

# Warren Municipal Court

MUNICIPAL JUSTICE BUILDING • 141 SOUTH STREET S.E., P.O. BOX 1550 • WARREN, OHIO 44482-1550

**THOMAS P. GYSEGEN, JUDGE**  
(330) 841-2515  
FAX (330) 841-2930

ALL DEPARTMENTS (330) 841-2525  
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**TERRY F. IVANCHAK, JUDGE**  
(330) 841-2517  
**MARGARET M. SCOTT**  
CLERK OF COURTS

March 21, 2016

TO THE MEMBERS OF THE TRUMBULL COUNTY BOARD OF COMMISSIONERS, MEMBERS OF WARREN CITY COUNCIL, MAYOR DOUG FRANKLIN, AUDITOR VINCENT FLASK, SAFETY SERVICE DIRECTOR ENZO CANTALAMESSA, WARREN PUBLIC LIBRARY, TRUMBULL COUNTY LAW LIBRARY, WARREN TRIBUNE CHRONICLE AND YOUNGSTOWN VINDICATOR

Dear Board Members, Council, Elected Officials:

Thank you for providing the county-city support to operate this court. Always mindful of our cost of operation, we are an essential government service and our workload is significant. We continue to provide the best service possible to our community. It is a privilege to do so.

For a comprehensive review of the court's operations, we submit the attached Annual Report.

Very truly yours,



THOMAS P. GYSEGEN



TERRY F. IVANCHAK

JUDGES OF THE WARREN MUNICIPAL COURT

# WARREN MUNICIPAL COURT 2016 ANNUAL REPORT

JUDGE TERRY F. IVANCHAK  
ADMINISTRATIVE AND PRESIDING JUDGE

JUDGE THOMAS P. GYSEGEM

DAN GERIN, MAGISTRATE AND COURT ADMINISTRATOR

MARGARET SCOTT, CLERK OF COURTS

**Serving the citizens of Warren and Trumbull County, Ohio**



**FILED**  
OFFICE OF THE CLERK

**MAR 21 2017**

MUNICIPAL COURT  
WARREN, OHIO  
MARGARET M. SCOTT, CLERK

# Jurisdiction and Organization

The Warren Municipal Court operates under the rule of law to assure that the court and the protections of the law are open to all people. The court is a limited jurisdiction court of record whose purpose is to apply the law to specific controversies brought before it, and to resolve disputes between people and other legal entities

On August 25, 1800 the first Court was held in Warren. It convened in Ephraim Quinby's com crib, which stood on Main Street, near what is now the Erie Railroad crossing. The chief accomplishment of the Court, said to be the first formal governmental agency to be established in the Western Reserve, was the appointment of a committee to select a place for the jail. The Southwest room in Ephraim Quinby's log house was chosen, temporarily; and Quinby, a founder of the town, became the town's first jailer.

The court was created in 1913 by the Ohio State Legislature, and has a geographic jurisdiction in the City of Warren, Warren Township, Howland Township and Champion Township. The court has jurisdiction over a violation of any ordinance of the City of Warren; and State of Ohio statutory misdemeanor and traffic violations committed within its jurisdiction, and to preside over preliminary hearings for felony cases that occur within its jurisdiction. Jurisdiction also includes civil cases where the amount in dispute is \$15,000 or less and for small claims cases when the claim is \$3,000 or less. The Warren Municipal Court has two full time judges, each elected on a nonpartisan ballot to serve a six year term of office. Judges must be attorneys, must live within the Court's jurisdiction and are required to be licensed to practice law for a minimum of six years prior to becoming a judge. Yearly, the judges elect a Presiding Judge and Administrative Judge. All judges have been sworn to administer justice and to ensure that the proceedings before them are conducted in an equitable and impartial manner.

The Warren Municipal Court has two elected judges, with each judge having a personal office staff consisting of a bailiff and court reporter or secretary. The judge's personal staff assists in the daily operations of both their office and the court docket.

The Court employees a full time Magistrate/Court Administrator that provides support judicial services to the two elected judges of the Warren Municipal Court. The Magistrate presides over the following: all forcible entry and detainer matters, unless a trial by jury has been requested; all small claims cases; post judgment debtor's examinations and garnishment/attachment hearings; rent escrow application cases; and other civil cases and damages hearings. The Magistrate also acts as Acting Judge when the Judges are on vacation. As Court Administrator, the office provides a number of management and administrative functions to facilitate the operation of the court. Administrative and management support and assistance is provided to the judges and staff for the development and implementation of court policies, procedures and programs.

The Clerk of Court's Office is the repository of the public records for the Warren Municipal Court operation. The Clerk, her management staff and a staff of 13 Deputy Clerks ensure that the tasks of the office, as set forth in the Ohio Revised Code, are adhered to and carried out. Established administrative functions and legal processes make certain that the municipal court case documentation is recorded and maintained appropriately.

The Clerk of the Warren Municipal Court is an appointed position. The Civil, Criminal and Traffic Divisions processed 12,200 cases in 2016. The office records all case documentation filings and receipts, then disburses funds according to the orders and directive of the Court and according to law. Office hours for the Clerk of Court are 8:00 a.m. to 4:00 p.m. Monday through Friday, excluding holidays, for the acceptance of case filings and payments.

