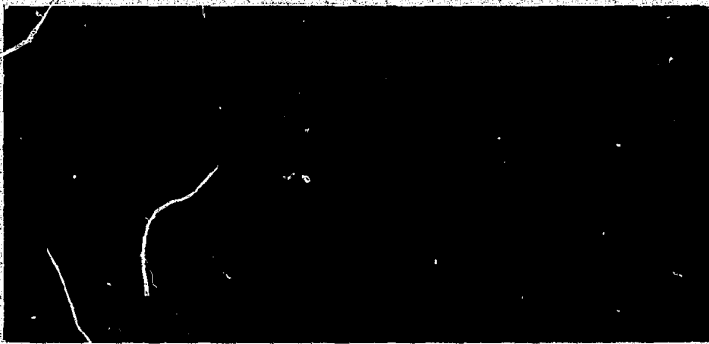
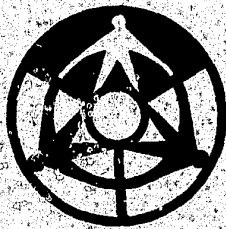


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THE AMERICAN UNIVERSITY

CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT
Institute for Advanced Studies in Justice
The American University Law School
Washington, D.C.

A Program of the
Office of Regional Operations
(Adjudication Division)
Law Enforcement Assistance Administration
U.S. Department of Justice

39784



CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT

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AN ANALYSIS OF THE OPERATION
OF THE OFFICE OF THE CLERK OF COURTS
SUMMIT COUNTY, (AKRON) OHIO

August, 1974

CONSULTANT:

Lawrence P. Polansky

NCJRS

MAR 8 1977

ACQUISITIONS

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This report was prepared in conjunction with The American University Law School Criminal Courts Technical Assistance Project, under a contract with the Law Enforcement Assistance Administration of the U.S. Department of Justice.

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I. INTRODUCTION

A. Statement of the Problem

The Summit County Clerk of Courts for the Common Pleas Court and for the 9th District Court of Appeals has been in office for less than 2 years. His predecessor had apparently exercised very loose control over the entire clerical operation and made no attempt to modernize over the period of some 16 years that he held the office of Clerk. Financial records and finances as well as paperwork storage and retrieval was in great disarray when the "New Administration" took over. An extensive effort was made by the new Clerk to set up an effective organization and to improve the efficiency of the operation. The first major effort was to gain control over the flow and record keeping relating to the monies passing through the office and then secondarily to the paper work activity. On entering office the new Clerk found cash, checks and other negotiable documents all over the office with no apparent pattern or system for accountability and responsibility.

In his effort to update the antiquated operation which he inherited, the Clerk and his top aides along with several volunteers from a local university visited a half-dozen or more comparable County Clerk's offices within Ohio and selected the better attributes from each as their model for reform. With this approach, the Clerk has made outstanding progress in the relatively short time he has been in office but he now desires

an outside and objective technical evaluation of the present structure of his office in order to assure he is progressing properly and to elicit constructive criticism with an eye toward expediting further reform and modernization.

B. Purpose of the Consultancy

With the above ends in mind and with the assistance of the L.E.A.A. Summit County regional office courts planner, Randolph Baxter, the American University Technical Assistance program was requested to conduct a brief analysis and evaluation of the operations of the office of the Clerk of Courts.*

The consultant was directed to "...assist the Clerk in reviewing paper work items including files, docket control and non-support claims...", to assist "...in making sure he is progressing properly and in pressing for any needed reforms.", and, finally, to consider the effect of proposals under consideration of the Ohio Supreme Court, which could substantially increase the responsibility and jurisdiction of the County Clerk through the consolidation of Municipal and Common Pleas Courts.

*Mr. Lawrence P. Polansky, Chief Deputy Court Administrator for the Philadelphia Court of Common Pleas was selected to provide this assistance.

C. Methodology

The basic approach utilized by the consultant on this project was to review in some detail the organization of the office and the activity of all but one of the unit operations (the exception was the 5 person juvenile court unit) engaged in by the office which was comprised of approximately 95 persons (down from in excess of over 130 persons in the previous year's budget).

