whom they are presently assigned:

Chief Court Reporter Patricia Lindsey-Schmidlin is assigned to Judge Timothy C. Kuhlman;

Lori A. Hauenstein is assigned to Judge C. Allen McConnell;

Diana M. Ziegelhofer is assigned to Judge William M. Connelly, Jr.;

April Vickers is assigned to Judge Robert G. Christiansen.

The proceedings in Judges Berling, Wagner and Lanzinger's courtrooms are digitally recorded on JAVS systems, and requested transcripts are produced from these digital recordings, except when jury trials take place. In these instances, a live court reporter is present and takes the proceedings on her machine.

LAW CLERK/BAILIFF

Bridget Connelly
Chief Courtroom Bailiff

Department Description

The Law Clerk/Bailiff Department is comprised of seven, full-time Law Clerks/Bailiffs each with courtroom duties and responsibilities, as well as one, full-time (Research) Law Clerk/Bailiff responsible for any legal research requested by the Judges. The Research Law Clerk/Bailiff also supports the courtroom Law Clerks/Bailiffs by providing relief coverage in the courtrooms when necessary. The seven Law Clerks/Bailiffs are assigned to a specific Judge and are responsible for completing all tasks and duties assigned by their respective Judge.

The Judges select one Law Clerk/Bailiff to serve as the Chief Law Clerk/Bailiff on an annual basis. On January 30, 2014, Bridget Connelly was appointed by the Judges to serve as the Chief Law Clerk/Bailiff. Her one year term will expire on January 31, 2015.

Services Provided

Although specific duties for this position vary by Judge, in general all Law Clerks/Bailiffs have common courtroom responsibilities. Law Clerks/Bailiffs organize and coordinate the daily dockets for their Judge, with the focus directed at providing good service to the public and the agencies involved in the courtroom proceedings. Examples of the specific duties performed by a Law Clerk/Bailiff include: calling cases, reading affidavits to the Judge or defendant, posting entries, communicating with prosecutors, public defenders, defense attorneys, witnesses, jurors, the various intra-court departments, the general public, as well as working with deputy sheriffs when a defendant is in custody.

A critical responsibility for Law Clerks is the completion of a monthly report for the cases assigned to their Judge, as mandated in the Ohio Supreme Court Rules of Superintendence. This report categorizes or classifies cases by type, i.e. traffic, OVI, criminal, and civil, as well as the disposition of each case (i.e. no contest plea, dismissal, unavailability of defendant). The Ohio Supreme Court Individual Judge Monthly Report does not include cases that are terminated prior to being assigned to a Judge; however, the Law Clerk to the Presiding Judge generates a report of the unassigned cases according to their categories and dispositions. Additionally, the monthly report makes a notation for any case designated as being over age.

The Court operates with a seven-week rotation for the Judges and their Law Clerk/Bailiff. The rotation includes a one week assignment to each of the three mandatory court dockets, including Misdemeanor Arraignments (Courtroom 4), Felony Arraignments (Courtroom 3), and Duties Court (Judge's assigned courtroom). When assigned to the referenced dockets, the Judges are devoted to resolving cases at the arraignment, preliminary hearing, or pre-trial stages. The other four weeks are reserved for hearings and proceedings on the Judges' assigned cases at various stages in their assigned courtrooms.

2014 Retrospective

In 2014, the Law Clerks continued to utilize weekly reports from NORIS, which provided specific activity of pending cases via Tableau to monitor their assigned Judge's caseload by age and status. This quality control process has enabled the Law Clerks to further improve their control and management of the respective Judge's caseload. Overall, the Court has experienced a favorable reduction in the number of over age cases and misfiled affidavits since this process was established.

