

# 2015 ANNUAL REPORT



**William Steuk**  
**Judge**

**Julie Ortega**  
**Clerk of Court**

“When they are impartial and independent, courts earn public trust and confidence as they balance needs for social order and individual freedom in the **‘ordinary administration of criminal and civil justice.’**”

**HURON MUNICIPAL COURT  
2015 ANNUAL REPORT**

2015 Employee Roster
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William Steuk.....Judge  
Julie Ortega..... Clerk  
Diana Krawetzki.....Deputy Clerk  
Ashley Williams ..... Probation Officer/Deputy Clerk  
Laura Alkire. .... Police Prosecutor

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Pursuant to section 1901.14 Ohio Revised Code, the following report relative to the operation of the Huron Municipal Court for the year 2015 is respectfully submitted.

## **MISSION STATEMENT**

The Mission of the Huron Municipal Court is to provide a fair, impartial, and efficient resolution of the matters brought before it, without unnecessary delay, in a courteous manner.

## **DEPARTMENTAL GOALS**

The Municipal Court is committed to providing fair and impartial resolution of all issues in a manner that is efficient for all parties involved. The Municipal Court is also committed to ensuring that defendants strictly comply with all judicial orders. Finally, the Huron Municipal Court is committed to operate the court well within the boundaries of its budget, and to report in a timely manner all revenues and expenditures to the appropriate agencies, thereby earning and maintaining the public's respect, confidence and satisfaction.

## **MUNICIPAL COURT**

The Constitution of the United States and the Ohio Constitution both established three separate branches of government: the Executive, the Legislative and the Judiciary. The doctrine of "separation of powers" is embodied in the framework of the Ohio Constitution, the U.S. Constitution, and the system of representative government and constitutional democracy. The authority to operate the court and make determinations as to the appropriate level of funding needed to operate the court, are decisions that are within the exclusive authority of the courts. These are matters about which the courts have the constitutional obligation to protect and preserve from interference from another branch or level of government. These principles are at the heart of the separation of powers framework endorsed by the Founding Fathers in the Federalist Papers, and evident in the Federalist Paper #52:

*In order to lay a due foundation for that separate and distinct exercise of the different powers of government, which to a certain extent, is admitted on all hands to be essential to the preservation of liberty, it is evident that each department [branch of government] should have a will of its own....The great security against a gradual concentration of the several powers in the same department [branch of government], consists in giving to those who administer each department, the necessary constitutional means, and personal motives, to resist encroachment of the others...Ambition must be made to counter ambition.(Federalist #52)*

The creation and maintenance of the municipal courts is reserved to the General Assembly pursuant to Ohio Const. art. IV, §1. The Huron Municipal Court was established in 1968 pursuant to Ohio Revised Code 1901.01.

The Huron Municipal court is a single judge court where the part-time Judge acts as both the Presiding and Administrative Judge. The Judge serves a term of 6 years. The court employs one (1) full time Clerk of Court/Court Administrator and one (1) full time Deputy Clerk/Probation Officer and one (1) full time Deputy Clerk for the Civil Division.

**Purposes of Courts:**

1. To Do Individual Justice in Individual Cases
2. To Appear To Do Individual Justice in Individual Cases
3. To Provide a Final Forum for the Resolution of Legal Disputes
4. To Protect Individuals from the Arbitrary Use of Government Power
5. To Provide a Formal Record of Legal Status
6. To Deter Criminal Behavior
7. To Rehabilitate Persons Convicted of Crime
8. To Separate Convicted Persons from Society
9. To Protect the Weak Against the Strong

**Clerk of Court's Department:**

State law mandates that this department collect and disburse monies and maintain the records of the court. This department processes matters for and provides information to the Huron Police Department, State Highway Patrol, Ohio Bureau of Motor Vehicles, Erie County Sheriff, civil litigants, attorneys, prosecutors, criminal defendants, The Supreme Court of Ohio, The Bureau of Criminal Identification and Investigation and all other law enforcement agencies.

Money is paid into this department as fines and costs on traffic, criminal and civil cases. In 2015, the court operated well within the boundaries of its \$265,908 budget, collecting \$756,187 in fines and costs from both criminal/traffic and civil cases. From this total collected the court paid \$389,076 to the City of Huron. As required by statute, fines and costs were distributed to the various law enforcement agencies, state agencies and to the City of Huron and are shown in the following pages.

The Clerks' office is ever grateful for the cooperation received from the municipalities of this court district, other courts and law enforcement agencies. The clerk's office looks forward to assisting you in the coming year.