# **COURT ORGANIZATION**

## **JUDICIAL STAFF**

### **JUDGE TERRY IVANCHAK**

JOSEPH SEKULA, BAILIFF

SECRETARY:

### **JUDGE THOMAS GYSEGEM**

JEFFREY HOVANIC, BAILIFF

LOUISE ROWLAND, BAILIFF

### **DANIEL GERIN, MAGISTRATE/COURT ADMINISTRATOR**

DEBORAH GAYDOSH, CIVIL ASSIGNMENT COMMISSIONER

### **MARGARET SCOTT, CLERK OF COURTS**

DEBORAH ALBERINI, CHIEF DEPUTY CLERK/SYSTEMS ADMINISTRATOR

VALERIE GREEN, SENIOR ACCOUNTANT

SHARON BENNETT

TERRI GRANT

LISA PLANT

PAMELA VINES

FLORENCE WOLCOTT

ASHLEY DOUGLASS

ASHLEY STREDNEY

LORETTA ESTLACK

ROSE DURCH

MARGIE JOHNSON

OLIVE SHIMMEL

### **PROBATION OFFICE**

ROBIN MCCOY, PROBATION OFFICER

BRENDA MCALLISTER, PROBATION OFFICER

JOHN TIMMINS, PART TIME PROBATION OFFICER/LICENSE RECOVERY

GARY VINGLE, PART TIME COLLECTION OFFICER

### **OUTSIDE BAILIFFS**

JESSIE HOWARD, CHIEF BAILIFF

DAVID DOMENICK, BAILIFF

### **DOMESTIC VIOLENCE ADVOCATES**

WANDA CUNNINGHAM

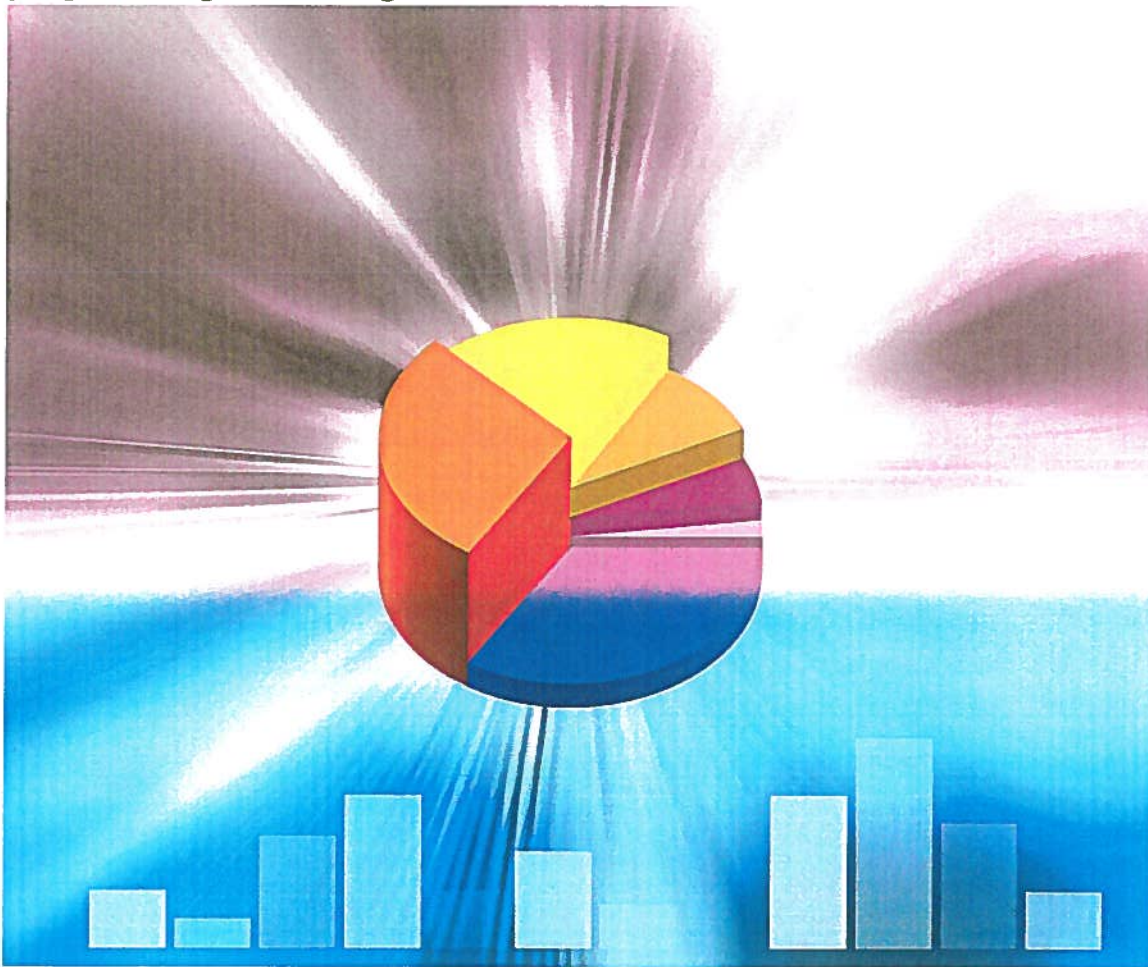
SHANICE STRINGER

# WARREN MUNICIPAL COURT

## AN OVERVIEW OF FINANCIAL PERFORMANCE FOR 2016

The following pages provide an overview of our financial performance from 2014 to 2016 for the following funds: General; Voca; Special Projects; Legal Research and Probation.

No amount of income can be generated. We strive to run the court in an efficient manner. The Court constantly evaluates its operation to meet present judicial needs and seeks to improve performance with innovative ideas, programming and management.