The units and functions examined were:

- (1) Civil Court Unit
- (2) Dockets and Files
- (3) Divorce Actions
- (4) Criminal
- (5) Jury
- (6) Support and Alimony
- (7) Court of Appeals
- (8) Title Bureau
- (9) Passport and Naturalization

Most of the information garnered was collected from supervisory personnel but discussions were held with operating personnel in every unit and transactions, postings, fee collection and receipting, and filings were observed at length at every location to validate the procedure and the supervisors' perceptions of the operation.

Frank discussion was engaged in with the Clerk and his principal deputies to determine their goals for the technical assistance project, but at the same time to enable the evaluator to determine their level of understanding of the operation. It

was quite gratifying to find that these top level people knew the operation down to the finest detail and had personally taken part in designing and implementing every improvement.

The study was performed in an atmosphere of total cooperation. Without a single exception, each person contacted had a positive attitude toward the operation of the office and gave willingly of his or her time to apprise the evaluator accurately of their respective duties. Special appreciation must be voiced for the extensive time and assistance provided by Mr. John Foda, Jr. (The Clerk), Mr. Leonard Jamison (Chief Deputy) and Mr. Robert Davis (Assistant Chief Deputy) all of whom were both knowledgeable and communicative and gave the consultant generously of their time during the two day site visit.

At several locations the consultant spontaneously interviewed clientele of the office. The persons interviewed ranged from an attorney filing a new civil case to a young adult waiting for his auto title to be registered. These impromptu conversations gave the consultant some insight into the public's perception of the operation. Although the sample was much too small to support any statistically valid conclusion, it suffices to say that all persons encountered had a favorable opinion of the new Clerk's operation.

II. Analysis of the Existing Situation

A. General

Summit County has a population of some 570,000 persons with the County seat residing in the City of Akron. The County has three Municipal level courts which are responsible for all traffic, misdemeanor and preliminary felony activity as well as limited civil jurisdiction. The Municipal Courts are located in Akron,

Barberton and Cuyahoga Falls and with the exception of some reflection on the possible effect of their consolidation with the County Court, were not a portion of this County Clerk Office Study. Summit County is just south of Cuyahoga County (Cleveland) and the City of Akron is less than 40 miles from Cleveland resulting in a somewhat urban flavor in the community and in an extensive spill-over of the high level of civil and criminal litigation one expects from the high population centers such as the Cleveland area.

The Court had in excess of 17,000 filings during 1973 and it appears that 1974 activity will exceed 20,000 filings for an increase of about 18% in just one year. (See Page 1 - Appendix).

General Fund revenues generated by the Clerk for 1973 exceeded \$1,250,000 while in 1972 these revenues were only \$900,000. This reflects an extensive growth in activity for 1973 over 1972 and reinforces the above projection of almost 20% growth during the current year. (See Page 3 - Appendix).

B. Specific

(1) Civil Unit - 3rd Floor

All original and subsequent civil filings are accepted at this location. Every document is time stamped and if a new filing is involved a judge is randomly selected via a process which involves the pre-printing of a pad of slips wherein judges' names appear on the reverse side of the slip and wherein the pad is put together in a fashion which places an equivalent number of slips for each judge in the pad but in a purely random sequence. (This step is necessitated by Rule 4 of the Ohio Supreme

Court Rules of Superintendence which requires the use of the individual assignment system wherein "...a case is immediately assigned by lot to a judge..., who thus becomes primarily responsible for the determination of every issue...")

Basic fees are collected and receipted with every filing of which the first \$9.50 are deposited to General Fund revenues and the rest are on deposit against future costs and fees. A very detailed record is kept of all fees and costs incurred and upon conclusion of the case a refund or a billing is prepared.

All summonses are prepared and mailed by the Clerk's office as part of the original filing process. A nominal additional charge of \$.10 is assessed for every summons after the tenth.

Although documents are reviewed for appropriate signatures and basic form, there is no evaluation of the content by the Clerk's office. For example, it would be possible for an attorney to file for default judgment prior to the expiration of the legal period for answer. The office considers it to be the attorney's responsibility to follow the procedural rules and the opponent's responsibility to bring deviations to the attention of the court and the court's responsibility to act. (In my opinion this is the correct approach and the only possible and practical one. The clerk's staff has not been trained in the law and the lawyer as an officer of the court, not only has the training but the duty to know and follow the rules and procedures of the Court.)