**HURON MUNICIPAL COURT  
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**SUMMARY REPORT**

Traffic & Criminal Cases

Number of Traffic Cases Filed in 2015:	2897	
Huron Police Department:	988	34%
Ohio State Highway Patrol:	1566	54%
Erie County Sheriff:	343	12%
Number of Criminal Cases Filed in 2015:	560	
Huron Police Department:	227	40%
Ohio State Highway Patrol:	31	6%
Erie County Sheriff:	239	43%
Ohio Dept of Natural Resources & Dept of Taxation:	63	11%

Civil Cases

Number of Civil cases Filed in 2015:	222
Number of Small Claims Cases Filed in 2015:	75
Total Civil cases filed in 2015:	297

**TOTAL MONIES COLLECTED IN 2015**

Criminal & Traffic Account:	\$ 639,133.46
Civil Account:	\$ 117,053.53
Total Collections:	\$ 756,186.99

**HURON MUNICIPAL COURT  
2015 ANNUAL REPORT**

2015 FINANCIAL REPORT
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Balance on Hand 1/1/15:	\$ 6,679.00
Total Collections for 2015:	\$ 756,186.99

Total Cash:	\$ 762,865.99
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Disbursements:
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**City of Huron:**

Court Costs:	\$ 180,415.28
Capital Improvement Fund:	\$ 19,163.00
Computer Improvement Fund:	\$ 19,759.00
City Ordinance Fines:	\$ 106,013.76
Special Warrant Fund:	\$ 4,035.00
45% OSP Fines – General Fund:	\$ 17,191.17
45% OSP Fines – Hwy Patrol Fund:	\$ 13,594.97
Special Projects:	\$ 1,900.00
DUI Arresting Agency:	\$ 1,045.00
DUI Indigent Alcohol Fund:	\$ 4,612.00
Probation Fees	\$ 21,347.00

Total paid to City of Huron:	\$ 389,076.18
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**Erie County:**

Highway Maintenance Fines:	\$ 14,093.00
Regular Fines Collected:	\$ 19,882.29
Uniform Fines Collected:	\$ 33,037.50
Highway Safety:	\$ 30.00
Dog Fines:	\$ 00.00
Drug Fines:	\$ 5,079.00
Liquor Fines:	\$ 1,975.00
10% OSP Fines:	\$ 7,695.16
Sheriff Housing Fund:	\$ 895.00
Sheriff Fees:	\$ 11.00
DUI Arresting Agency:	\$ 300.00
Public Defenders Fee:	\$ 2,116.00
Erie County Law Library	\$ 1,053.26

Total Paid to Erie County:	\$ 86,167.21
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**State of Ohio:**

Victims of Crime Fund:	\$	23,918.00	
Indigent Defense Fund:	\$	73,079.94	
Expungement Costs:	\$	1,020.00	
45% OSP Fines:	\$	38,470.30	
DUI Arresting Agency	\$	110.00	
OSP Drug Fines:	\$	1,050.00	
Board of Pharmacy Fines:	\$	1,925.00	
50% Liquor Fines:	\$	1,975.00	
Seat Belt Fines:	\$	6,405.00	
Highway Safety Fund	\$	70.00	
Bureau of Motor Vehicles:	\$	45.00	
Ohio Dept. Natural Resources	\$	1,920.00	
Ohio Dept. of Public Safety	\$	250.00	
Legal Aid:	\$	6,571.00	
Drug Enforcement:	\$	8,112.40	
Total paid to State of Ohio:			\$ 164,921.64

**Miscellaneous Disbursements:**

Restitution Payments Collected and Disbursed:	\$	9,247.21
Bond Refunds paid throughout Year:	\$	27,537.55
Garnishment Payments (Civil Cases)	\$	74,234.30
Capital Recovery Systems:	\$	5,337.90

**TOTAL DISBURSEMENTS:** \$ 756,521.99

**BALANCE ON HAND DECEMBER 31, 2015:** \$ 6,344.00

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The balance on hand represents bonds being held on pending cases in the Huron Municipal Court and will be carried over to the beginning of the year 2016.

## HURON MUNICIPAL COURT 2015 ANNUAL REPORT

COMPARISON REPORT
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### Cases Filed:

<u>Year</u>	<u>Criminal</u>	<u>Traffic</u>	<u>Civil</u>	<u>Total</u>
2003	737	4385	269	5391
2004	800	3642	332	4774
2005	748	3339	300	4387
2006	671	2916	406	3993
2007	595	2617	285	3497
2008	929	2594	377	3900
2009	649	2454	292	3395
2010	752	2605	272	3629
2011	562	2335	271	3168
2012	824	2515	281	3620
2013	858	3383	341	4582
2014	630	3335	246	4211
2015	560	2897	297	3754