**THREE YEAR COMPARISON-RECEIPTS AND DISBURSEMENTS**

	2014	2015	2016
NET REVENUE/GENERAL FUND	1,276,360.00	1,085,278.00	876,695.00
EXPENSES	1,766,112.00	1,767,860.00	1,780,225.00
TRANSFERS INTO GENERAL FUND	(25,000.00)	(25,000.00)	-25,000.00
SPECIALIZED DOCKET PAYROLL SUBSIDY	(49,008.00)	(49,008.00)	-49,008.00
CITY SUPPORT	415,744.00	608,574.00	\$ 829,522.00
NET REVENUE/COMPUTER	112,248.00	96,789.00	77,704.00
TRANSFERS OUT TO GENERAL FUND	25,000.00	25,000.00	25,000.00
EXPENSES	74,370.00	110,339.00	70,636.00
BALANCE ON NOTE SALES			
NET REVENUE/LEGAL RESEARCH	33,240.00	29,024.00	23,308.00
EXPENSES	29,763.00	36,085.00	29,406.00
NET REVENUE/SPECIAL PROJECTS	283,566.00	257,813.00	200,500.00
TRANSFERS OUT			
EXPENSES	137,101.00	376,717.00	311,053.00
NET REVENUE/PROBATION	92,271.00	90,766.00	88,669.00
EXPENSES	58,873.00	54,999.00	56,538.00

# WARREN MUNICIPAL COURT

## FINANCIAL RECAPITULATION



The following pages give a complete breakdown of all receipts and disbursements in the civil, criminal, trusteeship, bond and deposit and rent escrow accounts, along with a complete breakdown of all disbursements to the state, county, city and non-governmental departments.



## WARREN MUNICIPAL COURT

YEAR END REPORT 2016

### Paid to City

General Revenue	\$	876,693.38
Computer		77,704.26
Indigent Drivers Fund		3,592.98
Interest		-
Legal Research		23,308.38
Special Project		200,499.94
City DWI		910.60
Probation		88,668.14
Total	\$	<u>1,271,377.68</u>

Prepared by Valerie Green, Deputy Clerk



**Warren Municipal Court**

**CIVIL BRANCH**

**RECEIPTS:**

Clerk & Bailiff	330,548.54	Jury	-
Legal Aid (State)	66,814.11	Witness	80.00
Legal Aid (City)	674.91	Deposits	1,950.00
Computer	27,452.85	Judgment	1,000,084.68
Special Project	36,142.72	Refund	1,072.00
Legal Research	4,294.29	Other Deposits	2,561.47
	<u>\$ 465,927.42</u>		<u>\$ 1,005,748.15</u>

**TOTAL CIVIL RECEIPTS**

**\$ 1,471,675.57**

**DISBURSEMENTS:**

Treas., State of Ohio		\$ 66,814.11	
Treas., City of Warren		399,113.31	
Clerk & Bailiff	\$ 331,223.45		
Computer	\$ 27,452.85		
Special Project	\$ 36,142.72		
Legal Research	\$ 4,294.29		
<b>Total</b>		<b>\$ 465,927.42</b>	

**Judgments and Deposits Disbursements**

Jury	\$ -		
Witness	\$ -		
Deposits	\$ -		
Judgment	\$ -		
Other Deposits	\$ -		
Refund	\$ -		
	<u>1,033,095.55</u>		<u>1,033,095.55</u>

Total

**TOTAL CIVIL DISBURSEMENTS**

**\$ 1,499,022.97**

**Judgements and Deposits**

Beginning Balance January 2016	\$ 156,658.88		
Plus Receipts	\$ 1,005,748.15		
Minus Disbursements	\$ 1,033,095.55		
Ending Balance DECEMBER 2016	<u>\$ 129,311.48</u>	x	

CRIMINAL BRANCH

RECEIPTS:

Fines & Forfeitures:			
State Fines OSP	\$	141,632.05	
DWI-Agency		1,357.97	
Pharmacy		-	
Indigent Defense Support Fund		140,630.81	
License Forfeiture		60.00	
Warrant Block		220.00	
House Bill 562- Capital Appropriations		11,793.79	
Indigent Driver's Alcohol Treatment		4,042.28	
Total State	\$		299,736.90
County			6,537.41
Trumbull Co. Drug Force			-
City DWI			910.60
City			114,026.49
TOTAL	\$		<u>421,211.40</u>

Costs:

General Revenue	\$	1,469.00	
Reparation		42,941.68	
City		357,269.74	
Probation		88,668.14	
Diversion		150.00	
Police Officer		-	
Computer		50,251.41	
Jurors		-	
Special Project		164,357.22	
Special Project-DUI		4,229.29	
Immobilization		507.19	
Legal Research		19,014.09	
TOTAL:			<u>728,857.76</u>
Parking Tickets			11,642.29
Howland PD			32,357.44
Howland DWI			141.87
Champion PD			7,668.19
Champion DWI			108.45
Warren Twp. PD			14,238.21
Warren Twp. DWI			220.43
TCSO			13,696.26
TCSO DWI			144.71
Witness Fees			2,870.55
Sheriff			285.25
Seat Belt			29,170.64
Board of Pharmacy			4,110.84
Liquor			473.74
Law Library			7,423.50
Child Restraint			311.67
Expungment			1,250.00
Housing			5,454.24
Public Defender			31,675.44
Indigent			3,592.98
Interest			-
Animal Humane Society			-
Niles Police Dept.			450.00
Wildlife			100.00
Newton Falls Municipal			-
Domestic Violence Visitation			56.88
Collection Cost			65,946.53
TOTAL	\$		<u>1,383,459.27</u>

CRIMINAL BRANCH (cont)

DISBURSEMENTS:

Treas., State (Seat Belt)		\$	29,170.64
Treas., State (Expungment)			600.00
Treas., State ( 50% of H.P. Fines)			72,090.23
Treas., State (H.P. Fines Pharmacy)			-
Treas., State (H.P.D.U.I.)			1,357.97
Treas., State (General Revenue)			1,469.00
Treas., State (Reparation)			42,941.68
Treas., State (Liquor)			236.87
Treas., State ( License Forfeiture Processing)			60.00
Treas., State (Indigent Defense Support Fund)			140,630.81
Treas., State (Indigent Driver's Alcohol Treatment)			4,042.28
Treas., State (House Bill 562- Capital Appropriations)			11,793.79
Treas., State ( Warrant Block Processing)			220.00
Ohio Board of Pharmacy			4,110.84
Wildlife			100.00
Child Restraint			311.67
<hr/>			
Treasure of Trumbull County		\$	127,805.24
10% of H. P. Fines	15,242.74		
Champion Traffic	3,665.46		
Champion DWI	108.45		
Howland Traffic	20,165.01		
Howland DWI	141.87		
Warren TWSP Traffic	12,448.07		
Warren DWI	220.43		
Misc. Traffic	14,619.02		
State Criminal	23,599.95		
Witness	227.69		
Liquor	236.87		
Juror	-		
Expungment	-		
Housing Prisoner	5,454.24		
Public Defender	31,675.44		
Law Library			7,423.50
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Treas., City of Warren		\$	630,766.39
40% of H.P. Fines	54,299.08		
City Fines	114,026.49		
City DWI	910.60		
Parking Fines	11,642.29		
Costs	357,419.74		
Witness	2,642.86		
Expungment	650.00		
Juror	-		
Immobilization	507.19		
Probation	88,668.14		
Treas., City of Warren	(Indignet Dr. Fund)		3,592.98
	(Interest)		-
	(Computer Fund)		50,251.41
	Special Project-DUI		4,229.29
	(Special Project)		164,357.22
	(Legal Research)		19,014.09
<hr/>			
Sheriff		\$	285.25
Sheriff DWI			144.71
Niles Police Department			450.00
Animal Humane Services			-
Trumbull County Drug Force			-
Newton Falls Municipal Court			-
Collection Cost			65946.53
Domestic Violence Visitation			56.88
TOTAL		\$	<u>1,383,459.27</u>

<b>TRUSTEESHIP BRANCH</b>		
New Cases Filed	\$	1.00
Cases Terminated	\$	-
Total	\$	-
Active	\$	-
Total Active	\$	-
Beginning Balance January 2016		\$ -
<b>RECEIPTS:</b>		
For Costs	\$	-
For Creditors	\$	28.71
<b>TOTAL RECEIPTS</b>		28.71
<b>DISBURSEMENTS:</b>		
Treas., City	\$	-
To Creditors	\$	28.71
<b>TOTAL DISBURSEMENT</b>		28.71
Ending Balance January 2016	\$	-

<b>RENT ESCROW ACCOUNT</b>		
<b>RECEIPTS</b>		
Beginning Balance January 2016		\$ 5,148.00
Money paid into account	\$ 5,299.33	
<b>TOTAL RECEIPTS:</b>		\$ 5,299.33
<b>DISBURSEMENTS:</b>		
City of Warren	52.99	
Rent paid to landlord	5,262.87	
Rent paid to tenant	676.47	
<b>TOTAL DISBURSEMENTS:</b>		5,992.33
Ending balance January 2016		\$ 4,455.00

<b>BONDS &amp; DEPOSITS</b>		
Beginning Balance January 2016		\$ 170,004.44
<b>RECEIPTS</b>		
Refund TR/CR	\$ 11,564.11	
Restitution	20,649.03	
Theft Restitution	-	
Payout	-	
Bond	38,209.86	
Deposits	15,890.00	
<b>TOTAL RECEIPTS</b>	\$ 86,313.00	
<b>DISBURSEMENTS:</b>	68,026.38	
<b>NET BALANCE</b>		18,286.62
Ending Balance January 2016		\$ 188,291.06

Margaret Scott  
Clerk of Court

Account Balance Listing

101 Seat Belt	29,170.64	x
102 Expungment	600.00	x
103 Ohio State Patrol-50%	72,090.23	x
104 OSP DWI	1,357.97	x
105	1,676.00	
106 General Revenue	1,469.00	x
107 Reparation	42,941.68	x
108 Liquor	236.87	x
109 Board of Pharmacy	4,110.84	x
110 Wildlife	\$ 100.00	
111		
112 Legal Aid State	66,814.11	x
113 Child Restraint	311.67	x
114 Animal Humane		
115 License Forfeiture	60.00	x
116 Warrant Block	220.00	x
117 Indignet Defense Supc	140,630.81	x
118 House Bill 562- Capita	11,793.79	x
119 Indigent Driver's Alcoh	4,042.28	x
201 OSP 10% 4511-45	12,844.72	x
202 Champion Traffic	2,870.46	x
203 Champion Misc	795.00	x
204 Champion Crimin	4,002.73	x
205 Champion DWI	108.45	x
206 Howland Traffic	16,825.25	x
207 Howland Misc	3,339.76	x
208 Howland Crim	12,192.43	x
209 Howland DWI	141.87	x
210 WTPD Traffic	9,182.17	x
211 WTPD Misc	3,265.90	x
212 WTPD Crim	1,790.14	x
213 WTPD DWI	220.43	x
214 Witness Fee State	227.69	x
215 Liquor(State)	236.87	x
216		
217 Expungment(County)		
218 Law Library	7,423.50	x
219 Housing Prisoners	5,454.24	x
220 City Arrest-State Tra	1,530.98	x
221 City Arrest-State-Misc	475.00	x
222 City Arrest-State-Crim	4,531.43	x
223 Juror State		
224 OSP Fine-10%Misc	1,438.71	x
225 OSP Fine-10%Crim	959.31	x
226 OHIO Public Defender	31,675.44	x
301 OSP Fines 40%	54,299.08	x
302 City Fine	114,026.49	x
303 Parking Tickets	11,642.29	x
304 City Cost	357,269.74	x
305		
306 City Wit Fee	2,642.86	x
307 IDD Fund	3,592.98	x
308 Civil Computer	27,452.85	x
CR/TR Computer	50,251.41	x
309 Legal Aid (City)	674.91	x
310 Clerk & Bailiff	330,548.54	x
311		
312		
313 WPD DWI	910.60	x
314 Police Officer		