As a group, the Law Clerks continued to explore new methods and procedures to improve courtroom efficiency and service to the public. A pilot program was created in Courtroom 4 for the P.M. Traffic Docket with the goal of improving the efficiency and quality of service to defendants. The Law Clerks had a key role in the pilot program and served as the facilitators for the early sign-in component of the program. Specifically, Law Clerks were responsible for having defendants sign-in prior to the start of the docket. This sign-in process helped improve the efficiency of calling defendants before the Traffic Docket Magistrate, and helped to filter out cases in advance of the docket for probable bench warrant processing. The sign-in process also enabled the defendant's address and telephone number to be checked for accuracy, which helps Court staff when sending future notifications to the defendant.

Additionally, two Law Clerks continue to help their Judges with specialized dockets. Judge Connelly's Law Clerk has assisted with the development of the Veteran's Court, which will commence in early 2015. Judge Kuhlman's Law Clerk continues to assist with the monthly "Reentry Docket." This program assists ex-offenders assimilating back into daily life by addressing any outstanding legal issues with Toledo Municipal Court.

Goals for 2015

The Law Clerks will continue to take a lead role in overseeing the management of their respective Judges' assigned cases. The Law Clerks' goal for this area remains the same as in 2014, process cases in a timely fashion to eliminate the possibility of over age cases. This goal applies to all assigned cases, i.e. traffic, criminal and civil.

The staff looks forward to the implementation of the new Pretrial/Bond Risk Assessment Tool, as well as being trained in the new probation case management software program, iJustice.

The Court Administrator holds regular monthly meetings with the Law Clerks for the purpose of addressing courtroom issues and problems, as well as information sharing. These meetings have proven to be helpful and productive to the Law Clerks.

Staff Summary

The department had limited personnel changes in 2014. Two part-time Research Law Clerks/Bailiffs were selected during the year. However, one of the part-time Research Law Clerks resigned. This position was vacant at the end of the year. Below is the list of Law Clerks and their judicial assignments as of December 31, 2014:

Presiding Judge William M. Connelly, Jr.
Judge Amy J. Berling
Judge Robert G. Christiansen
Judge Timothy C. Kuhlman
Judge Joshua W. Lanzinger
Judge C. Allen McConnell
Judge Michelle A. Wagner (2015 Presiding Judge)

Lisa Harper
Veronnica McCord
Anne Eckhardt
Bridget Connelly
Brittany Sharp-Goldsmith
Michael Yakumithis
Jennifer Kerman

Part-time Research Law Clerk/Bailiff

Richie Frelin

CITIZENS DISPUTE SETTLEMENT PROGRAM

James Petas
Senior Mediator

Department Description

The Citizens Dispute Settlement Program (CDSP) of the Toledo Municipal Court provides the people of Toledo an alternative means of resolving disputes. By using mediation, counseling techniques, and conciliation, citizens are empowered to settle disputes that would otherwise be included in the traditional court system.

Mediation is an effective means for resolving disputes. With the help of a neutral third party, participants often reach mutually accepted agreements. In mediation, avenues of communication are opened which permit the participants to more clearly understand themselves, each other, and the situation. Since the participants themselves craft these agreements, there is a greater likelihood that the agreement will be successfully implemented. The mediation process is especially helpful when the participants have an ongoing relationship with family members, friends, neighbors, or business associates.

Services Provided

The staff members of CDSP conduct mediations. Mediations are also conducted by volunteer attorneys from the Toledo Bar Association who have been trained as mediators. Students from the University of Toledo Law School's Alternative Dispute Resolution class also conduct small claims mediations.

Cases are referred involving misdemeanor behavior such as menacing, criminal damaging, disturbing the peace and theft. These cases can be referred at any point, including before any charges are filed, at a pre-trial conference or even at trial.

Civil cases are referred to mediation by the assigned judge or may be requested by the parties themselves or their attorneys.

Rent escrow cases are also screened first for mediation. If the dispute is resolved through mediation, the escrowed rent is released. If the case is not resolved or if the mediation agreement is not successfully implemented, the case is continued to the housing court magistrate's docket.

F.E.D. (Forced Entry Detainer) cases are referred the day of hearing. If the dispute is resolved through mediation, the tenant and landlord will either mutually agree on a date to vacate with or without case dismissal or will work out a payment arrangement to stay in the unit. If the case is not resolved, a same day hearing will take place.