(2) Docketing and Filing Unit - 3rd Floor

The docketing and filing area of the Civil Unit was a clean and neat operation.

The process appears to provide a more than adequate trail to very detailed docket information.

In addition to maintaining case files for a great number of years in the 3rd floor file room, it has been the practice to microfilm every "important" paper prior to inserting it in the record jacket and to record a microfilm locator number in the docket along with the docket entry.

Indexes are maintained and utilizing a basic soundex system are quite adequate for quickly locating case number and docket data. The only restricting feature of the system is that the searcher's task is much more difficult if he does not know the year of the initial filing of the case.

File jackets dating back to 1944 are to be found in the file room and additional files seem to be stored in the third floor hallway. Metal file cabinets are stacked 2 to 3 high, reaching 15-20 feet into the air creating a substantial problem (and a physical danger) in reaching them. It also appears that the drawers and cabinets were not totally in sequence.

(3) Divorce Actions

This unit of 5 employees (on the 2nd floor) performs a function very similar to that of Civil Unit but specifically for divorce cases.

Actual divorce actions are scheduled by judicial staff and heard by three referees (uncontested matters) or by judges (contested matters).

Although certain matters relative to divorce are confidential, it appeared that just about anyone could gain access to a divorce file on request.

(4) Criminal Unit

The criminal unit receives file papers for all cases bound over by the three Municipal Courts in the County.

When an indictment is received from the Grand Jury a case folder is prepared and a detailed record of all fees and costs is maintained as well as a very detailed set of docket entries.

Bond is normally set and entered at the Municipal Court level and carried forward at the Common Pleas level. The dollars of deposit for 10% bail are forwarded to the Common Pleas Clerk. Occasionally bail is reset at the Common Pleas arraignment.

Most bail is handled under a 10% program which calls for all but 1% (\$25 minimum) to be returned to the surety (defendant or 3rd party guarantor) at the conclusion of the case.

Case files are initiated and numbered in a fashion very similar to that used in Civil and Divorce described above with the exception that judge assignments are effected by the assignment commissioner apparently in the same fashion as described under Civil above.

Eventually a very detailed bill for costs will be prepared for every case and if the defendant is committed to a state

institution or is otherwise indigent, a billing to the state will be prepared.

Costs and restitution records are maintained for all defendants and apparently the office is successful in collecting a good portion of these monies. It appeared that most collection occurred when defendant reached completion of probation period and Probation Department would not terminate control until client paid off his costs and restitution debt. It was also estimated by the staff that over \$20,000 a year was written off in cost and restitution monies.

Indexes and dockets are maintained by year. The dockets carry great detail and one can expect to find an indication of every action taken in the courtroom whether substantive or not.

(5) Jury Selection

The Jury Commissioners (not a part of the Clerk's Office) select some 20,000 names from the County voter registration and send out questionnaires to those selected. They (the Commissioners) review the responses and "qualify" some 18,000 of the selected voters. The rejected selectees are required to be reviewed by a judge before being finally disqualified.

Disqualified jurors names and addresses are key-punched into data processing cards and are run through a computer at least 3 times a year to randomly select those who will be called to serve. During the selection process a number of County officials are required to be in attendance. Counsel is allowed to request a special venire for a murder case and when one is requested the entire computer process is re-performed with all appropriate parties present.

Some 260 Petit Jurors are called for a 3 week period of service and about 60 Grand Jurors are called every three months (for 3 months service).

Summons are prepared (by computer) for all selected jurors and are mailed (certified mail) a short time before the date they are to report for jury duty. If the certified mail is returned then personal service is attempted and when this fails the summons is returned to a judge for final action.

The County supplies jurors for the 3 Municipal Courts of the County and, with one day notice, directs persons in their juror pool to report to the Municipal Court. These persons are selected, of course, for duty in that Municipal Court in whose jurisdiction they reside.