315 Probation Fee	88,668.14	x
316 Diversion	150.00	x
317 JurorsC/T		
318 Expungement (City)	650.00	x
319		
320		
321 Immobilization	507.19	x
322 Legal Research(Cv)	4,294.29	x
Legal Research(TR/Cr	19,014.09	x
323 Special Project(CV)	36,142.72	x
Special Project(CR/TF	164,357.22	x
324 Interest/Escheated Funds		
325 Landlord/Tenant	52.99	x
326 Trusteeship Filing		
327 Trusteeship Poundage		
328 Special Project-DUI	4,229.29	x
401 TCSO/Traffic	10,160.87	x
402 TCSO/Misc	2,452.17	x
403 TCSO CR	1,083.22	x
404 TCSO DWI	144.71	x
405 TCSO COST	285.25	x
501 Trumbull County Drug		
503 NILES POLICE	450.00	x
504 COST OF COLLECTI	65,946.53	x
506 Newton Falls Municipal		
507 Domestic Violence	56.88	x
601 Dep Tr/Cr	15,890.00	X
602 Bonds	32,334.86	
603 Refund TR/Cr	11,564.11	X
604 Restitution	20,649.03	X
605 Judgement	1,000,084.68	X
606 Dep CV	1,950.00	X
607 Wit Fee Cv	80.00	X
608 Jury Fee CV		
609 Jury Demand	2,100.00	X
611 Trustee Payments	28.71	
612 Misc Cv Dep	461.47	X
613 Foreign Bond		
614 Refund Civil	1,072.00	X
615 Landlord/Tenant	5,246.34	X
616 Theft Restitution		
618 Bond Forfeiture	5875.00	X
	2,948,451.88	
<b>Trustee Checks</b>	28.71	X

**Bond and Deposit Checks**

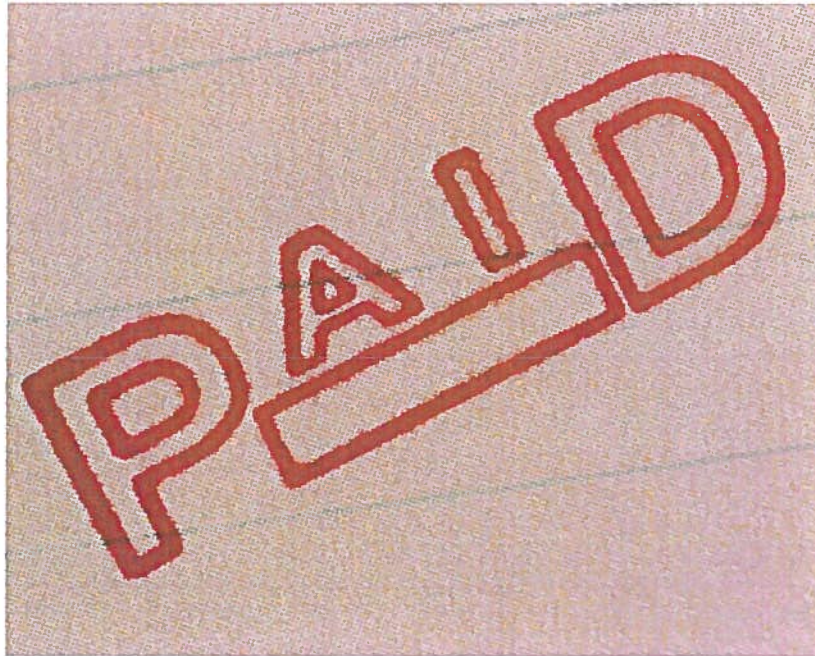
Dep Traffic and Criminal	-
Foreign Bond	-
Bond	-
Refund Traffic and Criminal	-
Restitution	-

