

TOLEDO MUNICIPAL COURT

ANNUAL REPORT 2015

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 2015 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 takes 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 continues 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 2015, 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 2016, 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 2015 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, technical assistance for the planning, development, and execution of overall court operations, and to provide leadership and general supervision over the 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 Michelle A. Wagner served her first one-year term as the Presiding and Administrative Judge in 2015. Judge William M. Connelly, Jr. was selected as the Acting Presiding/Administrative Judge for a one-year term in 2015.

Year in Review – Overview

During 2015, Toledo Municipal Court operated under challenging budget conditions. Although the Court experienced a modest increase in its operating budget in 2015 when compared to its 2014 budget, the Court continued to make meaningful contributions to the City of Toledo's budget and cost saving efforts in 2015. The Court continued its prudent fiscal practices and, as a result, saved the City \$509,190 in 2015. It remains a supportive partner of the City of Toledo as the city government continues its fiscal recovery. The Court is confident that in 2016, 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 goals and jail population control being two of the most critical areas.

Following a comprehensive and collaborative strategic planning process in 2014, 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 Lucas 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. The Court, in partnership with the City and the Clerk of

Court, issued and awarded an RFP for a building utilization study. The successful vendor, DLZ Architects, partnered with the National Center for State Courts to submit the winning proposal. A contract was signed, and the Building Utilization Study was well underway, including two onsite visits by NCSC staff, as 2015 closed. The Court also implemented several initiatives to address failure to appear rates. The first initiative was the Court Appearance Reminder System (CARS) Pilot Project. The Court worked with the Public Defender's Office to contact all unrepresented and public defender-represented defendants appearing for trial to remind the defendant of his or her court date. The CARS Pilot Project was conducted from March 2, 2015 through April 24, 2015 for all unrepresented defendants and public defender-represented defendants in Judge Connelly's and Judge Kuhlman's court. Calls were placed approximately five to seven days prior to the scheduled court date. The goal of the pilot project was geared toward speaking directly with the offender rather than leaving a message. The second initiative, the Warrant Enforcement Unit Pilot Project (WEU), permitted the immediate referral of cases to dedicated Court Security staff for the enforcement of bench warrants issued for failures to appear. Failures to appear, particularly for trial dates, waste time and resources and require repeated appearances by victims, witnesses, and law enforcement personnel. The judges identified cases involving domestic violence, assault, or other crimes involving a human victim as being a particular project priority. The WEU Pilot Project began in June, 2015 and is expected to operate through 2016. The final initiative, the Indigent Pretrial Electronic Monitoring Pilot Project (EMU), provided an additional tool for supervising offenders on pretrial release. Under the EMU Pilot Project, the Toledo Municipal Court entered an agreement with the Corrections Center for Northwest Ohio to provide electronic monitoring/GPS supervision/monitoring services for up to twenty-five (25) pretrial misdemeanor offenders. The pilot project provides a range of levels of supervision, including the ability for the Court to identify curfews and exclusion zones.

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 that challenged the ABLE argument and resulted in the Federal Court recognizing Toledo 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 2015, the Court implemented the EMU Pilot Project to provide judges an additional option in lieu of pretrial confinement. The Court's WEU Pilot Project was also strategically designed to help the Court identify cases for swift and appropriate consequences for failing to appear for Court dates. The Court also amended Local Rule 22 in September of 2015 directing all non-violent misdemeanants booked into the Lucas County Jail who are recommended for release by the PSA Court Tool on the conditions recommended. These strategies are indicative of the Court's commitment and engagement in ensuring that the Court's use of jail space accomplishes the desired ends of public safety, and the defendant's appearance before the Court in a fiscally responsible manner.

In 2015, the Toledo Municipal Court began a partnership with the Center for Court Innovation on a pilot project to develop and deliver multi-disciplinary procedural justice training for Court staff. Under this pilot, which is funded by the State Justice Institute, the training would target all organizations and staff involved in Toledo Municipal Court case processing. Procedural Justice focuses on the concept that the manner in which a case is handled deeply influences people's evaluations of their experience in the court system. In fact, research indicates that how people and their problems are managed by a Court and staff has more influence on people's perceptions than the actual case outcome, and that this is true across all people: rich and poor, men and women, and across ethnic/racial groups. People's perceptions are important not just for the associated level of citizens' trust and confidence, but because studies suggest that those perceptions actually have an impact on whether people accept and follow the decisions of the court, both in the short-term

and the long-term. Acceptance of the decisions of the Court translates into failure to appear rates, fines and costs payment rates, and probation success.

Under this Procedural Justice Pilot Training Program, the Center for Court Innovation (CCI) will provide "Train the Trainer" training to a multi-disciplinary team put together by the Toledo Municipal Court. This team, in turn, will then present approximately ten trainings targeting all staff and organizations involved in case processing. The following organizations have been identified as participants in training: the Toledo Municipal Court (Judges' Division and Clerk's Office), the Sheriff's Office (Toledo Municipal Court Security Staff), the City of Toledo and the Lucas County Prosecutor's Office, the Public Defender's Office, Civil Legal Assistance Program. The "Train the Trainer" training is tentatively scheduled for April 2016.

This year, the Court substantially revamped the procedures for opening the afternoon traffic/criminal docket. This docket, consisting of non-custodial first appearance for criminal cases and contested traffic cases, is heard by one of the Court's magistrates, who share responsibilities for this docket. Previously, members of the public were herded into the courtroom, shown a rights advisement video, and then the magistrate proceeded through the docket. All cases were called, in alphabetical order, including those of defendants who failed to appear. Citizens had no individual contact with Court staff prior to standing before the magistrate to enter a plea. In January 2015, this process was updated with the specific intent of making individual, personal contact with each defendant in an effort to enhance public perception of the docket process, and, as a result, hopefully increase case resolutions at the initial appearance and reduce failure to appear rates for subsequent appearances. Now, individuals are greeted by a law clerk and checked in. The law clerk verifies that the Court has the correct address for the defendant. If not, the defendant is given a form to update their address. Through check in, the Court establishes the general order cases are called, which roughly corresponds to a defendant's arrival time for the docket. This was designed to show respect for individual defendant's efforts to arrive on time for the docket. Individuals who appear and try to check in, but are actually scheduled for a different courtroom or at a different time, are quickly re-routed to the correct location or time. The check-in process allows defendants a consistent venue to ask questions regarding issues that are important to them. Such questions run the gamut from, "Can I speak to a prosecutor?" to "How long will I be here?"

The Veteran's Treatment Court kicked off in January 2015. This specialized court docket allows 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. During 2015, 20 defendants were referred to the Court, and the Court received final approval to operate as a specialized docket on January 8, 2014.

