

# **EAST CLEVELAND MUNICIPAL COURT**

## **2009 ANNUAL REPORT**

**SANDRA L. WALKER  
PRESIDING AND ADMINISTRATIVE JUDGE**



**SERVING:**

**THE CITY OF EAST CLEVELAND**

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**Presiding & Administrative Judge Sandra L. Walker**

The East Cleveland Municipal Court gratefully  
acknowledges the service of its former judges:

Honorable Stanton Addams

Honorable James M. DeVinne

Honorable Fred M. Mosely

Honorable Una H.R. Keenon



**THE EAST CLEVELAND MUNICIPAL COURT**  
SANDRA L. WALKER, JUDGE



March 30, 2010

The Cuyahoga County Commissioners  
The Mayor and Council of the City of East Cleveland

Re: East Cleveland Municipal Court's 2009 Annual Report

Dear Commissioners, Mayor and Council Members:

Enclosed is the 2009 Annual Report of the East Cleveland Municipal Court which summarizes the court's finances and caseload as required by Ohio Revised Code Section 1901.14(A)(4). This report also describes the daily operations of the Clerk of Court (which includes the small claims/civil division and the traffic/criminal division), the Bailiff Department and the Probation Department.

As you are aware, this is my fourth year as the presiding and administrative judge of the East Cleveland Municipal Court. The court has continued to function efficiently and effectively with a lean staff consisting of 16 full-time employees which include the Judge and 2 part-time magistrates which equals 1 full-time position. Due to the increase of criminal defenders referred to the probation department, one of the criminal clerk positions was modified to 3/5 position in the Clerk's Office and 2/5 position in the Probation Department. The employees' names and biographical information are listed later in this report. As of October, 2009 1 full-time and 1 part-time Security Bailiffs were hired and funded through the Ohio Office of Criminal Justice Services, which is not included in the court's budgeted positions.

During 2009, 10,467 cases were filed resulting in approximately 25% decrease in cases, 528 cases were reactivated and 837 cases were pending from 2008 for a total of 11,832 cases. The reduction in cases being filed was due in part to the decrease in police officers and the Cuyahoga County Prosecutor's Felony Pilot Program that went into effect in the City of East Cleveland on December 15, 2008. This Pilot Program transported all defendants charged with felonies on and after December 15, 2008 directly to the county jail to be immediately processed by the county assistant prosecutors. The resolved cases resulted in a total collection of \$1,889,868.98 in fines, fees and costs. Although there was a decrease in cases, the collections increased by approximately 4.5%. There were 10,979 cases terminated in 2009 leaving 853 pending cases as of December 31, 2009 to be resolved in 2010.

The court renewed the contract with the collection agency, Capital Recovery, Inc., in order to continue increasing the collection of outstanding fines and costs. Recent laws permit collection companies to recover 100% of delinquent fines, fees and costs owed to courts. Only after all of the moneys are recovered does Capital Recovery collect the costs of its services as an additional charge to the debtor. Therefore, there is no cost to the court or loss of outstanding revenue. The court allowed defendants to enter into a payment plan which gave the defendants additions time to pay the fines and cost. The defendants that failed to honor the payment

agreements were referred to the collection agency and warrant blocks and license forfeitures were issued. Defendants that were unable to pay their fines and costs were referred to the Community Service Work Program (CSWP) and were assigned to the Court, various departments in the City, churches and nonprofit organizations. Even though this has increased the workload of the court's staff, it was necessary to increase collections during the sluggish economy in northeast Ohio. The CSWP generated \$48,565.65 from 6,937.95 hours of service (see Probation Report). Enclosed are comparison charts for 2006, 2007, 2008 and 2009 caseloads and finances. The court will initiate a joint Amnesty Program with the Police Department in order to reduce outstanding warrants, parking tickets and increase revenues in February, 2010.

The physical conditions of the areas assigned to the court are in needs of plastering and painting, new or repaired ceiling lights, new carpet and/or floor tile, replacement of furniture, signage, file room and storage space and etc. A few of these physical conditions were corrected and will continue to improve throughout 2010. The courtroom was completely renovated with new chairs, carpet and paint but the windows still need to be replaced. These physical conditions are throughout the city hall and other city buildings. There was no building security except for the security of the courtroom by the bailiffs. The security of the building was evaluated by the Ohio Supreme Court's Security Services Manager in August, 2006 with many recommendations including the building a new facility. Some of the recommendations have been completed. The court applied for a grant entitled "Civic High Risk Security Project" through the Ohio Office of Criminal Justice Services under the American Recovery and Reinvestment Acts to improve security in the court and city hall. The grant was funded and 1.5 Security Bailiff were hired to screen and search all visitors and employees without identification cards entering the city hall via walk through metal detector and handheld metal detector. They also patrol the halls in city hall maintaining order. This Project went into effect on October 1, 2009 and will terminate on December 31, 2010.

The court continued to improve its computer technology. The court computers were rotated and/or replaced in accordance with the maintenance schedule. The court docket went online September, 2010. The defendants and/or parties can review their cases and pay traffic tickets online. In 2010, the case management system (CourtMaster/2000) will be upgrade to include the E-ticket integration with the police department for criminal/traffic clerk office and the Pitney/Bowes Certified Mailer and Civil Bench Processing integration with the civil/small claim clerk office. These upgrades will reduce manual labor and human errors, increase efficiency and overall satisfaction.

The court continued to develop and update forms and procedures to increase the court's efficiency. The court continued to find solutions to address the issue of storage of court files, since the recent laws require that the court files be retained for 50 years. Currently, the court is paying to have the old court files stored offsite. The newer court files are stored in a converted file room in the Criminal Clerk's office which has increased the court's efficiency and reduced the number of misplaced court files. The storage of files still remains a problem, therefore the court is working with it's case management vendor to implement imaging of case files by November, 2010 and to destroy the case files that are 50 years and older currently stored at the Helen S. Brown Center.

The Supreme Court of Ohio has a Specialized Docket Section which assists courts in the development of Mental Health, Drug, Domestic Violence and etc. dockets throughout the State of Ohio. At the beginning of my term, I thought that a Drug Docket may be needed but after

reviewing the case types over the last 4 years there is a need for a Domestic Violence Docket and not a Drug Docket. The court will visit the recommended Domestic Violence Docket at the Mansfield Municipal Court and meet with the Managers from the Supreme Court to initiate a Domestic Violence Docket in 2010.

The court continued a partnership with the Cleveland Municipal Court's "Get on Track Program" (GOT). This program allows probationers to attain High School diploma, G.E.D. or occupational training, find and maintain employment, attain and maintain valid driver's license and insurance, complete a community service project and increase self esteem through group motivational sessions. This program makes it more efficient for the probation officers to carry-out the orders of the court.

The court continued a partnership with Shaw High School for students in the Criminal Justice Program and the Street Law Program to get court experience in the J.U.S.T.I.C.E. Program which stands for Junior Understudy Simulation Training Internship for Court Experience. The students in the Criminal Justice Program received court experience as a junior bailiff on Wednesday and Thursdays during the school year. During the summer, 2 students were placed in the court for 12 weeks through the Youth Opportunities Unlimited Program. They worked 25 hours per week receiving experience in the Bailiff Department, Clerk Department and the Probation Department. Due to budgetary restraints the court was not able to hire any students in the fall. Judge Walker served as one of the legal advisors for the Shaw High School Mock Trial Teams for the second year and opened the courtroom on weekends and evenings for practice sessions. The Shaw High School Mock Trial Teams advanced to the regional competition and competed in the state mock trial. Judge Walker also participated in the 3RS Program sponsored by the Cleveland Metropolitan Bar Association teaching constitutional law to students at Shaw High School in order to increase the students' Ohio Graduation test scores in social studies.

Judge Walker continued serving on the Ohio Supreme Court Domestic Violence Advisory Committee and as President of the Northern Ohio Municipal Judges Association, as well as memberships in various judges associations.

East Cleveland Municipal Court thanks Mayor Eric J. Brewer, Chief Ralph Spotts, and Law Director Almeta Johnson along with their capable staffs. We look forward to establishing a supportive and cooperative relationship with the new Mayor, Gary Norton and the new Law Director, Ronald Riley. Without their dedication and professionalism this court would not be able to accomplish its goals of continued high quality judicial service.