Total 68,026.38 x

# WARREN MUNICIPAL COURT

## 2016 BUDGET PERFORMANCE REPORTS

EXPENDITURES FROM JANUARY 1, 2016 TO DECEMBER 21, 2016 FOR ALL FUNDS  
FOR THE WARREN MUNICIPAL COURT



WARREN MUNICIPAL COURT			
2016 GENERAL FUND BUDGET PERFORMANCE REPORT			
Account Number	Department 210 - Municipal Courts Budget	\$	Y-T-D Balance
100-210-510-100	Regular Wages		1,087,151
100-210-510-200	Overtime		
100-210-510-300	Casual Labor		
100-210-510-800	Severance		17,520
100-210-510-810	Benefit Conversion		
100-210-511-000	Longevity		24,246
100-210-520-100	P.E.R.S.		259,175
100-210-520-500	Hospitalization		327,932
100-210-520-600	Life Insurance		1,272
100-210-520-800	Worker's Compensation		
100-210-521-400	F.I.C.A.		15,817
100-210-530-100	Radio Contract		308
100-210-530-100	Telephone		
100-210-530-910	Bank Service Charges		0
100-210-531-000	Court fees		420
100-210-531-200	Postage		33,477
100-210-531-300	Vehicle Maintenance		
100-210-531-400	Equipment Maintenance		
100-210-531-500	Building Maintenance		2475
100-210-531-700	Contracted Services		241
100-210-531-800	Public Notices		
100-210-532-000	Medical Expenses		43
100-210-532-100	Computer Services		3,660
100-210-532-400	Fleet Insurance		1,208
100-210-532-700	Legal Claims		
100-210-533-900	Legal Fees		5,281
100-210-540-100	Office Supplies		
100-210-540-500	Unleaded		
100-210-540-700	Oils/Fluids		0
100-210-540-900	Operational Material and Supplies		
100-210-560-500	Equipment		
100-210-562-100	Software		
	TOTAL		1,780,226



WARREN MUNICIPAL COURT			
2016 Computerization Fund Budget Performance Report			
Account Number	Expenses	\$	Y-T-D Balance
217-213-510-100	Wages		
217-213-510-200	Overtime		18,320
217-213-511-000	Longevity		
217-213-520-100	P.E.R.S.		4,397
217-213-520-500	Hospitalization		
217-213-520-600	Life Insurance		
217-213-520-800	Work Comp		
217-213-521-400	F.I.C.A.		
217-213-530-400	Telephone		8,548
217-213-530-700	Education		1700
217-213-531-400	Equipment Maintenance		19,185
217-213-531-700	Contracted Services		
217-213-531-800	Public Notices		0
217-213-532-700	Legal Claims		0
217-213-533-400	Travel		1,601
217-213-540-100	Office Supplies		
217-213-540-900	Operational Supply		
217-213-541-600	Comp Supply		16,885
217-213-541-610	Software		
217-213-560-200	Construction		0
217-213-560-500	Equipment		
217-213-562-100	Software		
217-213-570-200	Transfers Out		
217-213-591-500	Note Retirement Interest		
	TOTAL		70,636

<b>WARREN MUNICIPAL COURT</b>		
	<b>2016 Legal Research Fund Budget Performance Report</b>	<b>Y-T-D Balances</b>
223-210-530-700	Education	450
223-210-531-400	Equipment Maintenance - copy machines/digital recording	20,149
223-210-532-700	Research -Thomson West contract & legal periodicals	5,005
223-210-533-000	Dues	1,675
223-210-533-400	Travel	2,127
	<b>Total</b>	<b>29,406</b>
<b>2016 Special Projects Fund Budget Performance Report</b>		
222-210-530-400	Telephone	1,818
222-210-531-400	Equipment maintenance	61,894
222-210-531-500	Building maintenance	41,352
222-210-531-700	Contracted Services	
222-210-531-800	Public Notice	
222-210-532-700	Legal Claims	
222-210-540-100	Office Supply	4,579
222-210-540-900	Operational material and supply	7,582
222-210-541-600	Computer supply	
222-210-550-400	Bldg. Maintenance	530
222-210-560-200	Construction	
222-210-562.100	Major Software Purchases/Lic	193,300
	<b>Total</b>	<b>311,055</b>
<b>2016 Probation Fund Budget Performance Report</b>		
221-210-510-100	Regular Wages (for part time Probation Office/BMV Specialist)	15,733
221-210-520-100-400	Fringe benefits	4,004
221-210-530-700	Education	1060
221-210-531-300	Vehicle Maintenance	415
221-210-531-700	Contracted Services/TNP court funding	30,000
221-210-533-400	Travel	1,037
221-210-560-600	Vehicle Purchases for bailiff/probation	
221-210-540-500	Unleaded gas	4,089
221-210-550-200	Vehicle Maintenance	202
	<b>Total</b>	<b>56,540</b>

The Court has shifted some of its expenditures from the General Fund into these special funds. The cost of operation is a concern that the Court deals with on a daily basis. We continue to monitor this, but we are an essential government service and our workload is significant. We continue to provide the best service possible to our community. It is a privilege to do so.

# CASE FILINGS

The following pages give a three year comparison of the case filings in the Warren Municipal Court.



**THREE YEAR CASE COMPARISON REPORT**

	2014	2015	2016
Criminal Case Filings			
Felonies	716	826	789
Misdemeanors	2095	2396	2015
Total Criminal	2811	3222	2804
Traffic Case Filings			
DWI Cases	351	392	377
Other Traffic	8626	6602	5033
Total Traffic Cases	8977	6994	5410
Civil Case Filings			
Injury and Damage	30	36	32
Contracts	846	826	880
Evictions	1448	1429	1500
Other Civil	37	15	15
Small Claims	392	397	402
Rent Escrow	4	5	5
Total Civil Cases	2757	2708	2832
Parking Ticket Case Filings	1562	1373	1149
Miscellaneous Filings			
Fee payment plan, Home Rule, Non Compliance, Miscellaneous	113	125	106
Journals			
<b>TOTAL CASES FILED</b>	<b>16,220</b>	<b>14,422</b>	<b>12,301</b>

The content of this report is based on data assembled and tabulated by Clerk of Court Margaret M. Scott.

The following data is noteworthy for the year 2016:

There were 8,214 cases filed in the criminal/traffic department. Criminal/traffic case filings have decreased 3,574 cases from 2014.

There were 2,832 civil cases filed in 2016, an increase of 75 cases from 2014.