During 2015, nine staff resigned from Court employment. Departments that experienced employee turnover in 2015 included the Probation Department, Court Administrator's Office, and the Assignment Office. As a cost savings measure, the Court did not immediately fill some of these vacant positions. Instead, it continued to use such strategies as naming "acting" department managers and supervisors, as well as streamlining work responsibilities and tasks, to help the impacted departments operate effectively during the periods of staff shortages. The Court also hired 12 new employees during the year. The Court deeply values the work performed by staff, and is committed to employee development, as evidenced by the promotion of five employees to new positions within the Court and the transitioning of one part-time employee to a full-time position.

Court Administrator Lisa Falgiano completed her fifth 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 Ohio

Judicial College's Court Management Program. Ms. Falgiano also is a member of the Ohio Court Administrator's Association, Toledo Bar Association and Ohio State Bar Association. Ms. Falgiano was elected to an at-large board position with the Ohio Court Administrator's Association in 2015.

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 and 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 2015, 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. I-Justice was formally rolled out in March 2015, with the records from the prior Probation case management system being migrated into the new system.

During 2015, 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 as working together to increase the Court's use of electronic filing options and recordkeeping systems. The Court and the Clerk of Court 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 of Court 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. In 2015, the Wi-Fi system was extended to the second, third and fourth floors of the Court. As 2015 drew to a close, the Court, Housing Court and Clerk of Court were collaborating on updating and integrating their websites. The Civil Bailiff's Office was also in the process of evaluating hardware options to replace the laptops used by the Civil Bailiff staff in the office and in the field.

The Court continues to use video conferencing for select court events, including 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 2015, the Court continued its commitment to provide meaningful professional development and training opportunities to its employees. In October 2015, fifty-one (51) Judges' Division staff and eighty-six (86) participants from the Court's criminal justice partners participated in Secondary Trauma training. In November 2015, sixty-four Judges' Division staff attended a one-day seminar on Managing Emotions Under Pressure. Staff overall participated in over 1,175 hours of training in areas such as ethics, unarmed self-defense, human trafficking, ORAS, probation case planning and motivational interviewing, poverty awareness, quality assurance, communication, leadership, grant-writing, etc.

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 two position job descriptions, a number of Court policies and procedures, and assisted in the development and modification of leave policies for each department of the Toledo Municipal Court. The Court also implemented a Tardiness Point System Policy, which provided Court managers a formal tool to address persistent individual tardiness unresolved by informal interventions.

Throughout the year, the Court Administrator's Office managed a number of personnel selections and personnel actions. During 2015, the Court's Judges' Division advertised fifteen external and one internal job vacancy postings, and conducted over 220 applicant interviews. The Court Administrator's Office processed 26 FMLA packets. In addition, five staff investigations were conducted. The Court Administrator received no grievances this year under the Court's Employee Grievance Program. Two staff disciplinary hearings were conducted in 2015. 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 2015, several building improvement projects and maintenance work orders were completed to help enhance working conditions in the Court. Building improvement projects included installation of carpet in Courtrooms 3 and 4 and the public hallway on the second floor, preventative maintenance performed on the roof cooling towers, roof repairs and patches, improvements to the bathroom located in the domestic violence waiting room, maintenance on the Court's air handlers, replacement of the heating elements in the foyer heating units along with court-wide painting improvements and general maintenance. A total of 120 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 30, 2015.

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.

The Coming Year

In 2016, staff will continue to work with the Clerk of Court and NORIS in completing several projects including: further enhancement to iJustice and implementation of the Procedural Justice Pilot Project. The Court will continue to work on its strategic goals, and is eager to see the results of the ongoing Court Building Feasibility Study, 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. The Court will also be assessing the effectiveness of the WEU Pilot Project and the EMU Pilot Project.

The Court anticipates filling several vacant positions next year including: Assistant Chief Probation Officer, Quality Assurance Unit Supervisor, Probation Officer, and Judges' Secretary.

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, Jason Wehring, Information Technology Specialist, Tonya Grainger, Finance Officer, and Vanessa Williams, Bookkeeper/Payroll Clerk as well as Judges' Secretaries Joan Kelly and Meredith Kurucz.

Computer Legal Research 3T03013STDSTD 2015 Annual Statement of Expenditures	
<i>Court Research</i>	
On-line Legal Research and Printed Material (Westlaw)	\$19,527.81
Total Expenditures	\$19,527.81

Alternate Dispute Resolution (Mediation) Trust Fund 3T03028STDSTD 2015 Annual Statement of Expenditures	
<i>Supplies/Equipment</i>	
Training and Associated Travel	\$1,100.00
Total Expenditures	\$1,100.00

Court Computerization (Judges') Trust Fund 3T02916STDSTD 2015 Annual Statement of Expenditures	
<i>Supplies/Equipment</i>	
Audio System Equipment and Software	\$47,178.00
Audio System Maintenance Agreement	\$0.00
Computers, Computer Software/Equipment, Printers, Wi-Fi	\$4,415.97
Office and Courtroom Supplies	\$453.72
Shipping/Freight Costs	\$0.00
Stenograph Software Maintenance Agreement	\$2,156.40
Supplemental Staffing – Applications Programmer/Analyst	\$96,053.00
Time and Attendance Software License	\$9,250.00
Website Hosting	\$480.00
Total Expenditures	\$159,987.09

CLERK OF TOLEDO MUNICIPAL COURT

Vallie Bowman-English
Clerk of Court

Department Description

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

In the Criminal/Traffic Division, the Clerk began accepting traffic citations electronically from the State Highway Patrol. The officer no longer needs to come to Toledo Municipal Court to file his or her traffic citations. Additionally, 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.

In the Civil Division, the clerk worked with the Civil Bailiff Department to accept electronic returns of all documents by civil bailiffs. This has saved the office 18 to 24 hours per week of staff time. Additionally, the public is able to view the documents served by the bailiffs on the clerk's website by the end of each business day.

Finally, the clerk continued to aggressively collect past due money owed to Toledo Municipal Court through the collection program she began in 2005. Two million, three hundred and eighty one thousand, one hundred and twenty-four dollars (\$2,381,124) was collected on delinquent accounts in 2015. A total of \$18,653,000 has been collected through the program at no cost to the Court or to the city's general fund.