Jurors are paid \$5 for each day on which they report to the Courthouse and are frequently excused for the next day when the Jury Commissioner finds the demand to be diminished.

Jurors who are excused are required to call in each afternoon and report on the following court day.

(6) Support and Alimony

Support and alimony payments are handled on a very efficient electronic book-keeping machine system.

When payments are received, a posting is recorded on the account card by the machine operator which automatically triggers the preparation of the check of the payee (name and address information is maintained in the cassette memory of the machine) as well as recording cash receipt and disbursement data on the log simultaneously. Payments going to the Welfare Department do not

result in individual checks being prepared but, instead, data is accumulated in the memory of the device to provide for a periodic report of all accumulated payments and the preparation of a single check.

Although the capability for continuous monitoring of arrearage balances appears to be part of the current system, it effectively is not. If the payor pays occasionally the machine will recognize his arrearage status but if he doesn't pay at all the machine will never recognize his failure. When this was brought to staff's attention, it was determined that further expansions to the automated system were planned which would take care of this "loop-hole".

(7) Court of Appeals

The two-person court of appeals unit appears to be just a miniature of the Civil operation with a relatively small volume of activity and few, if any, problems. There is a greater need for the Clerk's representative to understand the substantive matters processed but although much heavier than prior years, there are only about 400 filings per year (or less than 2 per day). The most serious problem is the growth of accumulated files.

(8) Title Offices

By Ohio Statute the Clerk of the County Court is responsible for auto title registration within his County.

The Office maintains a main office and 3 branch offices providing a much needed service throughout the County, but still requiring the use of more than 50 persons (of the staff of less than 100) in a system severely restricted by a reduction of some 35 positions in the current budget as compared to the

previous one.

The operation is a well systemized one and although I'm certain that there could be some improvement, I would be hard pressed to indicate where and how this could be accomplished. A process that used to take hours and frequently days now takes minutes and quite effectively accomplishes its purposes and performs its duties while providing significant revenues.

(9) Passport and Naturalization

This function is performed on behalf of the federal system and involves all preparatory work for naturalization and passport issuance. No problems seem to be encountered in the process but one must wonder whether it warrants a separate location and a full-time employee and, more basically, whether the County Clerk should provide this service at all.

It was the consultant's understanding that a Federal Office Building was currently under construction in Akron and we must assume that these functions will be returned to the appropriate federal departments when such construction is completed.

(10) Physical Location of Clerk Units

The Clerk's operation is spread over 2 floors and the basement of the County Courthouse as well as in 4 Title Office locations throughout the County and 1 Juvenile Office in Akron at another site. It appears that current plans call for centralization of all services in two convenient first floor areas (across from each other) supplemented by some basement areas primarily directly below the main floor offices.

(11) Evidence

It appears that there is no specific responsibility for the control, protection and release of evidence. Responsibility is divided between the Prosecutor, the Court Reporter, the Bailiff and the Clerk with no rationale for "who has what".

The Clerk has a safe and a reasonably good procedure for receipt and storage. There appeared to be no specific "destruction" plan and I question whether it is truly safe to store drugs and firearms in the indicated location.

(12) Personnel

The recruiting and hiring is not done under a formal civil service program, but it appears that all persons are qualified (screened, tested, interviewed) before being given consideration for a position.

The Clerk and/or his Chief Deputy speak to high school groups about the opportunities in his office and they have been quite successful in attracting good prospects through this excellent "recruiting" mechanism.

The office is not able to retain all of their good employees at the entry and early career levels, apparently because of the disparity between their clerical pay scales and those of the industries in the Akron area.

Compensatory time is awarded for all time worked in excess of the standard week and, where possible, time off is given to the employees as soon as possible after the compensatory time is earned.

Employees appear somewhat flexible in their ability to completely cover one another's duties when someone is out and do so quite willingly. Without a single exception, the staff was cheerful and courteous and appeared content with their position and at peace with the clientele. (This is unusual, for surliness of the staff is most frequently the source of most major problems in the typical clerk's office).

There is no formal or informal procedures manual for positions or functions which fully documents the duties of each individual and unit and no chart of work flow was seen for the functions of the office.