"Same day" mediation for small claims cases was initiated in October 1994. As individuals appear for their scheduled small claims hearing, they are presented the option of mediating their dispute that same day. If both parties agree, "same day" mediation is conducted rather than the parties appearing before the magistrate. If a resolution is not reached through mediation, the magistrate hears the case that day as scheduled.

The Check Resolution Service was instituted in October 1993. Individuals or businesses wishing to file a criminal charge for bad checks are referred to the Check Resolution Service before charges are filed. A \$15.00 filing fee per each endorser (check-writer) is paid by the complainant. The endorser is notified of the complaint and a mediation date is scheduled between the endorser and complainant. At the mediation the endorser has the opportunity to reimburse the complainant the amount of the check plus the \$15.00 filing fee. If the Check Resolution Service is not successful in resolving the matter, the Toledo Police Record Bureau is notified and a report is generated. Then the complainant is referred to the City of Toledo Prosecutor's Office for criminal charge review. Check Resolution Service has a sub-component, Collection Mediation Program that assists businesses in collecting bad debt that is not in check form. The procedure follows the same method used in the Check Resolution Service and requires a \$15.00 registration fee.

Accomplishments

In 2014, the Citizens Dispute Settlement Program remained committed to providing the Toledo Municipal Court and the community with excellence in mediation. This goal was reached through the Court's and the CDSP's commitment to improvement and quality. In 2014, Senior Mediator James Petas held a seat on the Supreme Court of Ohio's Commission on Dispute Resolution. Additionally, CDSP accomplished the following:

- Susan Padilla attended the "Communication Skills for Women" seminar in Toledo, Ohio.
- Susan Monro and James Petas attended the "Difficult Conversations with Difficult People" seminar through the Ohio Mediation Association's annual conference in Columbus, Ohio.
- Susan Monro also attended the Lourdes College leadership training in Sylvania, Ohio.
- The CDSP and the Toledo Municipal Court's Housing Department started a program in the Eviction/F.E.D. Court. The program is designed to help stabilize housing by mediating agreements between landlords and tenants to avert the formal eviction process.

The CDSP and The University of Toledo College of Law continue to work together through the Civil Mediation Internship Program. The CDSP also conducts training for graduating Toledo Police Officers and county emergency operators to educate them on the dynamics of mediation and how to access the service.

Statistics for 2014, with statistics from 2013 for comparison, are provided below.

	2014	2013
<u>Type of Case</u>	Success Rate	
Civil Cases:	68%	65%
Adjudicated:	87%	85%
Pre-Adjudicated:	86%	93%
Housing – Rent Escrow:	67%	77%
Housing – FED:	80%	n/a
Small Claims:	53%	52%
<u>Dispute Resolution – Case Types Referred</u>		
Assault	99	113
Menacing	78	118
Criminal Damage	86	61
Theft	118	102
Harassment	14	18
Neighborhood Dispute	25	14
Telephone Harassment	9	21
Criminal Trespassing	9	10
Landlord/Tenant	26	24
Stalking	4	2
Other	71	69
<u>Civil Case Mediation Results</u>		
Total Referred	83	112
Mediation: Agreement	35	52
No Agreement	19	28
CDSP involvement/No mediation	22	21
Pending	7	11
Mediation Agreement %	68%	65%
<u>Adjudicated Case Mediation Results</u>		
Total Referred	107	89
Mediation: Agreement	53	50
No Agreement	10	9
FTA to Notice	19	9
CDSP involvement/No mediation	11	8
Pending	14	13
Mediation Agreement %	87%	85%