Respectfully submitted,



Sandra L. Walker  
Presiding and Administrative Judge

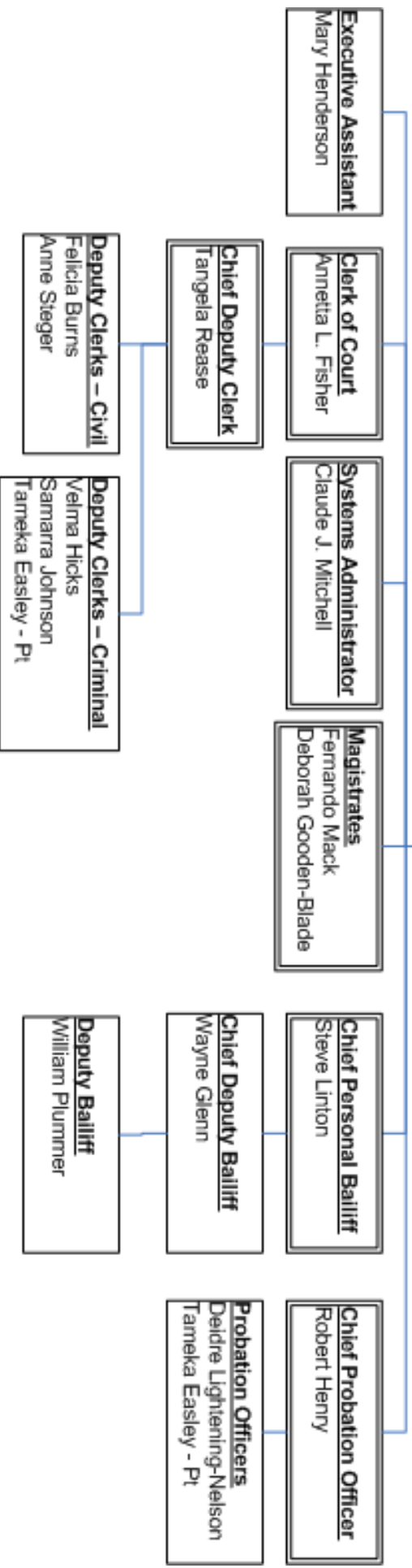
**\*A complete copy of the 2009 Annual Report is available on the Court's website at  
WWW.ECCOURT.COM**

## **COURT'S ORGANIZATIONAL CHART**





# East Cleveland Municipal court Judge Sandra L. Walker



**CLERK OF COURT**

**ANNETTA L. FISHER  
CLERK**

## **CLERK OF COURT'S REPORT**

The purpose of this report is to inform the public of the operations of the clerk's departments in 2009, and communicate its future plans. State law mandates that this department collect and disburse moneys and maintain the records of the court. This department responds to the state auditor, the Ohio Supreme Court, the Ohio Bureau of Motor Vehicles, the City of East Cleveland, attorneys, prosecutors, litigants and law enforcement agencies.

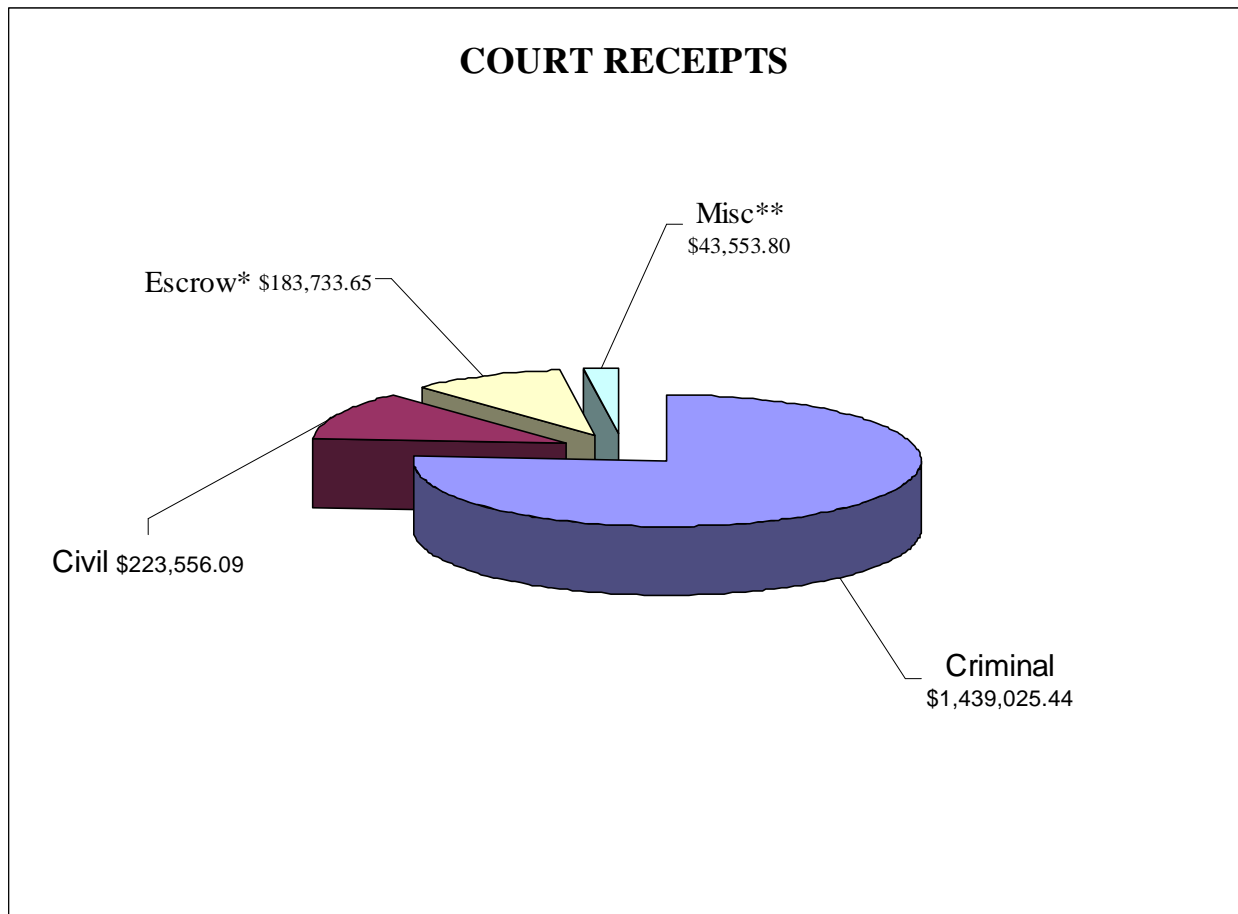
### **FISCAL MATTERS**

The clerk's department is responsible by law for receiving and collecting all moneys payable to the court. Moneys payable to the court are received as fines on traffic and criminal cases, judgment payments, garnishment payments on civil cases, eviction cases, small claim cases, contract cases, state fees and court costs on all types of cases. The court is a mere repository that receives the funds and subsequently disburses them to the city, the county, the state and the proper individuals according to law.

### **MONEYS COLLECTED**

In 2009, the court collected \$1,889,868.98 in court costs, fines, county and state fees. This includes \$223,556.09 in court costs from civil and small claims actions, \$1,439,025.44 in court costs and fines from traffic and criminal cases. The court collected \$183,733.65 in garnishment and judgment payments associated with civil cases. The court also collected \$43,553.80 in miscellaneous fees for weddings, probation fees, and confiscated cell phones. The chart below shows the moneys collected in year 2009.

