

**Mayor's Court Registration and Reporting Workgroup  
June 6, 2003**

**Workgroup Members Present:**

Magistrate Karen Sheffer, Baker & Hostetler LLP  
Janet Yeager, Crestline  
Katherine Unger, Cuyahoga Heights  
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  
Dave Saffle, Supreme Court of Ohio

**Guests Present:**

Chuck Rupprecht, Baldwin Group  
Terri Bachelor, Sanderson CMI  
James Downs, Sanderson CMI

1. Welcome to new members and guests from Diane Hatcher.
2. Minutes from May 12, 2003 meeting were amended. Item 12. Add court number.
3. Mary Beth Parisi spoke to workgroup regarding Ohio Courts Network. She will be added to the workgroup roster.
4. Cindy Bitter discussed "Alert" letter. Workgroup members reviewed the letter. Changes were discussed and will be incorporated by Cindy.
5. Contact was made with State Treasurer's Office. A list of "active" Mayor's Courts was provided with contact information. 462 courts were listed. Workgroup members will identify courts in their region.
6. Proposed May. R.15 published for comment. Comments due by June 11, 2003.

7. Diane Hatcher and Karen Sheffer attended Mayor's Court Updates in Marietta. Diane indicated that the mayor will be signing off on registration and reporting form, that training will be coming up and made reference to the website that will be developed. Future Mayor's Court Updates will be held on October 17, 2003 in Reynoldsburg, November 14, 2003 in Independence and December 13, 2003 in Worthington.
8. The following changes were made to the Registration and Reporting Form:
  - Add court code line
  - Rearrange address, city, zip on second line
  - Rename top portion "Registration/Education Certification"
  - Add "Report for period beginning"
  - Change education lines to "Magistrate/Acting Mayor"
  - Change "reduced" to "amended" in line 8 of termination section

Discussion also included:

  - Court code- 4 digits (first 2 digits = county number; last 2 digits = court number)
  - Possible internal (SCO) designator for Mayor's Courts
  - Suggestions for instructions for preparation of reporting form. Katherine Unger to keep and present list of suggestions. (ex. list of common offenses, bond forfeitures-other termination)
9. Workgroup members agreed that an open discussion will be available at the June 20<sup>th</sup> meeting for vendors to comment after the workgroup has discussed the instructions for preparation of reporting form.
10. Training will be held in all regions of the state. Suggestions for dates and locations should be submitted to Joyce Remec for discussion at the June 20<sup>th</sup> meeting. When making contact with potential locations, inquire about capacity, equipment availability, setup, etc. Trainings will be held in a 3 hour block, preferably on a Friday.
11. Next meeting, Friday, June 20<sup>th</sup>, 2003. Meeting will be held in 3<sup>rd</sup> floor lobby. (left off elevators) Agenda items will include training dates and locations and instructions for preparation of registration and reporting form.

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

June 20 <sup>th</sup> -	3 <sup>rd</sup> floor lobby
July 11 <sup>th</sup> -	3 <sup>rd</sup> floor lobby
August 15 <sup>th</sup> -	35 <sup>th</sup> Floor, Conference room 1
August 22 <sup>nd</sup> -	3 <sup>rd</sup> floor lobby
September 5 <sup>th</sup> -	35 <sup>th</sup> Floor, Conference room 1

12. Meeting Adjourned.