	2014	2013
<u>Pre-Adjudicated Mediations</u>	Success Rate	
Total referred	432	463
Mediation: Agreement	101	142
No Agreement	18	10
FTA to notice	162	159
CDSP involvement/No mediation	82	79
Make File Only	57	65
Pending	12	8
Mediation Agreement %	86%	93%
<u>Housing Mediations – Rent Escrow</u>		
Total referred	89	103
Mediation: Agreement	37	47
No Agreement	18	14
FTA to notice	15	10
CDSP involvement/No mediation	14	23
Pending	0	2
Mediation Agreement %	67%	77%
<u>Housing Mediations – F.E.D.*</u>		
Total referred	192	n/a
Mediation: Agreement	153	n/a
No Agreement	38	n/a
Number declined to mediate	22	n/a
Mediation Agreement %	80%	n/a
<u>Small Claims/Same Day Mediation</u>		
Total referred	95	114
Mediation: Agreement	51	59
No Agreement	38	55
Mediation Agreement %	53%	52%
<u>Check Resolution Mediations (CRS)</u>		
Total referred	713	224
Funds generated	\$10,695.00	\$3,360.00
Collection Mediations	1	0
<u>Total number of cases referred</u>		
(Minus CRS)	998	881

*No statistics available for 2013; program was not initiated until 2014

Goals for 2015

Through additional mediation education, the CDSP will improve and continue to provide professional mediation services. The CDSP hopes to educate court users and the public on the positive impact of mediation along with seeking additional opportunities in the court process to mediate. The CDSP will work with the judges to encourage additional referrals of both criminal and civil cases for mediation in 2015. The CDSP will continue the bi-yearly evaluation process. In the past year, of the post mediation evaluations collected, 100% were satisfied with the mediation process and would recommend it to others. Participant comments included, “thanks for letting us come to mediation instead of an unnecessary ugly battle in court” and “this office is a breath of fresh air, it’s the first time I felt that someone listened.” The department remains committed to making mediation more available and user friendly to the Court and its users.

Staff Summary

The Citizen Dispute Department staff consists of Senior Mediator James Petas, Mediators Bonnie Schrock and Susan Monro (who job share one position) and Intake Secretary Susan Padilla.

PROBATION

Burma Stewart
Acting Chief Probation Officer

Department Description

The Toledo Municipal Probation Department operates under the authority of the Toledo Municipal Court judges. The primary role is to support the Court in managing offenders. Probation officers investigate, supervise, and monitor adult offenders and provide information and recommendations to the judges.

In addition to serving the Court, the Probation Department also serves offenders and the community. Public safety is promoted by reducing risk and changing offender behavior. Local partnerships with government agencies, social services, and community groups further support this endeavor.

The Probation Department provides a wide range of services throughout the court process. This includes pre-sentence, alternative sentencing, and both standard and specialized post-sentence programs. Through these programs, the Probation Department assists victims and holds offenders accountable.

The overall management of the department is under the direction of Acting Chief Probation Officer Burma Stewart. On December 1, 2014, Ms. Kim Oats retired from the position of chief probation officer. Assistant Chief Probation Officer Burma Stewart was appointed acting chief probation officer as of December 1, 2014.

The Probation Department is structured into five units: management team, PSI/intake unit, supervision unit, special services unit, and clerical unit. Within each unit, staff members serve as a back-up to each other in order to provide for the on-going operation of all programs. The unit supervisor also serves as a back-up to the positions within their unit if coverage is not adequate. Unit Supervisor Laura Berling supervises the PSI/intake unit. Administrative Secretary Barbara Cameron supervised the clerical unit. She retired on December 1, 2014. The special services unit is supervised by Unit Supervisor Eddie Norrils, and the supervision unit is supervised by Unit Supervisor Lori Donovan.

Unit Supervisor Laura Berling supervises eight professional staff in the PSI/intake unit. This unit is responsible for pre-sentence investigations, completing the intake process for active probation referrals, supervising inactive probation cases, and coordinating the License Intervention Program. There are four investigating probation officers: Jennifer Friddell, Sean O'Connor, Andrew Oberdier, and Jodi Alexander. These investigators are responsible for completing all pre-sentence investigations (PSI) and record check referrals for the department. This unit is also responsible for monitoring all inactive probation cases. The unit also coordinates competency evaluation referrals, investigates restitution referrals, and makes recommendations regarding motions to seal records. Lisa Kuebler is the license intervention specialist. Ms. Kuebler educates drivers about their license status as well as coordinates limited driving privileges, reinstatement fee payment plans, and vehicle immobilizations. Intake Officers Kimberly Beale and Sean Mannooch are also supervised by Ms. Berling.