## 2009 COLLECTION OF MUNICIPAL FINES, STATE FINES, FEES, & COURT COSTS



**\$1,889,868.98 Total Receipts**

\*Escrow: Garnishments, Trusteeships & Rent Deposits

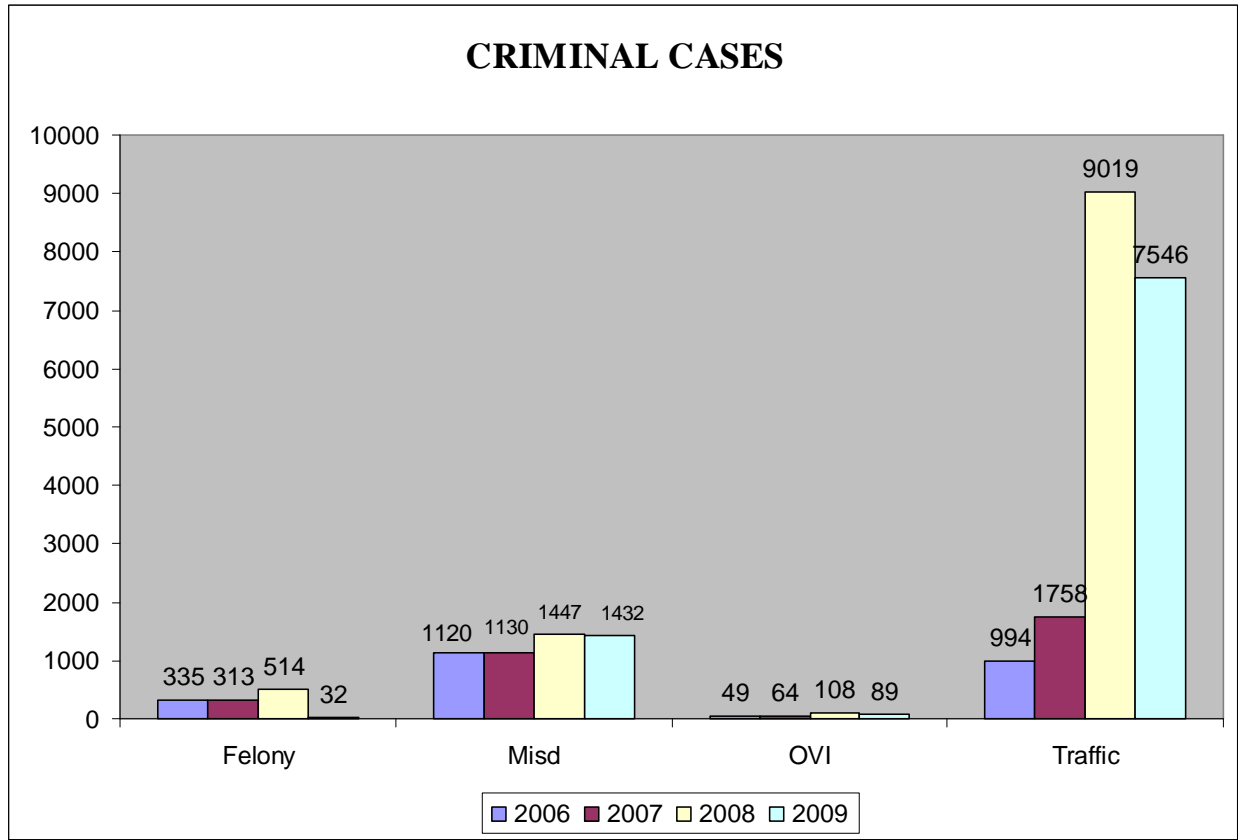
\*\* Misc., Weddings, Probation Fees, Confiscated Cell Phones

### CASES FILED

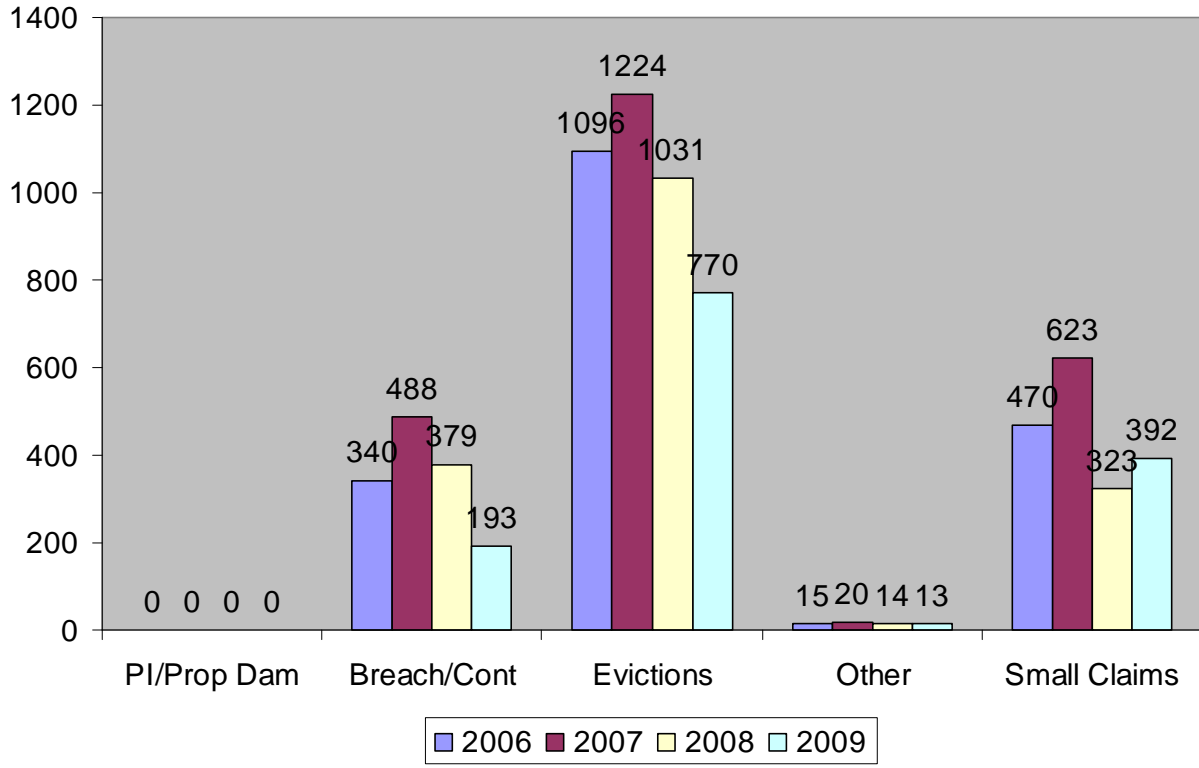
The amount of money which comes into the court is usually directly related to the number of cases filed. For example, the court collects fines and associated costs only on criminal and traffic cases that are filed in the court. The court also collects civil and small claims costs.

The total number of cases filed in 2009 was 10,467 and which was a decrease of 3,467 cases or 25% from 2008. There were 528 cases reactivated and 853 cases pending from 2008 for a total of 11,832 to resolve in 2009. The decrease in cases was partly due to the decrease in police officers and the modification in handling the felony charges which were referred directly to the county. The revenues collected slightly increased by 4.5% even though the cases decreased, which was partly due to the collection agency. The civil cases decreased slightly.

## COMPARISON OF NUMBER OF NEW CASES FILED BY YEAR



### CIVIL CASES



## **MONEYS DISTRIBUTED**

The manner of disbursement of court moneys as established by statute is followed by this court. Fines and costs were distributed to the City of East Cleveland as well as the miscellaneous income from the Computer Fund and the Special Project Fund; fines and fees were distributed to the State of Ohio and Cuyahoga County. An additional portion of court costs paid by litigants was directed into special fund accounts which are the Special Project Fund and Computer Fund. Moneys from civil garnishment or judgment payments were paid to the appropriate judgment creditors.

