

**Mayor's Court Registration and Reporting Workgroup
June 20, 2003**

Workgroup Members Present:

Magistrate Karen Sheffer, Baker & Hostetler LLP
Janet Yeager, Crestline
Karen Woodward, Gahanna
Sally Hiller, Kelleys Island
Jean Wurzbacher, Peninsula
Michele Naish, Reading
Joyce Remec, Richfield
Marcia Soos, Shadyside
Linda Lutts, Sharonville
Kathy Kaluger, St. Clairsville
Cindy Bitter, Upper Arlington
Susan Link, Worthington
Gretchen Beam, Supreme Court of Ohio
Diane Hatcher, Supreme Court of Ohio
Mary Beth Parisi, Supreme Court of Ohio

Guests Present:

Chuck Rupperecht, Baldwin Group
Kim Zita, Baldwin Group
Robin Poklar, GBS Computer Solutions
Patrick Henschen, Henschen and Associates
Harry Endrulas, Innovare Solutions LLC
Lisa Brooks, RCIC
Terri Bachelor, Sanderson CMI

1. Welcome to members and guests from Diane Hatcher.
2. Minutes from June 6, 2003 meeting were approved.
3. The following changes were made to the Registration and Reporting Form:
 - Delete "Education Certification" from top portion
 - "O.M.V.I." changed to "O.V.I." in expiration date of most recent education section
 - Change "amended" to "reduced" on line 8, terminations
 - X placed in line 12, column C

The Reporting & Registration form is now basically complete.

4. Training location suggestions are as follows:
 - Central- Columbus (Marriott-Tuttle Crossing)
 - Northeast Region- Richfield
 - Northwest Region- Lima
 - Southeast Region- St. Clairsville
 - Southwest Region- Chillicothe and Sharonville (October 10th)

A suggestion was made for the Central Region training (in conjunction with the conference) that RSVP's to Jean will be taken from association members first. Registration will be on a first come-first served basis after members have registered. Gretchen was asked her preference on how to handle that type of registration; should a response get sent back to confirm reservation or should the registrant call to follow up? Gretchen will get back to the group on her preference.

5. Changes to the Instructions for Preparation of Registration and Reporting Form were made. Those changes are reflected in the draft.

Items to be incorporated into the draft at the next meeting:

- Diane Hatcher and Gretchen Beam to rewrite language in III., A. to reflect language of the rule.
 - Karen Sheffer to verify O.R.C. citations.
 - Michele Naish to rewrite the example in D., 3. (b) (page 4).
 - Karen Sheffer to rewrite language in D., 3. (d) (page 5).
 - Diane Hatcher to rewrite 2nd paragraph under Terminations (page 5).
 - Diane Hatcher to rewrite Terminations line 17, (c) (page 7).
 - A glossary of terms will be added.
 - Jurisdiction
 - Want of Prosecution
 - Review will begin with Terminations line 18 at the next meeting.
6. Cindy Bitter will create a purpose statement for Registration & Reporting.
 7. Karen Sheffer will verify the applicability of the Rules of Superintendence to be included in the Instructions for Preparation.
 8. Agenda item for next meeting: Reevaluate terminations lines 10 and 11, "want of prosecution".
 9. Meeting Adjourned.

Future Meetings – All Meetings from 10 AM to 2 PM

July 11 th -	3 rd floor lobby
August 15 th -	35 th Floor, Conference room 1
August 22 nd -	3 rd floor lobby
September 5 th -	35 th Floor, Conference room 1