Toledo Municipal Court
Vallie Bowman-English, Clerk of Court

Filings	2015	2014
Civil Division	19,762	17,956
Criminal / Traffic Division	91,462	98,850
TOTAL	111,224	116,806

Revenue Collected		
Civil	\$9,099,371.95	\$9,411,145.46
Criminal/Traffic	\$5,952,218.31	\$6,167,146.50
TOTAL	\$15,051,590.26	\$15,578,291.96

Revenue Disbursed		
City of Toledo General Fund	\$3,402,235.49	\$3,661,820.60
Other City of Toledo Accounts	\$2,015,541.50	\$1,997,265.85
Ottawa Hills	\$16,889.00	\$21,263.00
Washington Township	\$3,066.94	\$1,468.50
University of Toledo	\$1,185.50	\$1,190.00
Lucas County Prosecutor	\$43,824.72	\$18,110.40
Lucas County Sheriff	\$360.00	\$35,431.16
Lucas County Treasurer	\$505,896.61	\$224,778.10
Lucas County Law Library Association	\$8,854.25	\$8,295.75
Citizens Award Fund / Crime Stoppers	\$4,092.00	\$4,140.00
Toledo Area Humane Society	\$330.00	\$509.00
Toledo Legal News	\$174,787.64	\$173,737.78
Civil Legal Assistance Project	\$135,694.98	\$135,179.00
Treasurer of State	\$1,653,029.47	\$1,641,477.15
Department of Natural Resources	\$1,361.00	\$1,224.00
State Pharmacy Board	\$18,411.80	\$14,967.00
Division of Liquor Control	0	\$200.00
Capital Recovery Systems	\$406,626.06	\$416,704.58
Fiduciary Accounts - Civil	\$6,784,754.97	\$7,102,378.53
Fiduciary Accounts - Trusteeship	\$69,741.10	\$62,102.50
Refunded Overpayments	\$9,212.49	\$12,797.61
TOTAL	\$15,255,895.52	\$15,535,040.51

**Toledo Municipal Court
Clerk of Court, Civil Division**

Filings	2015	2014
Civil General	16,292	14,341
Small Claims	3,459	3,597
Trusteeship	11	18
TOTAL	19,762	17,956

Activities		
Certificate of Judgment	2,893	2,925
Certified Mail Issued	35,021	28,703
Disbursements - Civil	4,133	4,299
Disbursements - Trusteeship	646	552
Dismissals	5,599	5,088
Executions	333	260
Garnishments	9,828	9,338
Judgments	45,111	50,448
Motions	7,433	6,893
Ordinary Mail Issued	14,848	13,914
Proceeding in Aid	4,921	3,489
Reports	36,333	39,352
Revivors	602	406
Revocations	0	0
Satisfactions	4,382	4,308
Subpoenas	269	222
Terminations	21,066	22,684
Transcripts	115	94
Writ of Restitution	3,271	3,376
TOTAL	196,804	196,351

Revenue Collected		
Civil Revenue	\$2,218,761.75	\$2,203,499.98
Fiduciary Accounts - Civil	\$6,813,379.75	\$7,140,185.52
Fiduciary Accounts - Trusteeship	\$67,230.45	\$67,459.96
TOTAL	\$9,099,371.95	\$9,411,145.46

Revenue Disbursed		
City of Toledo General Fund	\$1,416,274.52	\$1,246,631.62
Other City of Toledo Accounts	\$344,966.40	\$272,668.78
Civil Legal Assistance Project	\$135,694.98	\$135,179.00
Treasurer of State	\$377,452.97	\$375,068.17
Toledo Legal News	\$174,787.64	\$173,737.78
Fiduciary Accounts - Civil	\$6,784,754.97	\$7,102,378.53
Fiduciary Accounts - Trusteeship	\$69,741.10	\$62,102.50
Refunded Overpayments	\$4.63	\$127.63
TOTAL	\$9,303,677.21	\$9,367,894.01

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

Filings	2015		2014	
	Charges	Cases	Charges	Cases
Traffic	63,667	38,224	69,449	41,238
Criminal	27,795	19,949	29,401	21,046
TOTAL	91,462	58,173	98,850	62,284

Revenue Collected

Fines	\$1,418,654.62	\$1,607,960.17
Costs and Fees	\$4,489,379.20	\$4,506,003.87
HITT	\$6,371.63	\$3,587.48
Bond Forfeitures	\$28,605.00	\$36,925.00
Overpayments	\$9,207.86	\$12,669.98
TOTAL	\$5,952,218.31	\$6,167,146.50

Revenue Disbursed

City of Toledo General Fund	\$1,985,960.97	\$2,415,188.98
Other City of Toledo Accounts	\$1,670,575.10	\$1,724,597.07
Ottawa Hills	\$16,889.00	\$21,263.00
Washington Township	\$3,066.94	\$1,468.50
University of Toledo	\$1,185.50	\$1,190.00
Lucas County Prosecutor	\$43,824.72	\$18,110.40
Lucas County Sheriff	\$360.00	\$35,431.16
Lucas County Treasurer	\$505,896.61	\$224,778.10
Lucas County Law Library Association	\$8,854.25	\$8,295.75
Citizens Award Fund / Crime Stoppers	\$4,092.00	\$4,140.00
Toledo Area Humane Society	\$330.00	\$509.00
Treasurer of State	\$1,275,576.50	\$1,266,408.98
Department of Natural Resources	\$1,361.00	\$1,224.00
State Pharmacy Board	\$18,411.80	\$14,967.00
Division of Liquor Control	0	\$200.00
Capital Recovery Systems	\$406,626.06	\$416,704.58
Refunded Overpayments	\$9,207.86	\$12,669.98
TOTAL	\$5,952,218.31	\$6,167,146.50

ASSIGNMENT OFFICE

Jessica Hamner
Assignment Commissioner

Department Description

The Assignment Office's main responsibilities are to coordinate the scheduling of court events for the judges and to make random individual case assignments. The scheduling of trials, pre-trials, and motions are coordinated through this office based upon the judges' scheduling preferences and the Court's seven week judge rotation. Criminal and traffic cases are assigned to a judge at random in the scheduling system when a defendant enters a not guilty plea. Civil cases are assigned when an answer or a motion is filed. All housing matters, both criminal and civil, are assigned to Judge C. Allen McConnell at the time of filing.

The Assignment Office also maintains the judges' court schedules; distributes monthly and weekly schedules; makes arrangements for jurors when jury trials are held; schedules visiting judges and magistrates as needed; notifies all parties of court dates; and schedules probation violation hearing dates.

Accomplishments

During 2015, the Assignment Office began scheduling two new types of events. First, it fully implemented the program scheduling probation violation hearings. This has allowed for violation hearings to be scheduled with a defendant's other court dates and, therefore, reduce the number of times a defendant may have to appear to resolve his or her pending matters, and use the Court's limited resources more wisely. Second, the Assignment Office assisted in scheduling events for the Veterans Treatment Court docket. Over the year, the office scheduled over 190 events for the inaugural year of treatment court.

The Assignment Office worked with other departments to create added efficiencies in the courthouse in 2015. In efforts to assist other departments in improving the delivery of praecipes, the Assignment Office changed the way it scheduled court dates. For all victim-driven charges in which the defendant is in custody, the Assignment Office began scheduling a trial date at least 10 days out. This allowed time for the prosecutor to issue the praecipes and the Clerk's Office to process the subpoena. Over the summer, the Assignment Office allowed the civil division of the Clerk's Office to prepare the civil dockets for the courtrooms. During this transition, the Assignment Office began a new way of notating which files needed review, and these now appear on each courtroom's appearance list. The Assignment Office also worked on gathering phone numbers from defendants to help with a failure to appear project spearheaded by the Court Administrator's Office.