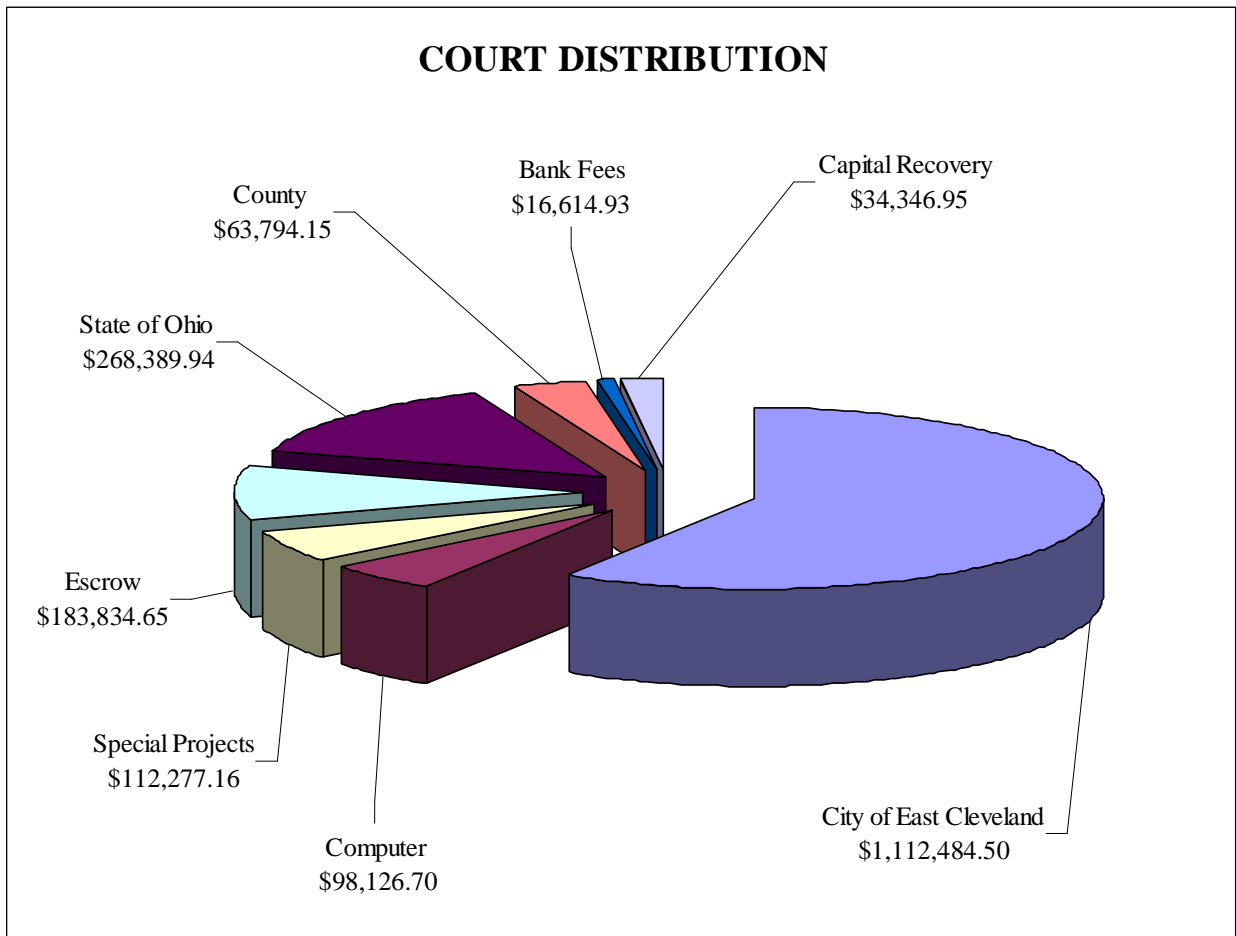
Moneys were distributed to the City of East Cleveland as follows:

Civil	\$168,267.75
Criminal	\$834,521.56
Computer Fund	\$ 98,126.70
Special Project Fund	\$112,277.16
Bond Forfeitures	\$ 47,921.89
Probation Fees	\$ 43,133.80
Indigent Funds	\$ 10,237.00
Weddings	\$ 120.00
Cell Phones	\$ 300.00
Unclaimed Funds	\$ -0-

Revenue was distributed to the State of Ohio and the County of Cuyahoga in accordance with law. The sum of \$268,389.94 for fines and state fees were sent to the state to increase Ohio's general fund and to pay for various state programs. Fines were generated from criminal, traffic and seat belt offenses charged under the Ohio Revised Code. This court is mandated to collect and distribute to Ohio various fees which support the state's Victims of Crime and Crime Stoppers programs. An additional sum of \$17,107.54 was collected as required on civil and small claims case filings for the Ohio's Legal Aid program. Unfortunately, East Cleveland Municipal Court receives no benefit from this distribution because Legal Aid does not provide attorneys for defendants charged in Cuyahoga County's suburban municipal courts. The sum of \$63,794.15 was sent to Cuyahoga County for fines and mandatory fees collected from criminal/traffic cases to support the Cuyahoga Regional Information System (CRIS), Crime Stoppers, Criminal/Violations Bureau and the County Law Library.

The following chart illustrates the distribution of fines, costs, and fees collected.

### 2009 DISTRIBUTION OF MUNICIPAL FINES, STATE FINES, FEES, & COURT COSTS



\*Escrow: Garnishments, Trusteeships & Rent Deposits

**\$1,889,868.98 Total Distributed**



## **FISCAL CONSTRAINT**

The court continued to remain self-supporting. To this end and as permitted by statute, the court charges fees to fund special accounts which are the Court Computer Legalize Fund and Court Special Project Fund. These funds assist in maintaining the court's case management system, court and clerk computers and networking systems, training, facility upgrades and etc.

There are thousands of fines and costs that have been outstanding for many years. The contract with Capital Recovery, Inc. will assist in the collection of those fines and costs. The payments of fines and costs were made easier by adding the credit card processing terminals and the ability to pay by telephone. The court docket, payment of fines and costs via internet went in to effect September, 2009. In order to reduce the number of out standings warrants (inactive cases) and increase revenue, an Amnesty Program will be initiated in February, 2010

The costs of postage, utilities, gas, supplies and etc., have increased. The Clerk and the Court will continue to review the fines and costs and determine whether an increase is necessary in the future. Efforts are continuously made to decrease costs, to increase efficiencies and productivity. The defendants and/or parties can review their cases and pay traffic tickets online. By August, 2010, the case management system (CourtMaster/2000) will be upgraded to include the E-ticket integration with the police department for criminal/traffic clerk office, the Pitney/Bowes Certified Mailer and the Civil Bench Processing integration with the civil/small claim clerk office which will reduce the number of man hours inputting data into the computers, reduce errors and increase efficiency.

## **RECORDS MANAGEMENT AND PUBLIC SERVICE**

The Clerk of Court is statutorily responsible for proper maintenance of court records in addition to collecting and disbursing moneys. Year 2009 was challenging for record retention as the court's records were and continue to be in several locations in the city. These records must be located and organized. A plan is being established to address this problem in 2010. This project will take several years.

Record retention was the subject of litigation in Ohio and the Ohio legislature responded by passing a law in 2006 that will require courts to preserve files much longer than before. For example, the length of retention required for a closed D.U.I. case file had been 7 years. The new law required retention of a D.U.I. case for 50 years. Retention of first through fourth degree misdemeanor traffic files have been expanded from 5 to 25 years. Criminal misdemeanors must be kept for 50 years under the new law. This new law poses a considerable challenge to secure adequate accessible storage facilities for every court in Ohio. Offsite storage is a necessity that will cause costs for space rental and retrieval services to increase. The Clerk has been working with it's case management vendor to initiate computer imaging of the case files by November, 2010.

**PROBATION DEPARTMENT**

**ROBERT L. HENRY, III  
CHIEF PROBATION OFFICER**

## **CHIEF PROBATION OFFICER'S REPORT**

The probation department is staffed with two full-time probation officers and one part-time officer. These officers are responsible for a wide range of tasks which include conducting critical pre-sentence investigations, preparing reports on criminal and serious traffic matters and general supervising of defendants' involvement in many court-ordered programs. The department provides assistance in placement of chemically dependent and mentally disturbed defendants in community-based programs that provide treatment. The officers monitor attendance of violent defendants in anger management and anti-abuse education programs, direct victims of crime to appropriate support services, and refer indigent defendants to community service work sites where they may work off outstanding fines. Historically, offenders were typically sentenced to at least six months of active probation, some for one to three years, and ordered to complete domestic violence, anger management, parenting and/or individualized counseling programs. Many were also ordered to obtain assessments and follow any treatment plans recommended (including taking medication as prescribed), to maintain employment or school/GED enrollment, and to refrain from consuming alcohol and/or non-prescription drugs. Mental health issues remain a prevalent fact in many situations, therefore the probation officers network extensively with the Cuyahoga County Mental Health Court Initiative and Recovery Resources in 2009 to obtain quality assessments, recommendations and services for mentally ill defendants. The East Cleveland Domestic Violence Program continues to work closely with the probation department and the court.