(13) Organization

The organization of the Clerk's office appears to be solid and logical with one major exception.

The Chief Deputy is physically located at the Main Title Office and retains the direct responsibility for Personnel, Payroll, Benefits, Budget, Labor, Relations, Public Information and for seeing tradespeople. It is assumed from the organization chart that he is also directly responsible for the operation of some 12 functional units within the Clerk's Office despite his remote office location.

(14) Assignment Commissioner

This is a function performed by the Court and not by the Clerk which appears to have been designed to avoid problems caused by a Clerk's office which did not function well and did not provide the support that one should expect from a well operated Clerk's Office.

Many of the duties duplicate those of the Clerk and could be performed most economically by the Clerk consistent with his existing responsibilities. (For example, in criminal cases the assignment commissioner records entries on a card to indicate the progress of the case which are duplicative of the entries maintained in the docket by the Clerk's Criminal Court Unit).

(15) Reporting

The Clerk has various reporting responsibilities including but not restricted to:

- (a) Weekly reports to state on auto and boat titles and revenues.
- (b) Federal government reports on passports and naturalizations.
- (c) Monthly financial reports for County Commissioners showing money generated by the department.
- (d) Supreme Court of Ohio reports on monthly filings and dispositions.
- (e) Domestic Relations provides monthly reports to the Bureau of Statistics on the numbers and names of divorces.
- (f) Reports are supplied to the Probation Department re: Probationers who have failed to pay costs, fees and/or restitution as required by their sentence.

III. Recommendations

(1) Civil Unit

A. Consideration should be given to the adoption of a comprehensive consolidated filing fee which would cover all subsequent filing fees and would not be refundable. The fee would be an "average" one based on the experience of many years and should be calculated to insure no reduction in over-all revenue.

The advantages to be gained would be:

- (a) The elimination of a need to record in detail the imposition of a fee or cost for every transaction.
- (b) The elimination of the maintenance of many dollars in an "escrow" status with the attendant problem of who is the proper recipient of interest earnings if the money is invested while in escrow as good money management demands.
- (c) The elimination of the need to balance the fee schedule at the end of the case.
- (d) The elimination of the preparation of refund checks or billings.

B. Consideration should be given to the shifting of the burden for the preparation of the heading portion of the summons to the attorney.

It is far easier to check the typewritten material than to have to type it. In a period of tight

budgets and personnel reduction this could very well be an area where service could be cut back without too great an effect on the over-all system.

(2) Docketing, and Filing Unit

- A. The microfilming of "important" papers in addition to placing the paper in the official file during the time a case is in an active status appears to me to be an over-reaction to past failures to adequately maintain the official files. I suggest that this step be seriously reviewed to see if it is not a superfluous and costly activity and whether the combination of docket and official file alone would not suffice.
- B. Index activity and procedure is well organized but some thought should be given to possible automation. The key today is knowing the year in which the action started which may present some difficulty to the searcher which could be eliminated by a consolidated and constantly merged index.
- C. The immediate microfilming of closed files is an absolute necessity. The accumulation of files will soon force the clerk and his staff out of the building.
Every effort should be expended to procure funds for filming, screening, and storage of microfilm and the destruction of the accumulation of years.

Some thought must be given to destruction of records without filming when no purpose could be served by their retention. An approach followed by another jurisdiction, with which I am familiar, has been to review the docket books (law students during the summer performed the task) and to identify those records to be filmed before destruction and those not to be filmed at all before destruction.

In passing, it is interesting to note that the court, referred to above, filmed and then destroyed the oldest docket books as well!

D. Some thought should be given to the automatic dismissal of Civil cases, with no action for a period of perhaps 2 years, after notice to counsel of record. The court owes some duty to the litigants to assure the cases move with dispatch through the system despite any laxness on the part of Counsel. This is also a way to find out that Counsel has settled an action without filing for the record.

(3) Divorce Actions

- (a) There seems to be no reason to separate the Civil filings Unit from the Divorce Action filing Unit. The procedures are exactly the same and could best be served by a merging of the staff.
- (b) Some action should be taken to review with the Court the desirability of preserving the confidentiality of divorce information. Many jurisdictions feel it is the duty of the court to protect confidential information and accordingly only those with a need and a right to know are allowed to inspect these records in detail.