Unit Supervisor Lori Donovan supervises ten probation officers in the supervision unit. Probation supervision is a court-ordered sanction that is placed on a person convicted of a crime. It is an alternative to jail and allows the offender to remain in the community under the supervision of a probation officer. Supervising probation officers complete risk assessments, case plans, make social service referrals, monitor drug screens, conduct record checks, and enforce the orders of the court. Significant violations are reported to the judge for further disposition. Probation officers also use a graduated sanction policy to enforce conditions of the court that may not warrant immediate notification to the judge.

There are ten supervising probation officers: Kevin Alore, Tony Bouyer, Mark Klapper, Lewis Simpson, and Markus Whitehead. Officers Kevin Alore and Tony Boyer supervise high risk male probation cases only. The other probation officers supervise moderate risk cases and some low risk cases if they are not transferred to the kiosk. Several new probation officers joined the department during 2014 as supervision officers. On March 3, 2014, Allie Popovich and Greg Davis joined the Probation Department. On that same date, Carrie Tester was promoted from intake officer to probation officer. On May 1, 2014, Rachel Borders joined the Probation Department as a probation officer. On November 21, 2014, Ms. Beale was promoted to the position of probation officer and immediately began supervising cases. Beginning in March of 2014, the Probation Department implemented a new officer training program that would allow all officers to receive consistent training and feedback. The new officer training program identifies core skills needed in the areas of PSI, probation supervision and specialized services. Melissa Stasa was hired as a probation officer in December 2014 and is scheduled to begin her employment in January 2015.

Unit Supervisor Eddie Norrils supervises probation officers in the special services unit and the supervision unit. Specialized caseloads include: alternatives, community sanction or kiosk (CS), Community Service Probation Program (CSPP), and intensive supervision probation (ISP).

The Alternatives Program assists eligible first-time offenders in avoiding formal conviction. Offenders are held accountable for their actions through a series of individual, classroom, or e-course sessions. Each session discusses making good choices and staying out of trouble. Participants who do not incur any additional charges or complaints and complete the program are granted a one-time case dismissal and sealing of their record. The Alternatives Program is staffed by one probation officer, Megan Stevens, who handles all referrals and teaching forums for the program. Ms. Stevens also serves as the electronic monitoring liaison between the Court and the Corrections Center of Northwest Ohio.

Darryl Myles is the Community Service Probation Program (CSPP) officer. Mr. Myles was hired April 21, 2014, as the full-time community service officer. Previously, Ms. Tester worked as the acting CSPP officer until she was promoted to the position of probation officer in March 2014. Community service is an alternative sentencing option that allows offenders to complete public service work instead of paying fines or serving time in jail. This sanction helps the community as well as holds offenders accountable for their criminal behavior.

Gary Colton is the community sanction (CS) officer. This position is funded by the Community Corrections Act (CCA) grant from the Ohio Department of Rehabilitation and Correction. Mr. Colton monitors the Kiosk Project, which is an evidence-based kiosk reporting program available to low risk offenders who meet certain criteria.

Kerry Konzen is the intensive supervision probation (ISP) officer. ISP is a jail diversion program for high risk offenders. This position and related programming is also funded by the Community Corrections Act (CCA) grant from the Ohio Department of Rehabilitation and Correction. Supervision for offenders in ISP is short in length, averaging approximately 6 months, and intensive. Offenders must follow strict conditions such as curfew, drug testing, treatment, and reporting as often as three times per week. After completing ISP, offenders are transferred to an active probation caseload for the remainder of their sentence. This grant also provides \$139,043.00 for emergency drug and alcohol treatment services for standard probation offenders who cannot pay for treatment.

