

**Mayor's Court Registration and Reporting Workgroup  
Friday, May 14, 2004**

**Workgroup Members Present:**

Mayor Maxine Gilman, West Carrollton  
Magistrate Karen Sheffer, Baker & Hostetler LLP  
Janet Yeager-Swain, Crestline  
Karen Woodward, Gahanna  
Sally Hiller, Kelleys Island  
Michele Naish, Reading  
Joyce Remec, Richfield  
Linda Lutts, Sharonville  
Cindy Bitter, Upper Arlington  
Susan Link, Worthington  
Jean Wurzbacher, Peninsula  
Mark Ludwig, Solicitor – Peninsula  
Michael Schirtzinger, The Supreme Court of Ohio  
Gretchen Beam, The Supreme Court of Ohio  
Diane Hatcher, The Supreme Court of Ohio  
John Hopper, The Supreme Court of Ohio

**Guests Present:**

Chuck Rupprecht, Baldwin Group  
Eric Swinford, S&H, Consulting  
Rick Kobrinski, Innovare Solutions  
Meredith Pees, Henschen & Associates  
Robin Poklar, GBS Computer Solutions  
Terri Bachelor, Sanderson CMI  
Nick Toerner, Sanderson CMI

1. Welcome to members and guests from Diane Hatcher.
  - Welcome to new workgroup member Mark Ludwig, Solicitor, Village of Peninsula
  - Workgroup members introduced themselves to the group
  
2. Minutes from September 5, 2003 meeting were approved.
  - Karen Woodward requested a change to be made to previous meeting minutes on item No. 5 (list of escalating misdemeanors) from disposition from No. 2-72 to disposition form No. 2-71.

3. Mike Schirtzinger gave an update on 1<sup>st</sup> quarter reporting. There are 316 registered Mayor's Courts, 258 (81%) of the registered Mayor's Courts have submitted a 1<sup>st</sup> quarter report. Of the 258 reports submitted, 82 (32%) were submitted online and 176 (68%) were submitted by mail or fax.

The largest three Mayor's Courts with total number of cases filed were:

- Dublin (Franklin) 3,391
- Reading (Hamilton) 2,486
- Middleburg Hts. (Cuyahoga) 2,483

The smallest three Mayor's Courts with total number of cases filed were:

- Baltimore (Fairfield) 0
- Hartford (Licking) 1
- Martinsville (Clinton) 1

4. John Hopper gave an update on the Online Reporting System. He asked the workgroup for feedback on the reporting system. He advised the group he was working on adding public access for the general public to view and search for Mayor's Court reports. He also advised that his goal for the future is to develop communication between the Supreme Court and the software systems so Clerks would be able to process the report in one easy step.
5. Diane Hatcher asked the workgroup to develop goals for this year. First, the workgroup revised their Mission Statement.

#### **Current Mission Statement**

“The workgroup is established to develop procedures for Mayor's Courts Registration & Reporting.”

#### **New Mission Statement**

“The workgroup is established to support ongoing education for Mayor's Court Registration & Reporting.”

Next, the workgroup developed goals for the 2004 year.

1. Uniformity in case numbering
2. Make contact with new Mayor's Courts
3. Provide mentoring support
4. Enhance/clarify written instructions
5. Explore physical case inventory
6. Encourage use of on-line web form
  - a. Currently 32%
  - b. Objective 50% (end of 2004)

Diane Hatcher made a suggestion to possibly have sub committees that would explore certain goals (either in person or by telephone conference).

Meeting frequency was discussed by all members. The workgroup determined to meet on an as needed basis at this time.

Diane Hatcher suggested Mike Schirtzinger put together a list of items on written instructions that need more clarification.

6. Mike Schirtzinger spoke about annual training for clerks/preparers of the statistical report form. As of today, he has scheduled Friday, November 5<sup>th</sup> (8am-12pm) at Ohio University in Chillicothe. He also plans on having one training class at the Ohio Judicial Center, Columbus in October (date to be announced). Mike raised the question to the workgroup how many training classes they thought was needed. Also, Mike asked the workgroup if there were any certain areas that a class would be beneficial. Michele Naish suggested a training class for the Cincinnati area clerks. Janet Yeager-Swain suggested a training class for the northwest area of the state.
7. Diane Hatcher asked for feedback on additional Mayor's Court rules. She asked the group for feedback on mandatory electronic reporting. Brief discussion was held and it was suggested that since several Mayor's Courts do not have computers in their offices that it was not feasible at this time.
8. Diane Hatcher asked for feedback on possible terms for workgroup members. Brief discussion was held and suggested the workgroup finish out this year without making any changes to the membership.
9. Mark Ludwig suggested that certificates be distributed annually to courts that meet Supreme Court requirements.
10. The Workgroup decided that the next meeting would be scheduled for Friday, June 18, 2004 from 10am – 2pm in the Ohio Judicial Center, Columbus.
11. Meeting Adjourned.

**Future Meetings – All Meetings from 10 AM to 2 PM**

Friday, June 18, 2004 - Ohio Judicial Center, Columbus (Room G-137)