(A) Criminal Unit

- (a) Some review should be provided to ensure that all bind-overs are eventually presented to the Grand Jury. Although this is the prosecutor's responsibility it seems to me to be appropriate for the Clerk to provide a reminder "service" in this area.
- (b) 10% Bail Deposits in Allegheny County , Pennsylvania . are attached by the Court to assure that minimum costs are paid by the defendant, especially when he is able to make bail. Recognizing that a great portion of the 10% deposits are made by 3rd party guarantors, that court has the surety sign a waiver indicating that they are in accord with those monies being available for the payment of costs if the defendant is found guilty.
- (c) The extent to which detailed information is maintained in the docket seems to be a wasteful and expensive operation. I suggest a thorough review with the Court of the feasibility of eliminating some docket postings and shortening many others.
- (d) Clerk's Office follow-up on open assessed cost and restitution appears to be almost non-existent. The staff appears to rely on the Probation Office reviewing the payment status before certifying the close of a sentence. I strongly suggest some tickler file system for affirmative follow-up.

When it is determined that items are non-collectible there should be an immediate write-off. Large write-offs (\$200,000 or more at a time) are embarrassing to both the Clerk and the Court.

(5) Jury Selection

- a. Jury Selection should be performed just once per year at a single meeting of all the required officials. At that time the three or four major pulls should be made as well as a dozen or more special runs for murder panels which can be set aside in closed envelopes for selection by counsel when special venirees are requested.
- b. It is suggested that when it is necessary for jurors to call in to determine whether they are needed for the next day, that the calls be directed to a recorded message that can be prepared by the Jury Commissioner's Office in the early afternoon and made accessible for an unlimited time and need not be terminated at 5 P.M. when the office closes. The Jury Commissioner staff can each day prepare a message that names every person who has to appear and the location for them to report to and then place it on a relatively cheap telephone answering device such as the one we see frequently advertised on T.V.

(6) Support and Alimony

The system appears to be operating well and I only suggest an early expansion of the system to address the problem of arrearage calculation.

(7) Court of Appeals

Review the possibility of merging this Unit with Civil and Divorce actions.

(8) Title Office

It does not seem appropriate to me for this function to be performed by the Clerk of Court, but of course, this is a statutory duty. It seems however that some arrangement should be made with the County auditor to at least have one unit responsible for titles and tags.

(9) Passport and Naturalization

Function is not normally associated with Clerk of County Court and should be returned to federal government as soon as is practical.

(10) Physical Location of Clerk Units

Relocation already in progress, should move with dispatch. Perhaps the provision for a dumbwaiter could substantially assist service from projected basement file rooms to first floor customer service units.

The practicality of early evening hours on downtown shopping

nights and Saturday morning hours during the fall and winter should be again evaluated to see if customer service could be improved.

(11) Evidence

- (A) There is a need for one safe and secure location with a good procedure for receipt, storage, retrieval for court actions, return and destruction with periodic unscheduled audit of inventories.
- (B) Where possible weapons confiscated from defendants who are convicted should be awarded to law enforcement agencies.

(12) Personnel

- (A) I suggest a study of the disparity between local industry wages and those of the Clerk's staff.
- (B) Recent federal regulations may impact the use of compensatory time by mandating time and one-half payment for all overtime. This could have a disastrous effect on the budget and should be looked into immediately.
- (C) A handbook of all procedures and functions of the office should be prepared which will enable employees to quickly review the duties of a particular position when called upon to fill in for an absent employee and would be used to assist in the training of new employees.

(D). Questionnaires should be prepared for each employee to fill out describing his or her duties and used to help produce the procedures handbook described above.

Work flows should be charted, perhaps by using Technical Assistance support or by utilizing graduate students at local institutions.

(13) Organization

I strongly suggest the transfer of all general administrative activities (and the Chief Deputy Clerk) to the central location.

(14) Assignment Commissioner

All scheduling is now down by an assignment commissioner. In order to perform this task a case card is apparently maintained by the assignment commissioner which probably requires the posting of transactional data which duplicates postings made to the docket.