### Collections:

<u>Year</u>	<u>Criminal &amp; Traffic</u>	<u>Civil</u>	<u>Total</u>
2003	\$ 602,219.49	\$ 121,058.66	\$ 723,278.15
2004	\$ 608,558.62	\$ 109,379.21	\$ 717,937.83
2005	\$ 630,324.93	\$ 93,663.75	\$ 723,988.68
2006	\$ 561,514.23	\$ 107,435.56	\$ 668,949.79
2007	\$ 542,688.40	\$ 129,562.88	\$ 672,251.28
2008	\$ 575,730.35	\$ 147,718.22	\$ 723,448.57
2009	\$ 554,138.85	\$ 142,922.36	\$ 697,061.21
2010	\$ 564,309.25	\$ 133,088.46	\$ 697,397.71
2011	\$ 566,331.85	\$ 136,444.27	\$ 702,776.12
2012	\$ 628,219.30	\$ 136,585.16	\$ 764,804.46
2013	\$ 781,524.38	\$ 163,614.00	\$ 945,138.38
2014	\$ 729,369.53	\$ 147,150.58	\$ 876,520.11
2015	\$ 639,133.46	\$ 117,053.53	\$ 756,186.99



**CALENDAR YEAR 2015 ACCOMPLISHMENTS**

- Modified and maintained the Municipal Court website in conjunction with the City of Huron to be more user-friendly. All court forms are now available for download on the website.
- Batched all current overdue accounts to Capital Recovery Systems for help in securing payment.
- Court Rules updated and sent to the Supreme Court of Ohio
- Continued to maintain a self-sustaining probation department to monitor offenders, as well as, all court ordered requirements. Successfully released 30 probationers in 2015.
- Maintained a 100% or better clearance rate of cases in the Civil and Criminal and Traffic Divisions: 103%, 132% and 105% respectively for 2015.
- The Court continued to be self-sustaining by operating well within the boundaries of its budget and contributing \$ 73,408 of overage (amount over the actual budget expenditures) to the City of Huron's General Fund.
- Successfully resolved 305 civil conflicts, 2970 traffic violations and 593 criminal offenses.
- Processed and disbursed a total of \$74,234 in civil garnishments. These were processed and returned to the plaintiffs in a timely manner.
- Collected and disbursed \$9,247 in restitution payments (note: not all restitution payments are paid through the Court, they can be made directly to the victim.)
- Completed timely performance evaluations of all full-time employees; providing for a comparable performance based bonus.
- Complied with and met all requirements for the State of Ohio Audit through the City of Huron with no finding for recovery.
- Collected \$756,187 in monies and properly distributed all monies to the appropriate agencies: Erie County Auditor, City of Huron, The State of Ohio, Ohio State Board of Pharmacy, Ohio Bureau of Motor Vehicles, Ohio Department of Natural Resources and Erie County Sheriff in the time prescribed by the Ohio Revised Code.
- Reported all unclaimed funds to the City of Huron as prescribed by the Ohio Revised Code.
- Continued to utilize the video arraignment system to eliminate the cost of transporting prisoners for court hearing.
- Issued 363 warrants for arrest and served a total of 357 warrants on defendants.
- Held 100 regular court sessions with 4,361 cases scheduled during those sessions.
- Reconciled all bank accounts monthly with no discrepancies.
- Continued to monitor and try new avenues for collections of the \$468,397 in outstanding debt owed to the court.
- Successfully continued the process of collecting fines and costs via the internet through n-court; collecting a total of \$ 191,958 for 2015.

**CALENDAR YEAR 2015 ACCOMPLISHMENTS CONTINUED**

- Conducted 1 Jury trial which lasted 2 days.
- Reported all 1099-Misc income for all garnishments as required by the Internal Revenue Service.
- Scheduled a total of 646 pretrial, court trial and other motion hearings for 2015.
- Completed new Security Manual from information obtained through Supreme Court security Audit.

**CALENDAR YEAR 2016 DEPARTMENTAL OBJECTIVES**

- Maintain high profile in state and local professional organizations such as the Ohio Association of Municipal and County Court Clerks, The Ohio Judges Association, Ohio Judicial Association and the Supreme Court of Ohio. Meet quarterly with local court clerks to improve regional collaboration.
- Redo the Courts' website with online case docket look-up and on-line payment verification.
- Continue to conduct yearly warrant sweep in conjunction with all outside agencies.
- Consistent sentencing of Defendants as to deter crime in the city.
- Actively seek and monitor all accounts receivable by seeking new avenues for collections.
- Improved customer satisfaction.
- Implement and monitor 2016 budget.
- Develop staff through continued education programs and performance evaluations.
- Develop Probation staff through professional organizations and continued education.
- Continue to work with Erie County's Mental Health, Drug and Domestic Violence Courts.
- Establish a DUS License Reinstatement Project to help individuals work with the Bureau of Motor Vehicles to become valid drivers.
- Complete new counter payments system through n-court so that the court does not continue to pay the fees associated with the banking industry.