Parking ticket filings are down 413 cases from 2014.

The court experienced a 30.3% decrease in criminal traffic cases and a 2.6% increase in civil/small claims cases during 2016.

Parking tickets have decreased 26.4% since 2014.

The court has no control over the number of criminal/traffic or civil cases filed each year.

## VOCA / SVAA GRANT INFORMATION

The VOCA grant was established in 1997 by Judge Thomas P. Gysegem. Funds from the grant ensure that crime victims are protected. Domestic violence has evolved into a difficult problem in society. Historically, men's violence within the family and in interpersonal relationships was somewhat tolerated in our society. This perspective provides some scope of the problem relative to violence against women, children, and the elderly. The dynamics of the family violence are expansive and a unified community response is needed to address the various issues surrounding domestic violence.

Although victims of domestic violence are the primary focus of the advocacy program, it also serves victims of assault, child endangering, rape, sexual imposition, and stalking. The victim advocate provides a variety of services including notifying crime victims of court hearings; the disposition of cases, educating victims relative to the criminal justice court process, providing court support as well as providing information on job listing, resources for assistance with utilities and issues with housing. The court advocate provides assistance in filing temporary protection orders (TPO) as well as making referrals to social services agencies and treatment programs. Last year, 839 crimes of violence were processed through this court. This program ensures that crime victims are aware of their rights, and what services are available to assist the victim obtaining medical care, counseling, housing emergency services and other types of assistance.

The Court received a grant in the sum of \$71,687.78 for 2016. This is the total of the SVAA (\$3000.00) and VOCA (\$68,687.78). The grant money will be applied toward a portion of the wages for the Domestic Violence Court Coordinator and part time assistance.

VOCA / SVAA GRANT INFORMATION  
VICTIMS OF VIOLENCE CRIME  
INITIATIVES

MONEY RECEIVED FROM VOCA AND SVAA GRANT	\$ 71,687.78
EXPENSES INCURRED	\$75,142.34
CITY EXPENSE	\$3,454.56

### **Victim Assistance Program:**

The Warren Municipal Court Victim Assistance Program was established in 1997 by the Honorable Judge Thomas P Gysegem to ensure that the rights and needs of crime victims are protected during the judicial process. The Victim Advocate is an integral part of this program, which receives funding through grants at the state and federal levels by way of the Ohio Attorney General's Office. The Advocate provides a variety of services including, but not limited to:

- Notifying victims of court proceedings and case dispositions
- Educating victims on the criminal justice process
- Advocating on behalf of the victims in court
- Providing court support and assistance in filing Temporary Protection Orders(TPO)
- Referring victims to local social service agencies for additional assistance

The Victim Advocate position is currently held by Wanda J. Cunningham. Wanda is certified through the National Advocate Credentialing Program (NACP) as a Provisional Advocate. She holds a Bachelor of Social Work from Youngstown State University (YSU) where she graduated cum laude. Prior to working at Warren Municipal Court, Wanda held the position of Eligibility/Referral Specialist II at The Trumbull County Department of Jobs and Family Services. She also worked at the NorthEast Ohio Community Alternative Program (NEOCAP) as a Resident Supervisor. While attending YSU she did her internship at the Trumbull County Adult Probation Department. She served as the Coordinator for the Employee Assistance Program (EAP) for Local 1375 United Steel Workers for 12 years.

The Victim Advocate program was allotted funding for a part time advocate assistance. This position was held by Ashley Clute. Ashley held an Associate of Applied Science in Legal Assisting and knowledge and experience of court proceeding and legal assistance. Ashley did receive training specific to victims of crime in Victim Advocacy and Domestic Violence Advocacy Fundamentals. She held the position from 01/18/16-10/09/16 as the grant year expired.

The grant for 2016-17 allotted for full time advocate assistance. This position is currently held by Shanice Stringer. She has computer, data entry, customer services, and case management skills and experience. She is a quick learner and it shows through the training she is receiving.

### **Case Management**

Each case processed through Warren Municipal Court involving a violent crime committed against an individual is designated for case management through the Victim Advocate Office.

The Victim Advocate prepares each case by obtaining all relevant information from the complaint form and the police report. The Advocate then researches the Defendant's criminal history including prior criminal charges and convictions, active paroles, active probations, and warrants / capiases. The Advocate speaks to the victim to discern if a Temporary Protection Order (TPO) or No Contact Order (NCO) is desired. All pertinent case information is supplied to the Judge upon arraignment. At each hearing following the arraignment, the Victim Advocate discusses the case with the Prosecutor and the Defense Attorney.

**Up to 920 victims were assisted in 2016.**

Case Files Statistics dated 03/03/17

2016 Cases	839
2015 & Prior Cases Disposed in 2016	142
<b>Total Cases Assisted in 2016</b>	<b>981</b>

**Victim Interviews:**

During a pending case, the Victim Advocate may interview the victim approximately 4 times. The Victim Advocate consults with the victim to determine what the victim would like to see as a result / conclusion of filing charges, such as if the victim wants contact with the defendant, and to provide as much as possible answers to any of the victim's questions. Defense Attorneys often request to speak to the victim, so the Victim Advocate speaks on the behalf of the victim or is present during these conversations.

At the initial interview, usually at the arraignment, the Victim Advocate provides the victim a purple folder containing pertinent information for court such as case number, next court date, how court may proceed, frequently asked questions, and contact information for local agencies. This folder is a great resource for the victim to use as he or she proceeds through the judicial process.

The Victim Advocate office is estimated to have conducted close to **2,600 in person or phone interviews in 2016**. On average, the Victim Advocate Office fields over **1,300 phone calls** during the year.