Probation Officer Kerry Konzen also supervises the high risk women caseload. The high risk women's (HRW) caseload began as the Women's Risk Program that is a unique caseload for high risk female offenders. It began as the Women's Risk Program that is based on the Women's Risk Assessment Project that was sponsored by the National Institute of Corrections and the University of Cincinnati Corrections Institute. Research shows that women have different criminal risk factors than men. HRW probation supervision helps women identify and address their unique risk factors in order to reduce crime and improve their overall quality of life. This caseload began as a 15-month Justice Assistance Grant (JAG) that expired December 31, 2010. Due to the positive impact of the WRP, the caseload continues to operate within the probation department.

The clerical unit provides secretarial and supportive services for the department. This includes, but is not limited to, greeting the public, collecting restitution payments, filing, delivering probation files to the courtrooms, and processing incoming cases. Administrative Secretary Barbara Cameron who retired on December 1, 2014, supervised Probation Secretaries Val Waggoner (retired November 30, 2014) Mary Baker and Darlene Jimenez, as well as, Front Desk Secretary Martha Grabarkiewicz and Assignment Secretary Idell Daniels.

Accomplishments

Throughout the year, the probation department utilized supervision fees to send staff to various trainings and conferences. Staff participated in a total of 630 hours of training. Training topics included: motivational interviewing, EPICS II, case planning, and Carey Guides. New probation officers also participated in new officer training required by the Department of Rehabilitation and Corrections and House Bill 86. All staff members in the Probation Department are certified LEADS operators and are also certified to use the Ohio Risk Assessment System.

To increase training resources, the Toledo Municipal Court Probation Department, the Correctional Treatment Facility, and the Corrections Center of Northwest Ohio collaborate in their training to assist each agency with reducing the cost of training as well as offer evidence-based training locally.

The Probation Department utilized supervision fees for confidential shredding services, office furniture, kiosk maintenance, temporary clerical staff, temporary professional staff (to assist with signing up active cases), general office supplies, ProLaw software, software licensing agreements, and to cover grant related shortages for offender services such as indigent electronic monitoring, emergency treatment services, voice track monitoring, and bus tokens.

The Probation Department's primary goal for 2014 was the implementation of new probation case management software. The Probation Department selected Integrated Software Solutions to develop the case management software for the department. Software development, data conversion and testing occurred throughout much of the year and will continue into 2015. It is anticipated that the case management system will be fully operational by the end of the first quarter of 2015.

A second goal for 2014 focused on the development of policies and procedures consistent with daily practices, including:

- Initial interview between the supervision officer and offender
- Contact standards
- New Probation Officer training
- Ohio Risk Assessment Standards

The Probation Department created several Probation Department committees to work on meeting these goals. They included a new officer training committee and a policy committee. All of the policies listed above were created and formatted and are awaiting final approval.

2015 Goals

1. Complete implementation of Probation Case Management Software.
2. Completion of ORAS Policy and continued development of the Probation Department Policy and Procedure Manual.
3. Implementation of a specialized caseload for the Veterans Treatment Court.

STATISTICAL REPORT

2014

2013

INTAKE SERVICES:

***Cases Referred to Probation:**

Traffic	6,603	6,378
Criminal	5,844	5,819
Other Area Courts	36	32
TOTAL	12,483	12,229

Defendants Placed on Probation	5,056	4,953
Released/Terminated	5,634	4,453
Court Reviews	374	314

Pre-sentence Referrals Requested	1,163	1,381
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Offenders on Probation

Active Probation	2,952	2,685
Inactive Probation	2,104	2,738
TOTAL	5,056	5,423

SPECIAL SERVICES:

EMU REFERRALS	579	465
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CSPP PROGRAM:

TOTAL CSPP Referrals	2,862	1,800
Insurance Fees Collected on CSPP Cases	\$4,140.00	\$5,935.70

TOTAL CSPP Hours Ordered*	121,740	72,163
TOTAL CSPP Hours Completed*	53,048	32,449