The Assignment Office was able to eliminate the distribution of its paper docket during the year. It now only delivers a weekly email to key staff indicating which courtrooms have dockets.

The Assignment Office staff completed 91.5 hours of training throughout the year.

The figures for 2015 with comparison figures for 2014 are as follows:

CATEGORY	2015	2014
A. Cases Assigned		
Criminal/Traffic Assignment	21,864	25,098
Civil Assignments (including Housing)	7,728	7,602
B. Cases Set for Trial		
Criminal/Traffic Trials	10,197	11,912
Civil Trials	449	435
Criminal/Traffic Trial Resets	6,045	6,146
C. Cases Set for Pretrial		
Pretrial - Criminal/Traffic	11,257	12,797
Pretrial Resets - Criminal/Traffic	1,804	1,797
Mandatory Jury Pretrials (MJPT) (Criminal/Traffic/Civil)	106	151
D. Preliminary Hearing/Felony Arraignment Docket	13,282	12,105
E. Jury Trials Set (Criminal/Traffic/Civil)	112	185
F. Bureau of Motor Vehicle Hearings	5	8
G. Eviction	6,708	6,979
H. Housing		
Criminal Housing Trials	379	272
Civil Housing (Not a Draw) New Assignments	6,984	6,955
Rent Escrow	122	86
I. ALS/Innocent Owner Hearings	44	50

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 on other than the above, such as housing, reassignment, consolidation, or transfers. The following figures represent the number of civil cases assigned during 2015 and 2014 per individual judge:

2015

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
McConnell	593	462	533	562	633	610	669	608	588	626	538	562	6,984
Kuhlman	17	10	8	11	7	12	9	13	13	9	15	10	134
Christiansen	5	4	8	9	12	9	7	14	7	22	10	9	116
Berling	8	4	10	13	15	10	8	15	12	21	11	8	135
Connelly	16	6	7	10	11	15	8	15	9	15	10	11	133
Lanzinger	13	7	11	7	4	16	4	15	8	13	13	7	118
Wagner	8	9	9	6	14	6	9	12	7	12	9	7	108
TOTAL	660	502	586	618	696	678	714	692	644	718	606	614	7,728

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

Civil Cases Set for Trial

Month	2015	2014
January	29	42
February	21	42
March	26	53
April	37	27
May	26	27
June	41	39
July	43	30
August	41	47
September	50	27
October	52	33
November	52	30
December	31	38
TOTAL	449	435

Civil Pretrials, Jury Trials and Jury Pretrials set in 2014 and 2015

Civil Pretrials		Civil Juries Set		Civil Mandatory Jury Pretrials	
2015	641	2015	25	2015	18
2014	689	2014	44	2014	30

Evictions Set

Month	2015	2014
January	512	505
February	547	535
March	452	472
April	496	509
May	529	582
June	616	509
July	674	720
August	600	667
September	613	710
October	593	632
November	509	463
December	567	675
TOTAL	6,708	6,979

Rent Escrow Hearings

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
2015	7	10	8	2	14	9	6	12	10	15	17	12	122
2014	5	5	4	4	3	3	5	11	16	11	11	8	86

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

2015: 5 cases

2014: 8 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., unless a defendant or his or her attorney waives time.

Criminal/Traffic Assignments

<u>Judge</u>	<u>2015</u>	<u>2014</u>
McConnell	734	927
Kuhlman	3,499	4,013
Christiansen	3,549	4,089
Berling	3,483	4,032
Connelly	3,512	3,985
Lanzinger*	3,547	4,024
Wagner	3,540	4,028
TOTAL	21,864	25,098

Reactivated Cases (Sealing of Record/ Expungments)

2015: 603 cases

2014: 608 cases

Criminal/Traffic Trial Reset Cases**2015**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
McConnell	14	11	18	14	21	28	25	18	21	16	8	9	203
Kuhlman	55	79	74	37	43	59	79	86	68	89	79	82	830
Christiansen	85	106	107	94	87	107	110	57	102	79	68	104	1,106
Berling	75	63	110	68	64	72	77	64	64	104	80	86	927
Connelly	72	57	77	94	85	92	89	75	86	74	92	84	977
Lanzinger	92	121	79	84	59	71	85	70	86	81	58	80	966
Wagner	76	108	88	63	82	94	108	71	86	88	87	88	1,039
TOTAL	469	545	553	454	441	523	573	441	513	531	472	533	6,048

Criminal/Traffic Trial Reset Cases**2014**

	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

2015 Jury Trials - Criminal/Traffic/Civil

Month	Crim/Traffic	Civil	Ordered	Used	No. of Jurors
January	9	3	3	2	57
February	3	3	0	0	0
March	8	2	1	1	37
April	4	2	0	0	0
May	13	3	3	3	88
June	8	3	0	0	0
July	11	1	0	0	0
August	5	1	0	0	0
September	10	2	1	1	27
October	8	0	0	0	0
November	4	3	2	1	16
December	4	2	0	0	0
TOTAL	87	25	10	8	225

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

2015 Criminal/Traffic Trials: 10,197

2014 Criminal/Traffic Trials: 11,912

2015 Criminal/Traffic Pre-trials

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	TOTAL
McConnell													
Set	26	20	54	30	26	35	22	27	27	18	19	14	318
Reset	9	7	19	21	10	14	10	4	7	8	12	4	125
MJPT*	0	1	2	0	0	0	0	0	2	0	0	0	5
Kuhlman													
Set	190	166	197	191	165	189	163	151	174	161	137	159	2,043
Reset	9	46	22	21	31	23	34	32	25	51	23	38	355
MJPT*	0	0	0	1	2	1	2	1	1	2	0	0	10
Christiansen													
Set	190	149	193	158	150	152	157	140	166	159	129	153	1,896
Reset	27	35	37	31	16	27	38	18	44	31	18	56	378
MJPT*	0	3	3	4	5	0	0	1	0	2	1	1	20
Berling													
Set	136	108	164	144	138	144	102	60	76	105	65	99	1,341
Reset	10	12	20	8	13	4	7	4	4	22	7	8	119
MJPT*	1	1	2	0	0	3	1	1	0	4	1	0	14
Connelly													
Set	159	157	208	208	151	185	159	141	183	164	124	162	2,001
Reset	23	19	36	31	29	46	25	24	27	12	11	15	298
MJPT*	1	2	2	3	1	2	1	0	0	1	0	2	15
Lanzinger													
Set	176	161	199	143	144	143	134	141	136	187	136	139	1,839
Reset	63	35	33	32	24	26	21	8	20	18	25	25	330
MJPT*	0	1	1	0	0	0	0	1	0	0	1	2	6
Wagner													
Set	171	140	179	152	128	155	135	122	185	178	132	142	1,819
Reset	14	37	26	11	22	8	16	8	7	22	12	16	199
MJPT*	2	2	1	3	2	1	2	1	3	0	1	0	18