The Probation Department works closely with the Cleveland Municipal Court's "Get on Track Program" (GOT). This program allows probationers to attain high school diploma, G.E.D. or occupational training, find and maintain employment, attain and maintain valid driver's license and insurance, complete a community service project and increase self esteem through group motivational sessions.

The Cuyahoga County Jail sometimes refuses to accept misdemeanor prisoners sentenced to serve time by municipal courts. Therefore, the court continued to utilize the electronically monitored home arrest program to provide a viable alternative to incarceration. This program allows part or all of a jail sentence to be served at home under electronic supervision. Defendants in this program are responsible for the program costs.

## ANNUAL STATISTICS

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Total Number of Probationers Supervised:</b>	447	835	1038	1186
<b>Terminated Cases:</b>	64	201	192	264
<b>End of Year Caseload as of December 31:</b>	383	634	846	922
<b>Total Active Cases:</b>	360	580	780	821
<b>Total Inactive Cases:</b>	23	54	66	101
<b>Length of Probation:</b>				
Six to Nine Months:	108	94	145	119
Twelve Months:	157	246	541	662
Eighteen Months:	4	10	6	4
Twenty Four Months:	27	83	150	137
Thirty Six Months:	1	3	4	0
<b>Gender:</b>				
Female:	84	99	684*	164
Male:	213	337	162	758
<b>Ethnicity:</b>				
Black:	292	426	826	875
White:	5	6	19	46
Hispanic:	0	0		1
Asian Descent:	0	2		
Arabic American:	0	2	1	
<b><u>Total Number Of Various Reports</u></b>				
Pre-Sentence Investigation Reports:	150	27	8	1
Status Hearings:	39	82	60	67
Probation Violation Hearings:	29	246	319	256
Expungement Hearings:	1	3		6
Restitution Cases:	17	18	41	19

**\*Note: 2008 total count for males and females were reversed\***

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
<b><u>Types of Offenses: (10 or more charges)</u></b>				
Aggravated Menacing	13	16		
Assault/Aggravated Assault	29	35	22	23
Criminal Damaging or Endangering		16	16	
Criminal Trespass/Criminal Tools		11	11	
Depositing Other Waste on Public/Private Property		10		
Disorderly Conduct	36	42	68	63
Domestic Violence	73	76	62	45
Driving Under the Influence	20	34	68	42
Driving Under Suspension		49	92	90
Drug Paraphernalia	10	10		
Drug Possession/Drug Abuse Instrument	18	14		
Loitering for Solicitation		10		
Intoxication	10	11		
Theft		16		10
Menacing/Menacing by Stalking				12
<b><u>Probation Conditions and Program Referrals:</u></b>				
Advance Parenting	2	0	0	0
AA/MA/NA	25	35	26	15
Alzheimer's Informational Session		1	0	0
Anger Management	144	218	162	128
Anti Theft Program	2	8	0	1
Book Report (Coming of Age)		1	0	0
Become Reinstated with BMV		12	25	38
Carrying Conceal Weapon Class		6	4	1
Children & Family Services	2	2	5	0
Continue College		2	2	0
Driver's Intervention	15	17	18	6
Drug/Alcohol Assessment	103	105	65	36
Drug Treatment		25	25	19
Establish Child Support Order		1	0	0
Employment Maintained	3	18	3	7
Employment Obtained	15	72	55	26
GED Obtained	11	21	9	3
Get on Track Program		16	12	3
House Arrest		1	4	0
High School Diploma Obtained	3	4	2	2
Life Skills	15	2	0	1

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Marital Counseling	2	1	1	1
Mental Health Treatment	15	15	8	10
No Contact Order		69	72	39
Parenting Classes	6	3	5	4
Pre-Marital Counseling	1	0	0	1
Remedial Driving Class		3	2	0
Recovery Resources	15	17	16	10
Report (research) on Marijuana	1	0	0	0
Restitution	18	18	41	19
Veteran Administration	1	3	4	3
Vocational Training	2	0	1	0
Victim's Group		4	3	5

**Community Service Work Program (CSWP):**

The East Cleveland Municipal Court Community Services component has been a tremendous asset to the various departments for the City of East Cleveland.

The program has provided assistance to the following departments:

Community Development

Court

Fire Department

Helen S. Brown Senior Center

IT Department

Lands & Buildings

Parks & Recreation

Service Department

Vital Statistics

In addition to the service provided to the various departments, assistance is also provided to city council members in their annual clean up events upon their request.

We maintained a relationship with the Court Community Service Organization of Cuyahoga County. The probationers were referred to this organization and they were placed back in the East Cleveland Community as needed. This organization assisted the Probation Department in managing and tracking our community service referrals. This partnership allowed the City of East Cleveland to benefit from an increase of community service hours.

In closing, the Community Service Work Program documented a total of 6,937.95 hours, which equates to \$48,565.65 in savings via the community service efforts, at a rate of \$7.00 per hour. There was an increase of 2,397.20 hours which equates to an additional \$16,780.40 in savings for 2009. The CSWP benefited nonprofit organizations and churches, in addition to the Court and the City of East Cleveland's various departments.

**Referral Sources and Partners:**

We have worked with the following organizations to provide information, support, and educational opportunities to the probationers.

Huron Road Hospital/Substance Abuse Treatment  
Vocational Guidance Services (VSG)  
Murtis Taylor  
Salvation Army  
Free Clinic  
Euclid General Hospital  
University Hospital  
East Cleveland Domestic Violence Program  
One Stop  
Cuyahoga County Board of Mental Health  
Challenge to Change  
Employment Connection  
ERT-DIA Program –Driving Intervention Project  
Key Decision DIA Program  
Lake Erie Interlock House Arrest  
Tri C/GED Classes  
Shaw High School Adult Education Program  
Court Community Service  
Cleveland Municipal Court (GOT)

**BAILIFF DEPARTMENT**

**STEVEN LINTON  
CHIEF/PERSONAL BAILIFF**



# **CHIEF BAILIFF'S REPORT**

## **I. Introduction and Overview.**

The Bailiff Department of the East Cleveland Municipal Court is responsible for the safety and security of all persons entering the courthouse, including the judge, jury, court personnel, witnesses, victims, plaintiffs, defendants and the general public. The Bailiff Department:

- ☞ Insures that courtrooms, chambers and jury rooms are ready for use; makes certain that all parties and clerical support personnel are in attendance; announces Judge and magistrates and calls court to order.
- ☞ Maintains order during court sessions and remains alert to possible disturbances; provides security for the Judge and magistrates in attendance; obtains materials needed by the Judge and magistrates during proceedings; restrains persons and escorts them out of court upon Judge's or magistrate's directive and places persons held in contempt of court under arrest, escorting them to proper authorities; closes and secures courtroom.
- ☞ Calls jury pool to have panels ready to be brought to court; contacts pool for additional jurors as needed; escorts jurors to jury room during recesses and insures their presence after such recesses; answers questions of jurors as to court procedures.
- ☞ Remains with impaneled juries outside the jury room; escorts them to lunch or supper as the Judge dictates; orders food when jury is deliberating at length or at night; arranges hotel accommodations for jurors in event the jury is sequestered and returns juries to court after verdicts are reached.
- ☞ Escorts jurors to their transportation during evening hours or when travel outside the courtroom is necessary for any reason during trials.
- ☞ Calls witnesses into court for testifying and sees that they remain outside hearing of court during trial; conducts witnesses to the stand; excludes witnesses when rule is invoked.
- ☞ Orders needed files for hearings and places in proper sequence; insures that all necessary files are on hand; obtains files for ensuing day's calendar; photocopies papers in evidence, letters and documents; cancels motions and hearings as necessary.
- ☞ Telephones attorneys as to the time to report for trial, as needed; calls attorneys into chambers at hearing time; assists the secretarial staff when necessary by answering telephones, opening mail or maintaining case records or forms.
- ☞ Supervise move-outs after judgments for possession in forcible entry and detainer actions.
- ☞ Escort prisoners to hearings before the Court, oversee their activities during proceedings and return them for further processing as ordered by the Judge or magistrate.
- ☞ Service of process.
- ☞ Research and pull reports for driver's licensing from Bureau of Motor Vehicles records;
- ☞ Run LEADS reports for criminal history and warrant checks.
- ☞ Maintains the Judge's trial calendar; oversees orderly docket administration.
- ☞ Performs related work as required.