*Some offenders may have more than one case referred to probation

ALTERNATIVES PROGRAM:

	<u>2014</u>	<u>2013</u>
Total cases processed:	421	481
Unsuccessful	58	82
Sealed (Successful)	291	421
Carried into next year	72	58

RED/IMMOBILIZATION PROGRAM:

Immobilizations	235	253
Releases	383	466
RED Referrals	1,044	1,424
Limited Driving Privileges (Walk-in)	853	n/a
Other (General LIS inquiries)	706	n/a

DISTRICT COURT SERVICES PROGRAM:

Referrals To Alternative Program

Bowling Green	0	0
Sylvania	0	0
Maumee	0	0
Oregon	0	0
Perrysburg	23	30
Other	1	n/a
TOTAL	<u>24</u>	<u>30</u>

FINANCIAL INFORMATION

Restitution	\$105,106.09	114,356.10
Surcharge	\$8,400.37	6,821.62
TOTAL	<u><u>\$113,506.46</u></u>	<u><u>\$121,177.72</u></u>

ENVIRONMENTAL COURT

Judge C. Allen McConnell
Housing Court Judge

Message from the Judge

The year 2014 found the Court entrenched with the issue of blight in our neighborhoods. Nevertheless, we were able to address many of those conditions with the help of the Land Banking Program and other divisions of the City of Toledo. Unfortunately, the Land Banking Program could not and will not be able to cure all of the blight problems in our neighborhoods. However, there will be a continuing effort to address these problems and with the help of all concerned citizens we expect that we will eventually gain control of the blight situation in our neighborhoods.

The Toledo Municipal Housing and Environmental Court has and will continue to enforce code compliance with persistence for the absentee property owners and with compassion for the homeowners with dwindling resources and aging homes.

I am optimistic that the economic growth expected in 2015 will positively impact our neighborhoods and by partnering with many community stakeholders, we will make an important impact on weeding out blight.

The History of Housing Court

The Toledo Municipal Housing and Environmental Court was created pursuant to legislation enacted on January 27, 1987 by the General Assembly. Toledo is one of three housing courts in the State of Ohio and its purpose is to consolidate all housing matters into one court covered on the docket of one judge.

On January 6, 2000, Judge C. Allen McConnell was sworn-in as the housing and environmental court judge to fill the vacancy created by the retirement of Judge Roger R. Weiher. Judge McConnell was sworn-in for his third term commencing January 1, 2012.

Judge McConnell serves one week in each of the three mandatory courts: misdemeanor arraignments, felony arraignments, and duties, in addition to the environmental court dockets. Duties is a catch-all court assignment handling all prosecutor pre-trials scheduled that week; any misdemeanor matter unassigned such as defendants who turn themselves in because a bench warrant had been issued for them; people who want to marry; issuing search warrants, etc.

The environmental court has both civil and criminal dockets. The civil docket includes matters involving landlord-tenant disputes known as forcible entry and detainer actions (FEDs), rent escrows under Chapters 1923 and 5321 of the Ohio Revised Code, any civil actions filed by the City of Toledo for a temporary restraining order to abate a nuisance, receivership appointments to abate a nuisance and motions for stays of eviction or temporary restraining orders.

The housing magistrate selectively refers rent escrow cases with allegations of unfit conditions to the housing specialists for inspection and report. If the tenant vacates during this process, the property owner may be ordered not to re-rent the unit until these conditions are corrected. Generally, Chapter 17 of the Toledo Municipal Code (the Health Code) is used as the basis for inspection. In referred cases, the housing specialists assist the property owner in establishing timeframes for correction of violations. The housing specialist performs re-inspections and reports to the Court when code compliance has been reached.

About the Court

The criminal docket of the environmental court hears cases involving alleged violations of the Toledo Municipal Code Chapters 11, 13, 15 and 17 (Planning and Zoning, Building, Fire Prevention, and Health Codes). Defendants appear before the Court after charges have been brought by the City of Toledo Health, Neighborhoods, and Inspection Departments seeking to enforce zoning, building, health, safety, and nuisance abatement codes. In addition, cases involving house stripping, fire prevention, dumping, littering, smoking violations, fishing violations, watercraft violations and manufactured homes pursuant to new legislation codes (O.R.C. §1923.02) are assigned to the environmental court docket.