*Mandatory Jury Pretrials

2014 Criminal/Traffic Pre-trials

	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	2	6	9	7	5	8	9	86
98MJPT*	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

2015 Criminal/Traffic Pre-trials
Total Pre-trials Set: 11,257
Total Pre-trials Reset: 1,804
Total Jury Pre-trials: 88

2014 Criminal/Traffic Pre-trials
Total Pre-trials Set: 12,797
Total Pre-trials Reset: 1,797
Total Jury Pre-trials: 121

2014 Totals of Criminal/Traffic trials, trial resets, pre-trials, pretrial resets, jury trials and jury pre-trials:
29,748

2015 Totals of Criminal/Traffic trials, trial resets, pre-trials, pretrial resets, jury trials and jury pre-trials:
32,914

Goals for 2015

1. Assist judges and other departments in creating court efficiencies.
2. Provide training to staff to assist the department in offering continued excellent service to court users.
3. Develop a written manual on departmental policies.

Staff Summary

The current staff consists of:

Jessica Hamner, Assignment Commissioner
Cheryl Smith, Assignment Clerk
Wanda Butts, Assignment Clerk
Valerie Hobbs, Assignment Clerk
Alice Thomas, Assignment Clerk
Amy Trevino, Assignment Clerk

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 summonses, 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

Improving Public Safety

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 removed 207 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 the street.

The Civil Bailiff Department has improved the line of communication with, and strengthened interactions with, the Toledo Police Department. Specifically, the two departments have established procedures when both departments work together in the field on executing writ of replevins. In May, the Toledo Police Motorcycle Unit began providing assistance to the civil bailiffs when executing writs of replevin.

The Civil Bailiff Department, Lucas County Adult Protective Services, and Lucas County Metropolitan Housing Authority participated in discussions on elderly tenants that find themselves subject to eviction. On occasion, bailiffs have suspected some of these individuals are not in physical or mental condition to care for themselves. A line of communication has been established for bailiffs to call Adult Protective Services in such cases.

Increased Efficiency

In April the Civil Bailiff Department collaborated with the Clerk of Court's Civil Division and NORIS (Northwest Ohio Regional Information System) to begin incremental implementation of electronic return service on civil documents to the Clerk of Court's Civil Division. This allows direct entry and real time updating in the field of service perfected, and writs executed, by the Civil Bailiff Department into the Toledo Municipal Court's journal.

Electronic returns make the department more efficient, accurate, and safe for bailiffs. Electronic returns provide better service to the Court and the public. This system streamlines and improves the workflow between the Civil Bailiff Department and the Clerk of Court's Civil Division. Electronic returns also provide the Court a savings of time required to complete tasks.

In November, Kevin Smith, Assistant Chief Civil Bailiff, met with personnel from the City of Toledo Department of Public Utilities. During the meeting, the court-ordered eviction process was explained to the new manager of the former Call City Hall program, which is now known as Engage Toledo. Engage Toledo will receive daily email notifications from the Civil Bailiff Department. The email will contain the location of daily court-ordered evictions. The information shared during the meeting was to provide accurate and timely communications to the public when Engage Toledo receives telephone calls in regards to possible court-ordered eviction items set out at the curb throughout the city.

Training

In April, Judge McConnell, Magistrate Alan Michalak, and Dave Baz, Chief Civil Bailiff, presented at the Real Estate Law Committee of the Toledo Bar Association. The CLE subject matter was "The Interworkings of the Toledo Municipal Housing Court." A question and answer session occurred at the conclusion of each presenter.

In May, the department conducted its annual pepper spray recertification and self defense training, both of which were conducted by the Toledo Police Academy.

In October, the department participated in secondary trauma training. The training's focus was from research on trauma exposure of those who work in the criminal justice field and stress management techniques.

In November, the department participated in "Managing Emotions Under Pressure." The training focused on staying calm and productive under pressure, adapting to workplace changes, and improving work/personal relationships.

Goals for 2016

1. Implement a transparent and auditable financial component of the civil bailiff's computer system.
2. Implement additional postage cost savings and timelier notification by automatically generated email instruction to plaintiffs granted judgment for eviction.
3. Continue to assess the safety needs of field work, and make appropriate recommendation to the Court.
4. Continue to provide training and tools to assist the department in executing its duties and functions at the highest quality, and producing an excellent standard of service to the judges, staff, attorneys and the public.

Staff Summary

The following civil bailiffs made the above mentioned 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

CIVIL BAILIFF STATISTICS

	<u>2014</u>	<u>2015</u>
Bailiff Sale	0	1
Bench Warrants - Received	218	676
Creditor Bill	0	2
Foreign Service Letters	17	28
Garnishments	921	680
Garnishments No Service	59	71
Garnishment - Mail Service (Notifying Defendants on Bank Attachments)	39	46
Landlord Complaints One Cause	5,184	4,651
Landlord Complaints One Cause- No Service	165	180
Landlord Complaints Second Cause	6,480	7,370
Landlord Complaint Second Cause - No Service	117	128
Notification	5	4
Paper Writ of Execution	78	154
Proceeding in Aid - Received	2,293	3,073
Proceeding in Aid - No Service	1,429	1,940
Replevin Summons	39	51
Writ of Replevin	36	47
Subpoenas - Received	184	196
Subpoenas- No Service	35	34
Summons - Received	160	179
Summons - No Service	49	50
Writ of Execution	143	126
Writ of Restitution Set Out	3,185	3,178
Writ of Restitution Lock Out	29	27
Alias Writ of Restitution Set Out	742	828
Alias Writ of Restitution Lock Out	35	28
Plaintiff Notice of Action	3,214	3,205
Four Day Notice to Leave	3,214	3,205
Evictions Scheduled		1,835
Evictions Executed	498	504
Lock Outs Executed	39	28
Total Civil Documents Processed	26,216	27,755
Money Collected on Writ if Executions	\$108,102.81	\$46,901.20
Money Caused to be Collected on Bench Warrants Reported by Plaintiff / Plaintiff Attorney	\$136,760.43	\$50,265.01
TOTAL	\$244,863.24	\$97,166.21

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, sentencing, 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 marked in any case until the appeal time of 40 days has elapsed. All stenographic notes, digital recordings, and exhibits not attached to transcripts 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 that are appealed. In cases that 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 a total of eight jury trials held in 2015 and five jury trials in 2014. The following is a breakdown of the jury trials presided over by each respective judge:

In January of 2015, Judge Wagner had an OVI jury trial, and Judge Lanzinger had a criminal jury trial. There were no jury trials held in February. In March, Visiting Judge Adams held a criminal jury trial. There were no jury trials in April. In May, Judges Connelly and Wagner each conducted one criminal jury trial, and Judge Connelly also had an OVI jury trial.