The Bailiff Department is staffed by experienced and able officers of the court who have trained and completed the Ohio Police Officers Training Academy. Officers have a combined 34 years of experience. Due to the High Risk Civic Security Grant, the Bailiff Department was increased by 1.5 security bailiff in October, 2009. The grant will terminate December 31, 2010. The security bailiffs are responsible for screening and searching all visitors entering the city hall and for security throughout city hall. This grant has increased overall security in the halls and courtroom.

## II. Departmental Statistics

The Bailiff Department is responsible for not only maintaining the security in the Courtroom and keeping track of trial information but, most importantly, the personal safety of Judge Walker. The Bailiffs also insure court documents are issued to the involved parties for scheduled court appearances and that move-outs are performed in eviction cases.

The following statistics:

	<u>2008</u>	<u>2009</u>
Subpoenas	363	394
Writs	488	688
Alias Writs	110	227
Move-Outs	132	217
Personal Service	53	17
Summons	754	688
Levies	<u>3</u>	<u>0</u>
<b>Total</b>	<b>1,903</b>	<b>2,231</b>
Mileage	4,161	6,482

There was an over all increase in the field duties except for personal service on the parties.

## III. Conclusion

The Bailiff Department's participation in pertinent educational and skill enhancing activities is ongoing. The East Cleveland Municipal Court Bailiffs are well-trained, experienced and zealously dedicated to executing their duties to the Court and to the public with the utmost care and effectiveness. The Bailiffs will continually endeavor to maintain a high level of performance and care in wielding the power of this important arm of the court.

**COURT PERSONNEL**

**Sandra L. Walker**  
**Presiding and Administrative Judge**

Judge Walker was elected to the East Cleveland Municipal Court in November, 2005. Her term started January 1, 2006. Judge Walker graduated from Kent State University, June, 1972 with a B.S. degree in Nursing, from University of Michigan, May, 1975 with a M.S. degree in Nursing, and from Cleveland Marshall College of Law May, 1982 with a J.D. degree in Law. She was admitted to the Ohio Bar in October, 1984.

In her twenty years of service in the legal profession, she has worked a variety of public service positions as an attorney. Immediately after finishing law school, she worked as a plaintiff/defense attorney. With two years of experience in the field of law, she began to serve as the Court Magistrate in the East Cleveland Municipal Court and in 1991 she started working for the Cuyahoga County Prosecutor's Office as an Assistant Prosecuting Attorney. Over the next fourteen years, she has gained experience in the supervision of varying sized professional staff. As a Supervising Assistant Prosecuting Attorney, she was responsible for the work of 45 people, created and managed budgets as significant as \$2,500,000 and learned the application of a wide range of laws at the local, state and federal level with an emphasis on Child Support Enforcement and Domestic Relations issues.

Judge Walker continued a partnership with the Cleveland Municipal Court's "Get on Track Program" (GOT), since September, 2006. This program allows probationers to attain high school diploma, G.E.D. or occupational training, find and maintain employment, attain and maintain valid driver's license and insurance, complete a community service project and increase self esteem through group motivational sessions.

Judge Walker continued a partnership with Shaw High School for students in the Criminal Justice Program and the Street Law Program to get court experience in the newly developed program called J.U.S.T.I.C.E. which stands for Junior Understudy Simulation Training Internship for Court Experience, since February, 2007. Judge Walker served as one of the legal advisors for the Shaw High School Mock Trial Teams and opened the courtroom on weekends and evenings for practice sessions, since October, 2007.

Judge Walker has been a member of the Ohio Supreme Court's Domestic Violence Advisory Committee, since April, 2006. She was elected President of the Northern Ohio Municipal Judges Association in January, 2009. She has been a member of the Single Judges' Committee of the Ohio Municipal and County Judge Association, since 2007. She is also a member of the Ohio Judicial Conference, the American Judges Association, the National Association of Women Judges, the Ohio Bailiffs and Court Officers Association, the Norman Minor Bar Association, the Cleveland Metropolitan Bar Associations, the Glenville Alumni Association, the Delta Sigma Theta Sorority, and the Executive Women's Golf Association.

**Mary Henderson**  
**Executive Assistant**

Ms. Henderson joined the East Cleveland Municipal Court on January 1, 2006 as Executive Assistant to Judge Walker. Prior to coming to the court, she was employed with the Cuyahoga County Prosecutor's Office where she was a Legal Secretary in the Child Support Enforcement Unit for 5 ½ years and a Clerk in the Tax Foreclosure Unit for 2 ½ years. Other previous work experience includes legal secretary for a debt collection law firm and a receptionist for a toy manufacturing company.

**Claude Mitchell**  
**System Administrator**

Mr. Mitchell was hired by the East Cleveland Municipal Court in May, 1997. He received his Associates Degree Microcomputer systems and application in June, 1998. He is responsible for the court's computers and networking systems, as well as training the court staff and has implemented many technology based innovations to the court computer system. He represents the court on two Supreme Court technology committees. In cases of emergency, he functions as a Deputy Bailiff responsible for the security of the courtroom.

**Fernando Mack**  
**Magistrate**

Mr. Mack was hired by the East Cleveland Municipal Court in January 2006 as a part-time Magistrate. Mr. Mack's duties include hearing criminal traffic cases, pre-trials, trials and preliminary hearings as well as legal research.

Previously, he served as the Prosecutor for the City of East Cleveland for 3 years and was a Cuyahoga County Assistant Prosecuting Attorney for 6 years. He has a private law practice which is primarily criminal law. He graduated from Akron Law School in 1994.

**Deborah Gooden (Blade)**  
**Magistrate**

Ms. Gooden joined the East Cleveland Municipal Court in January 2006 as a part-time Magistrate. Ms. Gooden's duties include hearing small claims, evictions, traffic and default cases as well as legal research. She graduated from Case Western Reserve School of Law in 1994 and received the American Jurisprudence Award for Research, Writing and Oral Advocacy.

Ms. Gooden has also served as in-house counsel for several international corporations, handling corporate matters as well as civil, environmental and product liability litigation issues. She currently maintains a private practice focusing on general civil matters such as corporate formation, contracts and real estate.

**Annetta L. Fisher**  
**Clerk of Court**

Ms. Fisher was appointed Clerk of Court in January 2006. She attended Cleveland State University earning a B.A. in Urban Studies and a Masters in Public Administration. She supervises and evaluates Deputy Clerks. The Clerk's Office is responsible by statute for the collection and disbursements of monies and maintenance of court records. The Clerk's Office answers to the state auditor, Ohio Supreme Court, the Ohio Bureau of Motor Vehicles and works closely with the law department and law enforcement officers. She is also very active in the community, sitting on several boards and volunteering her time to assist others.

**Tangela Rease**  
**Chief Deputy Clerk**

Ms. Rease was hired as Chief Deputy Clerk for East Cleveland Municipal Court on January 1, 2006. It is her responsibility to make sure the court records are processed, filed and maintained for the civil and criminal divisions. She also supervises and evaluates Deputy Clerks.

From February 1992 thru December 2005, she was employed with the Cuyahoga County Prosecutor's Office as a Paralegal in the Child Support Division. She developed and programmed the dBase tracking system and assisted in the implementation of the new Smeadlink computer system. She was responsible for compiling the monthly reports from the four child support divisions, annual reports and the sheriff round up. She assisted the assistant prosecutors in preparation of their cases.

Ms. Rease graduated from Wittenberg University in 1989 with a B.A. degree. She also attended Cleveland State University in the graduate program.

**Annie Steger**  
**Deputy Clerk, Civil Division**

Ms. Steger was hired in September 2007 as a Deputy Clerk. Prior to joining the court, she worked as a Residential Supervisor at Oriana House and a Customer Services Representative for SBC Communications. Her duties include the processing of small claims, complaints for money only, garnishments and forcible entry and detainers. She also prepares the judgment entries for these cases and data entry.