The rationale for the assignment commissioner function appears to have evolved from a need generated by the inept operation of the previous clerk. I would suggest that the duties now would be just as adequately performed in the Clerk's office with the resulting elimination of the redundant posting effort as well as eliminating the possibility of any inter-office communication breakdowns which are certain to occur as a result of the existing separation of responsibility.

(15) Reporting

The Clerk should have a check-off list of required reports with dates and a central location for the review and distribution of the reports.

IV. Summary

The Summit County Clerk's Office is a very efficient and effective organization.

The top management group has brought good business management experience to the office operation and turned around the nature of the services provided.

Suggestions and recommendations shown above will provide some direction for additional improvement, much of which I am sure is already in the plans of the management.

APPENDIX

John Poda, Jr.

SUMMIT COUNTY CLERK OF COURTS

L.E. Jamison
Chief Deputy

Robert L. Davis, Jr.
Asst. Chief Deputy

James McCarthy
Head Cashier

SUMMIT COUNTY COURT HOUSE — AKRON, OHIO 44308

Mr. Larry Polanski
124 Perimeter Rd.
Philadelphia, Pa. 19115

July 23, 1974

Dear Mr. Polanski:

Summit County has a population exceeding 570,000.

The Clerk of the Court of Common Pleas has a couple of responsibilities in addition to normal court related duties -- all auto and boat titles of residents are recorded in the Clerk's four title locations; passports and naturalization certificates are also issued by the Clerk.

Here are the number of cases filed in 1973 and to date in 1974 in the divisions of the Clerk's office:

DIVISION	NO. OF CASES	
	1973	1974
CIVIL	2525	1692
DOMESTIC RELATIONS	4123	2371
CRIMINAL	1363	772
COURT OF APPEALS	237	194
JUVENILE	*6916-2505	*3572-1400

*First figure indicates number of traffic tickets collected each year while second figure indicates number of delinquency affidavits filed.

Attached is a financial report showing monies collected and paid into the County's General Fund.

Also attached is a rough copy of the Clerk's organization chart.

Looking forward to seeing you Monday, July 29th.

Sincerely,

John Poda, Jr.
Clerk of Courts
Summit County

JP:11

William R. Doherty, Clerk

SUMMIT COUNTY CLERK OF COURTS

L.E. Jamison
Chief Deputy

Robert L. Davis, Jr.
Asst. Chief Deputy

James McCarthy
Head Cashier

SUMMIT COUNTY COURT HOUSE - AKRON, OHIO 44308

JANUARY - JUNE 1974

MONIES PAID INTO COUNTY'S GENERAL FUND BY CLERK OF COURTS'
OFFICES

<u>DIVISION</u>	<u>AMOUNT</u>
CIVIL	\$ 52,228.02
JUVENILE	96,580.33
COURT OF APPEALS	7,235.70
CRIMINAL	87,698.69
DOMESTIC RELATIONS	66,034.69
ALIMONY & SUPPORT	45,244.20
TITLE BUREAU	264,076.81
	<hr/>
	\$619,098.44