There were no jury trials held in the months of June, July or August. Judge Connelly had an OVI jury trial in September. There were no jury trials in October. Judge Kuhlman had a criminal jury trial in November. No jury trials were held in the month of December.

Our department has taken advantage of continuing education and training opportunities, including courses related to managing emotions under pressure, being street-smart about drugs, and writing real-time.

A transcript request form was created to better serve the public.

Goals for 2016

The goal of the Court Reporting Department for 2016 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.

We are working with the Clerk's Office, NORIS, the Assignment Office and the Court's IT Officer to fine-tune the new online docket that will be implemented in January of 2016.

Staff Summary

There are four court reporters in the Toledo Municipal Court. 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 the JAVS systems, and requested transcripts are produced from these digital recordings, except when jury trials take place. In those instances, a live court reporter is present and records the proceedings on her machine.

LAW CLERK/BAILIFF

Jennifer Kerman
Chief Courtroom Bailiff

Department Description

The Law Clerk Department is comprised of eight full-time employees. Seven are assigned to an individual judge of the Toledo Municipal Court, and one law clerk is responsible for legal research and traffic court. The law clerks work closely with their respective judge to complete all tasks and duties assigned.

One law clerk is appointed by the judges to serve as the Chief Law Clerk for a one year term. On February 4, 2015, Jennifer Kerman was appointed by the judges to serve as Chief Law Clerk. Her term will expire February 5, 2016.

Services Provided

The duties of a law clerk include assisting their respective judges as needed, maintaining the decorum and safety of the Court and acting as a liaison between the attorneys, citizens, court security officers, Clerk of Court personnel and jurors. As an extension of their individual judge, law clerks are required to be effective, efficient and impartial while exhibiting professionalism. All law clerks are cross-trained to substitute for any courtroom at any time.

Accomplishments and Future Goals

The law clerks worked with the Toledo Bar Association and hosted an open forum with local attorneys to gain insight on how to better improve the working relationship between the attorneys and the Court. The discussion provided valuable insight, and ultimately, resolutions to better enhance the already strong working relationship.

In 2016, the staff looks forward to further streamlining the work flow within the Court.

Staff Summary

Below is a list of the law clerks and their judicial assignments:

Presiding Judge Michelle A. Wagner	Jennifer Kerman, Chief Law Clerk
Judge Amy J. Berling	Veronnica McCord
Judge Robert G. Christiansen	Anne Eckhardt
Judge William M. Connelly, Jr.	Ashley Fosgate
Judge Timothy C. Kuhlman	Bridget Connelly
Judge Joshua W. Lanzinger	Brittany Sharp-Goldsmith
Judge C. Allen McConnell	Michael Yakumithis
Research Law Clerk	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. Students from the University of Toledo Law School's Alternative Dispute Resolution class also conduct small claims mediations. Mediations are also conducted by volunteer attorneys from the Toledo Bar Association who have been trained as mediators.

Cases are referred to CDSP that involve 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 first screened 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. The complainant is then referred to the City of Toledo Prosecutor's Office for a criminal charge review. Check Resolution Service has a sub-component, the 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 2015 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 CDSP's commitment to improvement and quality. In 2015, Senior Mediator, James Petas, served on the Supreme Court of Ohio's Commission on Dispute Resolution. Additionally, CDSP accomplished the following:

- Susan Padilla attended the "Managing Emotions Under Pressure" seminar in Toledo, Ohio (separate from the training listed below).
- Susan Monro attended the "Impact of Personality on Mediation" seminar through the Ohio Mediation Association's annual conference in Columbus, Ohio.
- James Petas attended the "Difficult Conversations, Positive Outcomes" seminar through the John Glenn School of Public Affairs in Columbus, Ohio.
- Susan Monro, Sue Padilla, James Petas and Bonnie Schrock all attended Toledo Municipal Court's court-wide trainings on "Managing Emotions Under Pressure" and "Managing the Impact of Trauma," both held in Toledo, Ohio.
- CDSP and the Toledo Municipal Court's Housing Department continued to refine the Eviction/F.E.D mediation program ushering in its first full year of mediation. The program is designed to help stabilize housing by mediating agreements between landlords and tenants to set up mutually agreed upon move out dates, and to avert the formal eviction process altogether by mediating agreements for tenants to become current in their rent and remain in the property.

CDSP and The University of Toledo College of Law continue to work together through the civil mediation internship program. 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 2015, with statistics from 2014 for comparison, are provided below.

<u>Type of Case</u>	<u>2014</u>	<u>2015</u>
	Success Rate	
Civil Cases:	68%	74%
Adjudicated:	87%	76%
Pre-Adjudicated:	86%	84%
Housing – Rent Escrow:	67%	64%
Housing – FED:	80%	74%
Small Claims:	53%	52%

Dispute Resolution – Case Types Referred

Assault	99	82
Menacing	78	83
Criminal Damage	86	64
Theft	118	75
Harassment	14	7
Neighborhood Dispute	25	15
Telephone Harassment	9	17
Criminal Trespassing	9	28
Landlord/Tenant	26	42
Stalking	4	0
Other	71	62

Civil Case Mediation Results

Total Referred	83	121
Mediation: Agreement	35	62
No Agreement	19	25
CDSP involvement/No mediation	22	20
Pending	7	14
Mediation Agreement %	68%	74%

Adjudicated Case Mediation Results

Total Referred	107	84
Mediation: Agreement	53	42
No Agreement	10	17
FTA to Notice	19	9
CDSP involvement/No mediation	11	2
Pending	14	14
Mediation Agreement %	87%	76%

	<u>2014</u>	<u>2015</u>
<u>Pre-Adjudicated Mediations</u>		
Total referred	432	371
Mediation: Agreement	101	100
No Agreement	18	20
FTA to notice	162	138
CDSP involvement/No mediation	82	70
Make File Only	57	34
Pending	12	9
Mediation Agreement %	86%	84%
<u>Housing Mediations – Rent Escrow</u>		
Total referred	89	109
Mediation: Agreement	37	36
No Agreement	18	23
FTA to notice	15	10
CDSP involvement/No mediation	14	26
Pending	0	5
Mediation Agreement %	67%	64%
<u>Housing Mediations – F.E.D.</u>		
Total referred	192	319
Mediation: Agreement	153	239
No Agreement	38	80
Number declined to mediate	22	N/A ¹
Mediation Agreement %	80%	74%
<u>Small Claims/Same Day Mediation</u>		
Total referred	95	130
Mediation: Agreement	51	61
No Agreement	38	14
Mediation Agreement %	53%	52%
<u>Check Resolution Mediations (CRS)</u>		
Total referred	713	583
Funds generated	\$10,695.00	\$8,760.00
Collection Mediations	1	1
<u>Total number of cases referred</u>		
<u>(Minus CRS)</u>	998	1134

¹ Data collection for “number declined to mediate” stopped at the end of the F.E.D. pilot program.