**Felicia Burns**  
**Deputy Clerk, Criminal/Civil Division**

Ms. Burns' employment began with the court in June 2007. She had previously interned in the court while pursuing her undergraduate degree. She received her Bachelors of Science Degree in Criminal Justice in May 2006. She is also in the process of applying to Cleveland Marshall College of Law. Her duties include the processing of criminal traffic violations, warrants, forfeitures, warrant blocks, preparation of the court docket, running LEADS through the national database known as CRIS and accepting payments.

**Velma Hicks**  
**Deputy Clerk, Criminal Division**

Ms. Hicks was hired by East Cleveland Municipal Court on December 28, 1998. She was hired as a part-time traffic clerk entering traffic citations four hours a day. In April 1999, she was hired full-time as a Deputy Clerk. Her duties include the processing of criminal cases, traffic violations, warrants, forfeitures, warrant blocks and preparation of the court docket.

**Samarra Johnson**  
**Deputy Clerk, Criminal Division**

Ms. Johnson worked on contract in March, 2008 and was hired as a full-time employee by the East Cleveland Municipal Court in May 2008. Prior to becoming a court employee she interned with the court while pursuing her Associate Degree of Applied Science in Criminal Justice. Her duties include the processing of criminal cases, traffic violations, warrants, forfeitures, warrant blocks and preparation of the court docket. She is currently attending college to obtain a Bachelors Degree in Criminal Justice.

**Tameka Easley**  
**Deputy Clerk, Criminal Division/Probation Officer**

Tameka Easley started as an intern with the Probation Department in 2008. She was later hired as a Deputy Clerk. Due to the increase in defendants on probation, her position was modified in which she works as a Deputy Clerk 3/5 and a Probation Officer 2/5. Ms Easley graduated from Kent State University with a Bachelor of Arts in Justice Studies. She is currently Secretary for The National Association of Blacks in Criminal Justice, Cleveland Affiliate. She will attend the Ohio Peace Officer Training Academy for Probation Officers for certification in basic firearms and defensive tactics.

**Robert L. Henry, III**  
**Chief Probation Officer**

Mr. Henry was hired as Chief Probation Officer of East Cleveland Municipal Court in January 2006. He supervises the department staff, performs all functions of a probation officer and completes reports as required. He coordinates efforts with the Judge, bailiff and clerk of courts on behalf of probationers.

Previously, he was the Procurement Agent for the City of East Cleveland and managed the daily operations of the purchasing division. He has had past employment in the social services area. Mr. Henry graduated from Kent State University in 1975 with a B.A. degree in Political Science.

**Deidre Lightning-Nelson**  
**Probation Officer**

Ms. Nelson was hired by East Cleveland Municipal Court as a Probation Officer in January, 2006. Since her hiring she has attended the Ohio Peace Officer Training Academy receiving her certification in basic firearms and defensive tactics for the Probation Officers Training Academy.

Ms. Nelson has worked within the judicial system for over fourteen years. She received her paralegal certificate in 1990 from the American Paralegal Institute. She began as a Child

Support Advocate for Children's Support Rights which led to her hiring as a Child Support Paralegal for the Cuyahoga County Prosecutor's Office. She was promoted to Community Outreach Specialist in 2002 where she was the liaison responsible for the Cleveland Police Fifth District and Sixth District's residents and East Cleveland residents as well as attending community meetings and relating information to the police districts regarding issues that affected the quality of life of the residents.

**Steven Linton**  
**Chief/Personal Bailiff**

Mr. Linton was hired by East Cleveland Municipal Court as Chief/Personal Bailiff on January 2006. Prior to that time, Mr. Linton was a Supervisor of the Scanning Department of the Cuyahoga County Recorder's Office. The Scanning Department was responsible for providing digital images of thousands of documents recorded with the county.

Mr. Linton's duties as Chief/Personal Bailiff is to supervise the bailiff department, train and evaluate staff, maintain the security in courtroom and surrounding areas, to oversee prisoners, service of process, case docket and etc., as well as insuring the personal safety of Judge Walker. Mr. Linton completed the Bailiff Training at the Ohio Peach Officer Training Academy in July 2006 receiving his certificate to carry a firearm.

**Wayne L. Glenn**  
**Chief Deputy Bailiff**

Mr. Glenn was hired by East Cleveland Municipal Court on March 25, 1985 as a Deputy Bailiff. He has worked as a field bailiff delivering summons, subpoenas, executing on levy sales and eviction move-outs, a security bailiff screening individuals entering the courtroom and securing same, training new bailiffs as well as working as the courtroom bailiff calling cases on the docket.

As of January 2006, his new position was Chief Deputy Bailiff. His primary duties include working in the courtroom calling cases on the docket and recording same, assisting and helping private attorneys, recording trials in the court trial book. When he is not in court, he assists other bailiffs and performs office duties.

**William Plummer**  
**Deputy Bailiff**

Mr. Plummer was hired as a Deputy Bailiff for the East Cleveland Municipal Court in 2005. He serves subpoenas, supervises move outs, transports inmates and provides security for the courtroom and staff and is certified to carry a fireman by the State of Ohio. His employment background began in security and law enforcement with positions as security guard, correction officer, auxiliary police and traffic controller.



## **COURT STATISTICS**

**EAST CLEVELAND MUNICIPAL COURT  
CIVIL BRANCH  
RECEIPTS AND DISBURSEMENTS  
2009**

**RECEIPTS**

Civil Costs	\$ 168,267.75
Garnishment Payments	\$ 172,791.65
Rent Escrow	\$ 10,942.00
Legal Aid Society	\$ 17,280.34
Computer Funds	\$ 17,673.00
Special Projects Fund	\$ 20,335.00
Weddings	\$ 120.00
	<b>\$ 407,409.74</b>

**DISBURSEMENTS**

Costs to City	\$ 168,267.75
Bank Service Charge	\$ 171.80
Judgment Creditors	\$ 163,811.89
Rent Escrow Payments	\$ 9,130.00
Legal Aid Less 1%	\$ 17,107.54
Computer Fund	\$ 17,673.00
Special Projects Fund	\$ 20,355.00
	\$ 396,516.98
Escrow Checking Account Cash on Hand 12/31/2009	\$ 10,892.76
	<b>\$ 407,409.74</b>

**EAST CLEVELAND MUNICIPAL COURT  
CRIMINAL BRANCH  
RECEIPTS  
2009**

RECEIPTS

Fines & Costs - City	\$	851,400.89
Indigent Funds	\$	10,237.00
Indigent Driver Fund	\$	1,345.00
IDIAM	\$	457.90
Indigent Defense Support Fund    HB562	\$	37,501.00
Indigent Alcohol Treatment Funds-State	\$	15,239.10
Reparations Rotary Fund - Victim	\$	56,929.00
Reparations Rotary Fund - General Revenue	\$	87,362.90
Bail Bond Forfeitures	\$	47,921.89
Felony Fees	\$	1,491.96
Fines- Seat Belt Law- State Ordinance	\$	36,673.34
Fines-Child Restraint-State Ordinance	\$	5,827.23
Cuyahoga County Auditor	\$	38,363.15
Cuyahoga County Treasurer	\$	24,885.00
Ohio Department of Public Safety	\$	16,620.33
Computer Fund	\$	80,453.70
Special Projects Fund	\$	91,922.16
Probation Fees	\$	43,133.80
Cell Phone Confiscate	\$	300.00
Capital Recovery Collection Fee	\$	34,393.89
	<hr/>	
	\$	<u>1,482,459.24</u>

**EAST CLEVELAND MUNICIPAL COURT  
CRIMINAL BRANCH  
DISBURSEMENT  
2009**

DISBURSEMENTS

Receipts Ordinance to City	\$	834,821.56
Cuyahoga County Auditor	\$	38,363.15
Cuyahoga County Treasurer	\$	24,885.00
Reparations Rotary Fund	\$	87,362.90
Reparations Rotary Fund-Victim	\$	56,929.00
Cleveland Law Library	\$	546.00
Bond Forfeitures	\$	47,921.89
Seat Belt- State of Ohio	\$	38,673.34
Indigent Funds - to City	\$	10,237.00
Indigent Defense Support Fund	\$	3,390.00
Indigent HB562	\$	34,111.00
Indigent Drivers Alcohol Treatment Fd	\$	6,479.00
Indigent Driver Fund -City	\$	4,706.50
East Cleveland Law Enforcement	\$	1,277.00
Indigent Defense Bond		
Surcharge	\$	1,889.60
ECOMVI	\$	887.00
Ohio Department of Public Safety	\$	16,620.33
Child Safety Restraint	\$	5,827.23
Bank Service Charge	\$	16,443.13
Capital Recovery Collection Fee	\$	34,346.95
Computer Fund	\$	80,453.70
Special Projects Fund	\$	91,922.16
Probation Fees	\$	43,133.80
NSF Checks	\$	1,232.00
	<u>\$</u>	<u>1,482,459.24</u>

