



Mayor's Court Registration & Reporting Workgroup

Meeting Minutes Friday, June 18, 2004

*Ohio Judicial Center, Columbus, Ohio
10:00 A.M. – 2:00 P.M.*

Members Present

Gretchen Beam
The Supreme Court of Ohio

Cindy Bitter
Upper Arlington Mayor's Court

Diane Hatcher
The Supreme Court of Ohio

John Hopper
The Supreme Court of Ohio

Linda Lutts
Sharonville Mayor's Court

Joyce Remece
Richfield Mayor's Court

Mike Schirtzinger
The Supreme Court of Ohio

Karen Sheffer
Magistrate, Baker & Hostetler LLP

Karen Woodward
Gahanna Mayor's Court

Jean Wurzbacher
Peninsula Mayor's Court

Marcia Soos
Shadyside Mayor's Court

Members Absent

June Allison
Yellow Springs Mayor's Court

Mayor Maxine Gilman
West Carrollton Mayor's Court

Sally Hiller
Kelleys Island Mayor's Court

Kathy Kaluger
St. Clairsville Mayor's Court

Susan Link
Worthington Mayor's Court

Mark Ludwig
Village of Peninsula

Michele Naish
Reading Mayor's Court

Katherine Unger
Cuyahoga Heights Mayor's Court

Janet Yeager-Swain
Crestline Mayor's Court

Guests Present

Rick Kobrinski
Innovare Solutions

Bill Udell
GBS

Chuck Rupprecht
The Baldwin Group

Approval of Minutes

- Workgroup approved minutes from 05/14/2004 meeting.

Issues

- **1st Quarter Reporting Update**

Mike Schirtzinger reported as of June 17th there were 284 reports submitted. Of the 284 reports submitted, 194 reports (68%) were submitted by mail/fax and 90 reports (32%) were submitted online.
- **Goals for Mayor's Court Workgroup**

Diane Hatcher asked for feedback from the workgroup on the mission statement and goals. It was suggested and agreed that an addition of "clerks" to be placed in goal number two. Now goal number two will read "make contact with new mayor's court clerks". Mike Schirtzinger will send a revised copy of the goals to the workgroup.
- **Clarifying written instructions**

Mike Schirtzinger asked for feedback from the workgroup about clarifying some parts of the written instructions in the Mayor's Court Report Form. After much discussion, it was suggested to revise line thirteen (Unavailability of Accused) on page six. It was also suggested that line seven (Guilty or No Contest Plea to Original Charge) and line eight (Guilty or No Contest Plea to Reduced Charge) on page six be changed. Changes were viewed by the workgroup as they were made on the laptop. A revised copy of the instructions will be distributed to the workgroup.
- **Public Access**

John Hopper demonstrated the public access portion of the Mayor's Court Registration & Reporting webpage. John explained that he would like to enhance this version in the future and to expect the layout of the view to change with a new web version of the Supreme Court website. He also stated that the target date to "go live" with the public access is July 1st. Cindy Bitter suggested that a 0 digit be placed in the court code number. As it is displayed now it shows only three digits if there is a 0 in the first portion of the court code. Diane Hatcher asked the workgroup members for feedback concerning the Mayor's email address listed on the public view. It was decided to have the Mayor's, Acting Mayor's, and Magistrate's email address taken out of the public view. There was discussion about having an amended report displayed with the original report that was submitted. It was decided to have only the amended report displayed on the public access view.
- **Standards Update**

Diane Hatcher reported that one of the Supreme Court priorities is the standards of the Mayor's Court system. This would allow courts to send reports electronically in one step to the Supreme Court. Diane also stated that she will be having discussions with Technology Resources personnel to define what the standards will be.
- **Case Number Uniformity**

Diane Hatcher stated the Supreme Court is looking to implement new rules involving case numbers in 2006. Diane displayed an example of the new case number. The case number will begin with a court code, then the year followed by as many as 12 characters (Example: **25632004000000000000**). Mayor's Court's will not be required to change their case numbers. Diane will distribute a draft of

the new rule at the next meeting.

- **Outstanding Reports**

A list of outstanding reports was distributed to all members. This list shows reports that were submitted and returned due to some type of inaccuracy. The list does not include courts that have not submitted a report at all. Diane Hatcher said a letter will be mailed to all non-registered courts in the Supreme Court database that have operated a court at one time asking if they are still conducting Mayor's Court.

Next Meeting

- Friday, August 27th 10am -2pm in the Ohio Judicial Center, Room # 102