**HURON MUNICIPAL COURT****2015 YEAR END REPORT**

<b>WORKLOAD MEASURES</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>
<b>Criminal Cases Filed</b>	824	858	630	560
<b>Percent by Agency:</b>				
Huron Police Department	47%	48%	49%	40%
Ohio State Patrol	2%	4%	3%	6%
Erie County Sheriff	48%	47%	44%	43%
Other	3%	1%	4%	11%
<b>Traffic Cases Filed</b>	2515	3383	3335	2897
<b>Percent by Agency:</b>				
Huron Police Department	40%	30%	25%	34%
Ohio State Patrol	41%	54%	62%	54%
Erie County Sheriff	19%	16%	13%	12%
Civil Cases Filed	281	341	246	297
<b>PRODUCTIVITY MEASURES</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>
Criminal/ Traffic Receipts	\$628,219	\$781,524	\$729,370	\$639,133
Civil/Small Claims Receipts	\$136,585	\$163,614	\$147,151	\$117,054
Expenses	\$255,460	\$264,309	\$254,039	\$265,908
Paid to City	\$394,609	\$455,114	\$432,776	\$389,076
Clearance Rates for Cases				
Criminal/Traffic	113%	112%	112%	108%
Civil	103%	112%	100%	103%
<b>STAFF</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>
FTE	2.0	3.0	3.0	3.0
PTE	1.0	0.0	0.0	0.0
PTJ	1.0	1.0	1.0	1.0

**FUND ACCOUNTING TO SHOW SELF-SUSTAINING OPERATION OF COURT**

	<b>General Fund 2013</b>	<b>General Fund 2014</b>	<b>General Fund 2015</b>
Receipts:			
Reimbursement from County:*	\$ 70,788.60	\$ 31,596.96	\$ 35,695.56
Court Costs	\$206,341.28	\$201,099.78	\$180,415.28
City Ordinance Fines:	\$136,862.11	\$116,457.00	\$106,013.76
State Patrol Fines:	\$ 19,532.84	\$ 20,392.07	\$ 17,191.17
Reimbursement:			
TOTAL RECEIPTS	\$433,524.83	\$369,545.81	\$339,315.77
TOTAL DISBURSEMENTS:	\$264,309.23	\$254,039.06	\$265,907.78
TOTAL OVERAGE TO GENERAL FUND:	<b><u>\$169,215.60</u></b>	<b><u>\$115,506.75</u></b>	<b><u>\$ 73,407.99</u></b>

\* The City of Huron is reimbursed for 40% of the Judge and Clerk's salaries and benefit compensation as prescribed by the Ohio Revised Code whereas, 100% of this expense is budgeted for in the court's budget

**MISCELLANEOUS COURT FUNDS**

	<b>Computer Fund</b>	<b>Capital Projects</b>	<b>Indigent Alcohol</b>
Receipts:	\$ 19,789.00	\$ 19,163.00	\$ 4,612.00
Disbursements:	\$ 00.00	\$ 125.00	\$ 00.00

**Interlock & AI Monitoring**

**Probation Fund**

Receipts:	\$ 1,900.00	\$ 21,347.00
Disbursements:	\$ 00.00	\$ 28,815.84

**PROBATION STATISTICS FOR 2015**

- 45 Defendants put on Supervised Probation for the year 2015.
- 8 Defendants put on Diversion/or IILC (intervention in lieu of conviction)
- 30 Successfully completed Supervised Probation during the 2015 calendar year.
- 9 Probationers were released from probation unsuccessfully; jail time was imposed on these probationers in lieu of their supervised probation.
- 83 Probable Cause/ Probation Revocation Hearing Held in 2015

**Court Ordered Requirements:  
Program**

**Number of Defendants Completed**

26 Week Domestic Violence Program	10
AA/NA	6
Anger Management Program	6
Community Service (not in conjunction with anything)*	1
Court Ordered Diversion Program	10
Driver Intervention/Jail (for OVI)	68
Drug/Alcohol Evaluations	46
In- Patient Treatment Program	6
Sentenced to Intervention Court	3
Mental Health Evaluation	7
Remedial Driving Course	0
Restitution Ordered	29
Court Ordered Underage Diversion Program	28
Underage Drinking Class (not in conjunction)*	0
Underage Drinking Class & Community Service	17

\*Not in conjunction with any other requirement. Court Ordered only.

Number of Jail Days Suspended on Supervised Probationers: 7,145  
Number of Jail Days Suspended on Non-Supervised Probationers: 8,180

The Huron Municipal Court would like to take this opportunity to thank those who have contributed to the continued success of the court.

Respectfully submitted,

William Steuk, Judge  
Huron Municipal Court

A copy of this report will be sent to the following as required by Ohio Revised Code:

Huron City Manager  
Huron City Finance Director  
Erie County Auditor

Huron City Council  
Erie County Commissioners