**EAST CLEVELAND MUNICIPAL COURT  
CIVIL BRANCH  
RECEIPTS AND DISBURSEMENTS**

**TWO YEAR COMPARISON**

<u>RECEIPTS</u>	2009	2008	Variance
Civil	\$	\$	\$
Costs	168,267.75	198,337.63	(30,069.88)
	\$	\$	\$
Escrow Garnishment Payments	172,791.65	193,670.19	(20,878.54)
	\$	\$	\$
Legal Aid Society	17,280.34	24,691.00	(7,410.66)
	\$	\$	\$
Land Lord Tenant	10,942.00	10,147.50	794.50
	\$	\$	\$
Computer Funds	17,673.00	22,856.00	(5,183.00)
	\$	\$	\$
Special Projects Fund	20,335.00	26,040.00	(5,705.00)
	\$	\$	\$
Weddings	120.00	120.00	\$
		\$	\$
Unclaimed Funds		479.21	(479.21)
			\$
	\$	\$	\$
	<b>407,409.74</b>	<b>476,341.53</b>	<b>(68,931.79)</b>
 <u>DISBURSMENTS</u>			
	\$	\$	\$
Costs to City	168,267.75	198,337.63	(30,069.88)
	\$	\$	\$
Judgment Creditors	163,811.39	166,604.50	(2,793.11)
	\$	\$	\$
Legal Aid Less 1%	17,107.54	24,444.09	(7,336.55)
	\$	\$	\$
LandLord Tenant	9,130.00	10,147.50	(1,017.50)
	\$	\$	\$
Computer Fund	17,673.00	22,586.00	(4,913.00)
	\$	\$	\$
Special Projects Fund	20,335.00	26,040.00	(5,705.00)
	\$	\$	\$
Bank Service Charge	191.80	150.00	41.80
			\$
	\$	\$	\$
	<b>396,516.48</b>	<b>448,309.72</b>	<b>(51,793.24)</b>
			\$
	\$	\$	\$
Escrow Checking Account Cash on Hand	10,892.76	28,032.01	(17,139.25)
			\$
	\$	\$	\$
	<b>407,409.24</b>	<b>476,341.73</b>	<b>(68,932.49)</b>

**EAST CLEVELAND MUNICIPAL COURT  
CRIMINAL BRANCH  
RECEIPTS AND DISBURSEMENTS**

**TWO YEAR COMPARISON**

<u>RECEIPTS</u>	2009	2008	Variance
Fines & Costs - City Ordinance	\$ 851,400.89	\$ 758,704.60	\$ 92,696.29
Felony Fees	\$ 1,491.96	\$ 1,573.50	\$ (81.54)
Reparations Rotary Fund - Victim	\$ 56,929.00	\$ 56,300.00	\$ 629.00
Reparations Rotary Fund - General Revenue	\$ 87,362.90	\$ 94,426.60	\$ (7,063.70)
Fines- Seat Belt Law- State Ordinance	\$ 36,673.34	\$ 37,809.20	\$ (1,135.86)
Fines- Child Restraint- State Ordinance	\$ 5,827.23	\$ 3,971.00	\$ 1,856.23
Bail Bond Forfeiture	\$ 47,921.89	\$ 55,772.00	\$ (7,850.11)
Cuyahoga County Auditor/Treasurer	\$ 63,248.15	\$ 90,492.25	\$ (27,244.10)
Computer Fund	\$ 80,453.70	\$ 78,630.40	\$ 1,823.30
Special Projects Fund	\$ 91,922.16	\$ 89,158.80	\$ 2,763.36
Probation Fees	\$ 43,133.80	\$ 33,709.49	\$ 9,424.31
Indigent Funds	\$ 10,237.00	\$ 10,159.00	\$ 78.00
Indigent Driver Fund	\$ 1,345.00	\$ 843.00	\$ 502.00
Indigent Defense Support Fund	\$ 37,501.00	\$ 1,950.00	\$ 35,551.00
Indigent Driver Alcohol Treatment	\$ 11,185.50	\$ -	\$ 11,185.50
IDIAM	\$ 457.90	\$ -	\$ 457.90
Indigent Defense Bond Surcharge	\$ 1,889.60	\$ -	\$ 1,889.60
East Cleveland Law Enforcement	\$ 1,277.00	\$ 775.00	\$ 502.00
East Cleveland OMVI	\$ 887.00	\$ 284.00	\$ 603.00
Cell Phone Confiscate	\$ 300.00	\$ 382.00	\$ (82.00)
License Foreitures Fees	\$ -	\$ 26.00	\$ (26.00)
Ohio Department of Public Safety	\$ 16,620.33	\$ 3,050.00	\$ 13,570.33
Capital Recovery Collection Fees	\$ 34,393.89	\$ 5,128.70	\$ 29,265.19
Unclaimed Funds	\$ -	\$ 1,720.00	\$ (1,720.00)
	\$ 1,482,459.24	\$ 1,324,865.54	\$ 157,593.70

<b><u>DISBURSMENTS</u></b>	<b>2009</b>	<b>2008</b>	<b>Variance</b>
Receipts Ordinance to City	\$ 834,821.56	\$ 747,907.42	\$ 86,914.14
Cuyahoga County Auditor/Treasurer	\$ 63,248.15	\$ 82,617.25	\$ (19,369.10)
Reparations Rotary Fund	\$ 144,291.90	\$ 150,726.60	\$ (6,434.70)
Cleveland Law Library	\$ 546.00	\$ 253.50	\$ 292.50
Bond Forfeitures	\$ 47,921.89	\$ 55,772.00	\$ (7,850.11)
Seat Belt- State of Ohio	\$ 38,673.34	\$ 37,809.20	\$ 864.14
License Forfeitures Fee		\$ 26.00	\$ (26.00)
Indigent Funds - to City	\$ 10,237.00	\$ 10,159.00	\$ 78.00
Indigent Defense Support Fund	\$ 3,390.00	\$ 1,950.00	\$ 1,440.00
Indigent HB562	\$ 34,111.00	\$ 4,410.00	\$ 29,701.00
Indigent Drivers Alcohol Treatment Fund	\$ 6,479.00	\$ 1,315.00	\$ 5,164.00
Indigent Defense Bond Surcharge	\$ 1,889.60	\$ -	\$ 1,889.60
Indigent Drivers fund City	\$ 4,706.50	\$ 843.00	\$ 3,863.50
EC Law Enforcement	\$ 1,277.00	\$ 775.00	\$ 502.00
ECOMVI	\$ 887.00	\$ 284.00	\$ 603.00
Ohio Department of Public Safety	\$ 16,620.33	\$ 3,050.00	\$ 13,570.33
Bank Service Charge	\$ 16,443.13	\$ 14,649.18	\$ 1,793.95
Child Safety Restraint	\$ 5,827.23	\$ 3,971.00	\$ 1,856.23
Capital Recovery Collection Fee	\$ 34,346.95	\$ 5,128.70	\$ 29,218.25
Computer Fund	\$ 80,453.70	\$ 78,630.40	\$ 1,823.30
Special Projects Fund	\$ 91,922.16	\$ 89,158.80	\$ 2,763.36
Probation Fees	\$ 43,133.80	\$ 33,709.49	\$ 9,424.31
Unclaimed Funds	\$ -	\$ 1,720.00	\$ (1,720.00)
NSF Checks/Money Order	\$ 1,232.00	\$ -	\$ 1,232.00
	\$ 1,482,459.24	\$ 1,324,865.54	\$ 157,593.70

## 4 YEAR COMPARISON FOR CIVIL AND CRIMINAL RECEIPTS