CLERK OF COURTS

ANNUAL - REPORT

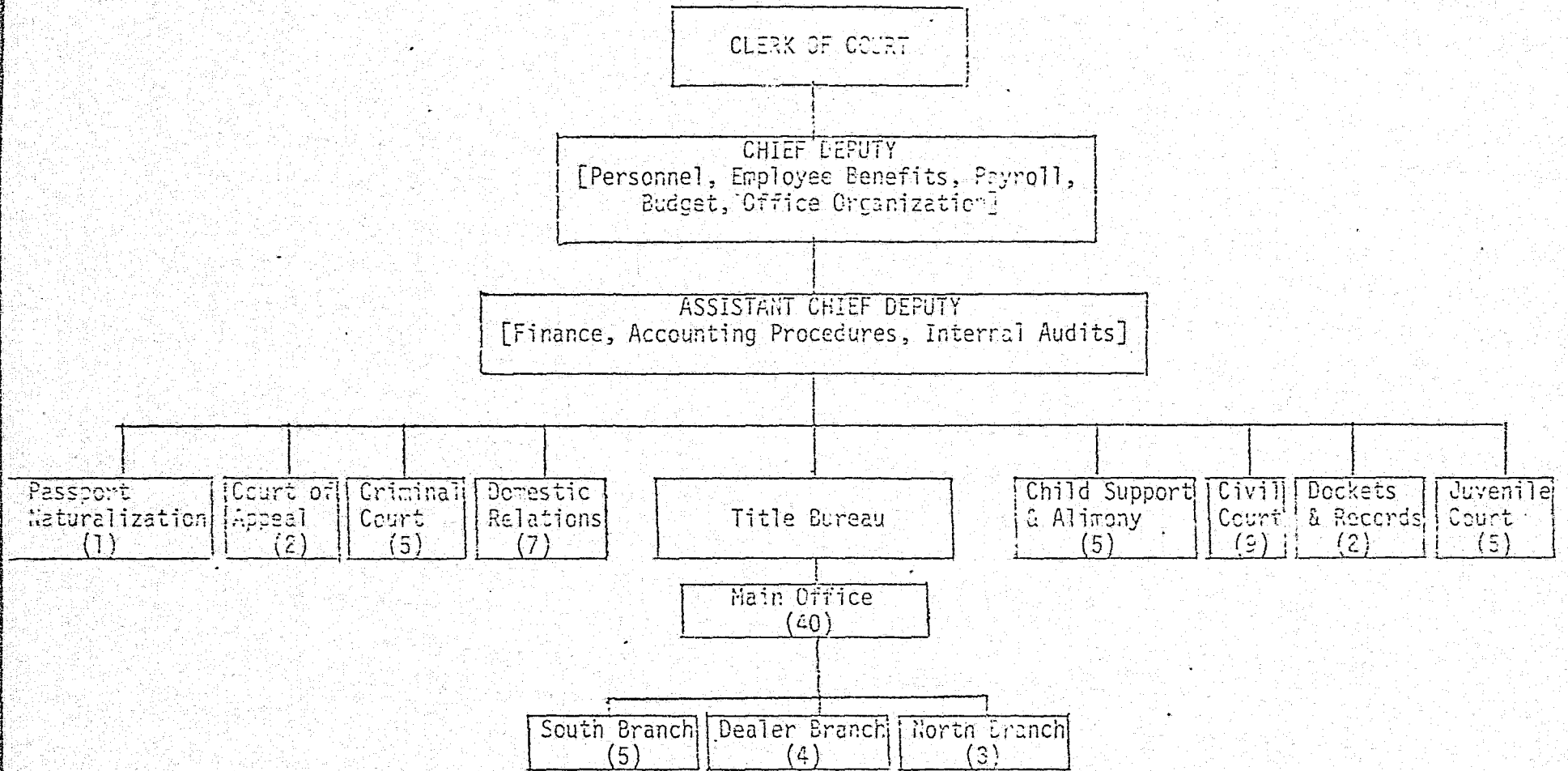
	<u>1972</u>	<u>1973</u>
JANUARY	\$ 77,021.00	\$ 99,408.00
FEBRUARY	79,089.00	84,279.00
MARCH	92,904.00	116,741.00
APRIL	83,023.00	110,825.00
MAY	91,603.00	162,775.00
JUNE	61,028.00	112,717.00
JULY	79,958.00	94,673.00
AUGUST	71,427.00	108,264.00
SEPTEMBER	60,252.00	96,383.00
OCTOBER	73,188.00	104,696.00
NOVEMBER	74,127.00	92,763.00
DECEMBER	59,365.00	83,338.00
	<u>\$902,984.00</u>	<u>\$1,266,862.00</u>

DIFFERENCE \$363,878.00CIVIL - Not Paid In (1973) \$35,000.00

AVERAGE PER MONTH 1972 \$ 75,248.00

AVERAGE PER MONTH 1973 \$105,578.00

Robert L. Davis, Jr.
 ROBERT L. DAVIS, JR.
 Asst. Chief Deputy



Total Personnel = 91
(Including Clerk and two Deputies)

END