Goals for 2016

Through additional mediation education, CDSP will improve and continue to provide professional mediation services. CDSP hopes to educate court users and the public on the positive impact of mediation. CDSP will also be evaluating whether there may be additional opportunities for the use of mediation within the Court. CDSP will work with the judges to encourage additional referrals of both criminal and civil cases for mediation in 2016.

CDSP is also looking into updating the computer software program to better handle, organize and analyze yearly statistics. CDSP will continue the bi-yearly evaluation process. In the past year, of the post mediation evaluations collected, 90% were satisfied with the mediation process, and would recommend it to others. Participant comments included, "Well organized and well done. Both sides had adequate time to discuss issues and resolutions," and "The mediator was fair in letting me tell my side of the story." The department remains committed to making mediation more available and user friendly to the Court and its users.

Staff Summary

The Citizen Dispute 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
Chief Probation Officer

Department Description

The Toledo Municipal Probation Department operates under the authority of the Toledo Municipal Court judges. The overall management of the department is under the direction of Chief Probation Officer Burma Stewart. The primary role of the Probation Department 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.

During 2015, the Probation Department underwent a small internal reorganization to improve efficiency and effectiveness in delivery of probation services. The department is now structured into five units: Management Team, PSI Unit, Supervision Unit, Special Services/Intake 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 supervisor also serves as a back-up to the positions within his or her unit if coverage is not adequate.

Unit Supervisor Laura Berling supervises the PSI and Clerical Units. The Special Services Unit is supervised by Unit Supervisor Eddie Norrills, and the Supervision Unit is supervised by Unit Supervisors Lori Donovan and Kevin Alore, who was promoted to the position in September 2015.

Unit Supervisor Laura Berling supervises four professional staff in the PSI Unit. This unit is responsible for pre-sentence investigations and supervising inactive probation cases. There are four investigating probation officers: Sean O'Connor, Andrew Oberdier, Jodi Alexander, and Greg Davis. These investigators are responsible for completing all pre-sentence investigation (PSI) reports 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.

Ms. Berling supervises the Clerical Unit, which 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 court rooms, and processing incoming cases. The unit includes Mary Baker Idell Daniels, Martha Grabarkiewicz, Robin Majewski, and Krystal Jones.

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.

The Supervision Unit is comprised of probation officers who supervise either high risk, moderate risk or low risk offenders. Unit Supervisor Lori Donovan manages six probation officers that supervise high risk offenders: Tony Bouyer, Kerry Konzen, Jennifer Fridell, Mark Klapper, Markus Whitehead, and Melissa Stasa. The average high risk caseload is 170 offenders. Unit Supervisor Kevin Alore manages five probation officers who supervise all moderate risk and some low risk offenders: Lewis Simpson, Allie Popovich, Carrie Tester, Rachel Borders, and Kim Beale. There is one vacancy in the moderate risk supervision unit due to the promotion of Kevin Alore. The average moderate risk supervision caseload has 250 offenders.

The Intensive Supervision Program (ISP) is currently managed by Probation Officer Kerry Konzen. 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 six months, and is 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. The grant also provides \$145,571 for drug and alcohol treatment services for standard probation offenders who cannot pay for treatment.

The Probation Department also received Probation Improvement and Incentive Grant funds from the Ohio Department of Rehabilitation and Corrections in the amount of \$818,283 to provide substance abuse, domestic violence, and employment services to high risk offenders. During 2015, the Probation Department received additional funds to expand treatment services to include a 60-day residential program (CAD – Court Addiction Diversion) that allows offenders from Toledo Municipal Court, Maumee Municipal Court, Oregon Municipal Court, and Sylvania Municipal Court to receive intensive residential substance abuse treatment.

Unit Supervisor Eddie Norrils supervises probation officers in the Special Services Unit and the Intake Unit. Specialized caseloads include: Alternatives, Community Sanction or Kiosk (CS), and Community Service Probation Program (CSPP).

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.

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 Corrections Center of Northwest Ohio (CCNO).

Darryl Myles is the Community Service Probation Program (CSPP) Officer. 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.

The Intake Unit currently has three intake officers that conduct all initial ORAS assessments to determine risk to re-offend and probation officer assignment. Additionally, the officers process all cases that have a term of active or inactive probation. Intake officers include: Sean Mannooch, Daniel Ford, and Debra Neal.

Accomplishments

Throughout the year, the Probation Department utilized probation supervision fees to provide training to staff in the areas of quality assurance, managing emotions, and secondary trauma. To increase training resources with limited funds, the Toledo Municipal Court Probation, Lucas County Probation Department, The Correctional Treatment Facility, and CCNO collaborated in their training to allow each agency to participate in a variety of evidence based training locally while reducing the overall cost the each individual agency.

Other probation supervision fee expenditures included confidential shredding services, kiosk maintenance, temporary clerical and professional staff (to assist with community service cases), general office supplies, iJustice software development, software licensing agreements, and to cover grant related shortages for offender services such as indigent electronic monitoring, treatment services, and case management.

During 2015, the Probation Department implemented a new case management software system designed to provide better accounting and tracking of all probation cases. The department also distributed to staff a policy and procedure manual that standardized contact and ORAS standards and offered peer training to fellow officers in the areas of evidence based practices and computer case management. Probation Department committees continue to work on identifying ways to improve department efficiency, effectiveness, practices and services. All staff members in the Probation Department are certified LEADS operators, and are also certified to use the Ohio Risk Assessment System.

Staff Summary

As of December 31, 2015, there were 32 staff positions in the Probation Department: one chief probation officer, four unit supervisors, 17 probation officers, three intake officers, one license intervention specialist, one community service officer, five probation secretaries and one temporary staff member. The Probation Department has four unfilled positions: one probation officer position, one community service officer position, one quality assurance manager position, and the assistant chief probation officer position.

2016 Goals

1. Implementation of probation case management software enhancements.
2. Development of a quality assurance and continuous quality improvement program
3. Increasing service collaboration between the Probation Department, the community and other public agencies.

2015
PROBATION DEPARTMENT
YEAR END STATISTICAL REPORT

	NO. OF CLIENTS 2015	NO. OF CASES 2015	NO. OF CASES 2014
<u>REFERRALS TO PROBATION:</u>			
Traffic	5,172	9,472	6,603
Criminal	4,725	7,914	5,844
TOTAL	9,897	17,386	12,447
<u>OFFENDERS ON PROBATION:</u>			
Active Probation	3,209	4,113	2,952
Inactive Probation	2,169	2,516	2,104
Referral Monitor	81	87	*
TOTAL	5,459	6,716	5,056
Total Probation Violations Requested	1,286	2,015	*
Defendants Released or Terminated from Probation	4,773	5,873	5,634
Court Reviews	412	475	374
Pre-Sentence Referrals Requested	741	771	1,163
Motions to Seal	365	613	*

*In 2015, the Probation Department received new case management software that improved data collection and reporting. Data was not reported in this area for 2014.