**Domestic Violence Court (DVC):**

If a defendant has a history of Domestic Violence (DV) incidents, the Victim Advocate flags the Prosecutor's office so that the Prosecutor and the Defense Attorney is advised that DVC may be

an option for the defendant in lieu of jail time. It is then up to the defendant, his/her attorney, and a licensed counselor to determine if the defendant is eligible for acceptance into DVC.

The Victim Advocate acts as the voice of the victim when defendants have been sentenced to this special docket program. Defendants assigned to DVC have a record of DV incidents, often involving the same victim. The likelihood of victims staying in contact with defendants assigned to DVC is very small. The majority of victims change their number following the disposition of a Domestic Violence case, making it hard to touch base with them after the case has been disposed.

DVC Statistics dated 03/08/17

2015 Cases	14 Cases Carry over from 2015 into 2016
2016 Cases Sentenced To DV	32
Completed Successfully	10
Unsuccessful	12
2017 Cases	24 Cases Carry over from 2016 into 2017

### **Children Services Board (CSB) Referrals**

If a case involves a minor child or minor child is present at the time of the incident in question, the Victim Advocate is responsible for notifying CSB. This would occur in all Endangering Children cases and many violent crime cases.

A referral is made by faxing to CSB a document indicating the charge, the case number, the defendant's name, the children's name, the victim's name, the next court date, bond information, criminal history of the defendant, and existence of a TPO or NCO. In 2016, there were referrals made to CSB in Trumbull County concerning **51 defendants** and **63 case numbers**.

### **Temporary Protection Order (TPO)**

A Temporary Protection Order (TPO) is a legal document granted by the Judge in a criminal case. The TPO orders the defendant to have no contact with the individual(s) named in the legal document. This is limited to the person(s) named as the victim on the complaint form. The details of the protection order are listed in the official document. The active TPO is served to the defendant and faxed to 911 call center.

The TPO remains in effect until the case is disposed or (a written request for the TPO to be vacated is approved by the Judge). Once the defendant is sentenced, the TPO automatically expires and a vacated copy of the TPO is faxed to 911 call center. The Victim Advocate Office prepares all TPO for issuance, filing, and vacating. Victims must sign the TPO in order for the Judge to consider it valid.



TPO Statistics dated 03/08/17

Active	11
Active – Bound Over	5
Vacated By Victim	42
Vacated at Disposition	84
Denied	0
Total	142

**No Contact Order (NCO):**

A No Contact Order (NCO) is a verbal order issued by the Judge and is normally a condition of a defendant's bond or probation. The NCO orders the defendant to have no contact with the individual named as the alleged victim of the committed crime. In this way, it is very similar to the TPO. The difference is, the NCO is verbally issued, whereas the TPO is a legal document and is faxed to the 911 call center.

The NCO remains in effect until the case is disposed or a written request for the NCO to be vacated is approved by the Judge. Once the case is disposed, the Judge may issue a NCO as a condition of probation. This NCO could remain until the term of probation is expired or the victim request in writing to the Judge to have the NCO vacated.

NCO Statistics Dated 03/08/17

Issued	378
Vacated by Victim	178

**Training:**

Each year, the Victim Advocate is required to training sessions with to date information on victim advocacy. In 2016, the Victim Advocate attended training sessions on Domestic Violence **Advocacy Fundamentals**, topics included:

Domestic Violence as a Social Problem

Domestic Violence Dynamics

Focusing on the Batterer

What Happened to Her? Understanding Trauma

Advocacy

Domestic Violence and Children

Domestic Violence and Alcohol & Drugs

Safety Planning

Helper Skills

Advocate Stress, Safety, and Self-Care

**Attorney General's Two Days in May Conference topics included:**

Domestic Violence, Stalking and Dating Violence

Doing What's Right: Ethics for Crime Victim Services

Victim Advocate Credentialing

The Ohio Opioid Epidemic

Victims' Rights Enforcement in Ohio and Victims' Right Toolkit

**Advance Academy BASICS Training includes topics included:**

Domestic Violence

Child Victimization

Sexual Assault

Victims with Special Needs

Victimization of the Elderly

Cultural Diversity

Role of the Advocate

Collaboration

Victim's Rights Compensation

Criminal Justice Continuum

Protection Orders

Victim Notification

**Grant Requirements:**

The Victims Advocate Office is partially funded by 2 grants awarded by the Ohio Attorney General's Office. The Victims of Crime Act and the State Victims Assistance Act funds are designated specifically for the programs to provide direct services to victims of crime. As a condition of these funds, each program is required to complete surveys to evaluate the program's performance. Additionally, each year, the Victim Advocate must complete the grant application (39 pages), and acceptance award package (18 pages), and quarterly performance reports, monthly and quarterly financial reports, and quarterly survey reports.

**2014-15 Grant Funds Received:**

**VOCA - \$ 20,498.40**

**SVAA - \$2,977.00**

**2015-16 Grant Funds Received**

**VOCA - \$69,687.78**

**SVAA - \$3,000.00**

**Case File Statistics:**

<b>Charge</b>	<b>2014 Total</b>	<b>2015 Total</b>	<b>2016 Total</b>
DV	303	244	350
Assault	101	368	125
Violation Protection Order	16	11	22
(Agg) Menacing	16	35	44
(Agg) Burglary/Robbery	16	27	65
Rape/Gross/sexual/Imposition/Sexual Assault	10	27	11
Other	67	205	225
<b>Total</b>	<b>575</b>	<b>917</b>	<b>842</b>