The principal objective of the environmental court is to achieve compliance with the code. A defendant is expected to enter a plea at the arraignment stage of the proceeding. If the condition can be corrected in a short time, sentencing may be reserved and the case continued for a reasonable period of time to allow the defendant to do what is necessary to comply with the code.

Arraignments are set for Tuesday through Friday. The housing court judge has criminal trials scheduled on the Friday docket; civil trials are scheduled on Mondays and some Tuesdays; and jury trials are scheduled on Thursdays.

During the year of 2014, there were many defendants that did not appear in court for their arraignment. In some cases the defendants have not been served with a copy of the complaint and in others, the defendants simply refused to appear. Bench warrants are issued for those that fail to appear.

The policy of the housing court judge is to impose fines and costs in all cases in which full compliance has been achieved, even if there is full compliance at first appearance for arraignment. This policy was put in place to enable the city to recover costs expended to bring the case to court due to the defendant's failure to comply within the regulation time. Larger fines and costs are imposed if the case is delayed by the defendant. Incarceration or electronic monitoring may be imposed if the defendant is stalling or abusing the process. If convicted of illegal dumping or house stripping, jail time is mandatory.

The Community Control Program gives housing court defendants the opportunity to correct housing violations in cooperation with housing court personnel. Alternative sentencing programs work through mutual cooperation. However, participants must be mindful that the Court can impose the original sentence if the participant fails to meet his or her obligations as directed.

2014 Accomplishments

During the summer of 2014, the Toledo Municipal Housing Court financially collaborated with United North on their curb appeal project that assisted owner-occupants in painting their properties to improve and preserve their homes.

In September 2014, the pilot FED Mediation Program became an official permanent program of the Court. The program was designed to assist pro se landlords and tenants in resolving eviction related disputes. It was launched in February 2014 for a six month trial period and has since garnered favorable performance measures and positive feedback from staff and program participants.

The Toledo City Council named the Toledo Municipal Housing Court as a member of their 14-seat Blight Authority in the fall of 2014. The board includes leaders from the public and private sectors who are stakeholders in addressing neighborhood blight.

Mission Statement

The mission of the Toledo Municipal Housing and Environmental Court is to provide a fair and efficient forum for litigants involved in housing matters. The housing and environmental court seeks to educate the community about housing issues and link homeowners with appropriate agencies in order to promote neighborhood health and safety in the City of Toledo.

Vision Statement

- Lead the way in developing innovative and effective solutions for housing court litigants.
- Link homeowners, tenants and landlords to community resources to maintain safe homes for our citizens.
- Foster partnerships with community organizations and governmental entities for continued improvement of available housing.

Goals for 2015

In 2015, the housing and environmental court will work closely with external stakeholders for the elimination of neighborhood blight and continue to seek restoration and demolition assistance solutions for home and property owners.

The court will continue its placard program throughout 2015, placing court-ordered placards on vacant properties that are awaiting demolition through the City of Toledo or Lucas County Land Bank. These bright orange placards warn that trespassers are subject to prosecution and give contact numbers to call if debris and litter are found to be on the property.

Staff Summary

The 2014 housing court staff included Judge C. Allen McConnell, Magistrate Alan J. Michalak, Standby Magistrates James E. Morgan, Rebecca K. Ligibel, and Catherine Hoolahan, Senior Housing Specialist Gwen J. Wyse (resigned), Acting Senior Housing Specialist Barbara Falls and Housing Specialist Larry A. Cardwell, Court Reporter Lori Hauenstein, Deputy John McClellan (early 2014), Deputy Lorraine Walker (latter half of 2014), Law Clerk Michael Yakumithis, and Judges' Secretary Meredith Kurucz.