**2015
PROBATION DEPARTMENT
YEAR END STATISTICAL REPORT**

	NO. OF CLIENTS 2015	NO. OF CASES 2015	NO. OF CASES 2014
<u>REFERRALS TO PROBATION:</u>			
CDTC Referrals	73	120	*
EMU Referrals	259	394	579
DIP Referrals	1,148	1,155	*
<u>CSPP PROGRAM:</u>			
Total CSPP Referrals	2,634	5,127	2,862
Insurance Fees Collected on CSPP Cases	\$3,970.00		\$4,140.00
TOTAL CSPP Hours Ordered**	112,941		121,740
TOTAL CSPP Hours Completed**	44,634		53,048
<u>LIS PROGRAM:</u>			
Vehicle Release	148	149	383
LIS (RED Referrals)	1,122	1,243	1,044
Immobilizations	181	186	235
Driving Privileges	308	334	853
General LIS Inquiries (Walk in)	656	*	706
TOTAL	2,415	1,912	3,221

*In 2015, the Probation Department received new case management software that improved data collection and reporting. Data was not reported in this area for 2014.

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

2015
PROBATION DEPARTMENT
YEAR END STATISTICAL REPORT

	NO. OF CLIENTS 2015	NO. OF CASES 2015	NO. OF CASES 2014
<u>ALTERNATIVES PROGRAM:</u>			
Total Alternatives Program Referrals	555	578	421
Successful (sealed)	374		291
Unsuccessful	19		58
TOTAL	948	578	770

REGIONAL COURT REFERRALS:

Bowling Green	0	0
Sylvania	0	0
Maumee	0	0
Oregon	0	0
Perrysburg	50	23
Berea	1	0
Portage	1	0
Other	0	1
TOTAL	52	24

FINANCIAL INFORMATION:

Restitution Collected	\$102,397.42	\$105,106.09
Surcharge Collected	\$5,832.50	\$8,400.37
TOTAL	\$108,229.92	\$113,506.46

HOUSING AND ENVIRONMENTAL COURT

Judge C. Allen McConnell
Housing and Environmental Court Judge

Message from the Judge

2015 presented new challenges for the Toledo Municipal Housing Court and the City of Toledo. Blighted and nuisance properties continue to be of great concern for the Court, and we were unable to find an absolute cure for these concerns. The volume of cases filed and resolved by the Court this year was less than previous years. The Department of Neighborhoods instituted a new case management system that required an adjustment period for their housing inspectors. The system is now up and running and we are expecting considerably more volume in 2016.

As in previous years, in 2016, the Toledo Municipal Housing and Environmental Court will continue to pursue absentee property owners, and will endeavor to find resources for homeowners who do not have the financial means to bring their property into compliance with the housing code. The Court's housing specialists will pursue available grants to assist homeowners, and work with neighborhood leaders to address property deterioration. I have always been of the opinion that early detection of deterioration is the strongest method to save and secure a neighborhood.

Finally, on November 13, 2015, the Housing Code Ordinance (§1726.08) was upgraded from a misdemeanor of the third degree to a misdemeanor of the first degree with a penalty of six (6) months in jail, and a fine of one thousand dollars (\$1,000). This change provides the Court with a more severe penalty for those who violate the Toledo Municipal Housing Code.

If you have thoughts or ideas about the direction of your Housing Court, your comments are welcome. Please email me at callenmcc@tmcourt.org or call me at (419) 245-1946.

The History of Housing Court

The Toledo Municipal Housing and Environmental Court were 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; signing search warrants, etc.

The Housing 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 Court 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 Housing 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's 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 (R.C. 1923.02) are assigned to the Environmental Court docket.

The principal objective of the Housing 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 2015, 684 nuisance cases were filed in Housing Court. Many defendants 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 refuse to appear. Bench warrants are issued for those that fail to appear. Many of those defendants are absentee landlords and/or out-of-state owners.

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.

2015 Accomplishments and Goals for 2016

Judge McConnell presented a Continuing Legal Education (CLE) sponsored by the Real Estate Law Committee of the Toledo Bar Association on April 22, 2015. The agenda included the history and purpose of the Housing and Environmental Court, and information on civil and criminal housing cases. Speakers included Magistrate Alan Michalak and Chief Civil Bailiff Dave Baz. The event was well attended and received.

Senior Housing Specialist Barbara Falls and Housing Specialist Bob Krompak attended a grant writing workshop presented by Grant Writing USA, hosted by the City of Toledo in May 2015. The Housing Court is currently collaborating with NeighborWorks Toledo Region as a co-applicant for the Housing Assistance Grant Program through the Ohio Development Services Agency. If awarded, the Housing Court will assist qualified owner-occupant defendants in emergency home repairs to prolong the life of their homes and prevent homelessness.

The Housing Court staff collaborated with the Helping Hands of St. Louis in building a community garden on the site of a former Housing Court case at 464 Sixth Street. The community garden provides fresh produce for the Helping Hands “soup kitchen” and food pantry for neighborhood residents. The Housing Court staff spent a considerable amount of time in preparatory work for the construction and planting. The community garden build and dedication took place on May 30, 2015. Judge McConnell officiated the dedication ceremony. Numerous community leaders were in attendance, including Congresswoman Marcy Kaptur and former State of Ohio Representative Peter Ujvagi.

Senior Housing Specialist Barbara Falls and City of Toledo Housing Prosecutor Joseph Howe attended Code Enforcement Academy training in Dallas, Texas November 16 to 17, 2015. The training was presented by the Center for Community Progress. Participants from eighteen (18) states attended and heard presentations of best practices and success stories from several cities, including the host town of Dallas. Ms. Falls and Mr. Howe will collaborate with the Department of Neighborhoods to identify best practices to replicate in Toledo.

The housing website, toledohousingcourt.org, is undergoing transformation to an improved, more user-friendly site. This upgrade should be completed in 2016.

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.

Staff Summary

The 2015 Housing Court staff consists of Judge C. Allen McConnell, Magistrate Alan J. Michalak, Standby Magistrates James E. Morgan, Rebecca K. Ligibel, and Catherine Hoolahan, Senior Housing Specialist Barbara Falls, Housing Specialist Larry A. Cardwell, Housing Specialist Robert Krompak, Court Reporter Lori Hauenstein, Deputy Lorraine Walker, Law Clerk Michael Yakumithis, and Judges' Secretary Meredith Kurucz.