

**October 13, 2004**

**AN OPEN LETTER TO ALL NEW MUNICIPAL AND COUNTY COURT CLERKS**

Welcome to an Association of Ohio Municipal and County Court Clerks.

For many years, Municipal and County Courts were inconsistent in procedural issues, primarily driven by “doing things the way we’ve always done it”. Most Court Clerks were not active in the Ohio Association due to financial restraints or mere disinterest.

Some 20 years ago, members of the Ohio Court Clerks perceived the inevitable obligation for all Ohio Court Clerks to become more professional and consistent in procedural issues mandated by law. Acknowledgements in the manual have remained, as a tribute to those who worked so many long hours, and utilized their personal experiences as long standing Clerks, to provide a manual for all future “new Clerks”. Many items have remained as mere suggestions for policies, or forms. New topics have been added for update purposes.

In 2004, many things have changed in Courts. Dockets, receipts, Journals and the like, have been replaced by computers, and new technology that has become the mainstream for Court operations today and in the future. The Supreme Court is aggressive in adopting rules for Courts, record retention, and technology. As well, liability issues for Clerks have increased significantly. However, the basic fundamentals of the Clerk’s responsibility is still governed by Chapter 1901.31 of the Ohio Revised Code.

Accordingly, this manual will give new Clerks some suggestions and guidance in their new positions. We’re all in this together. Please feel free to contact other Clerks for assistance, in any Ohio Court. You’ll find they’re extremely helpful.

**IN THE FUTURE, THIS MANUAL WILL BE AVAILABLE ON THE OAMCCCA WEB-SITE: OAMCC.COM.**

Very truly yours,

*Bonnie Cromik, President OAMCCCA*  
Sylvania Municipal Court

**Disclaimer: Due to on-going legislative changes, Clerks are advised to refer to any and all current publications: Ohio Revised Code, Supreme Court Rules of Superintendence, etc.**

## **FOREWORD (FEBRUARY 1984)**

The need for a Municipal Court Clerk's Operational Manual has been evident for many years. Likewise, the need for a Municipal Court Clerk's Auditing Procedure Manual has been evident for many years. These two important facts create the biggest void in the instruction process necessary to the education of not only Clerk's of the Court and their Deputies, but to everyone related to the operation of the Court.

The Standardization of operations and auditing procedures has been heralded as a recommended direction by those in authority of the Court's for many years.

New Clerk's and Court personnel have never had a single source of information to guide them nor have seasoned workers had a quick reference to use when confronted with occasional problems.

The ever-increasing legal liability has become a personal threat to those responsible for the operation of the Clerk of Court's office and a reliable, updated reference is now a requirement.

To say that all of the above "needs" have been addressed by this Manual would be an assumption. However, it is a "step in the right direction", and it is to this end that we dedicate this Municipal Court Clerks Manual as a useable tool in the daily work of the Court.

Donald E. Weideman,  
President, OAMCC

## ACKNOWLEDGEMENTS (1984)

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- To: The following Committee, who with the help of the total membership of the Association, donated many hours of dedicated work without which this Manual would have never been:

Chairman:	Donald E. Weideman, Lima Municipal Court
Co-Chairman:	Eric Czelti, Cuyahoga Municipal Court Leah A. Mitchell, Licking County Municipal Court Linda R. Wright, Marietta Municipal Court
Sec.-Treasurer:	Judy E. Alexander, Franklin Municipal Court
Members:	Sandy Anthony, Sidney Municipal Court Thomas E. Becker, Struthers Municipal Court D. Joann Cantrill, Fairborn Municipal Court Robert DeRoche, Canton Municipal Court

Mitch Segal, Shaker Heights Municipal Court  
D. William Udell, Wayne County Municipal Court  
Robert Valko, Mentor Municipal Court  
Larry Walsh, Arkon Municipal Court

To: Mary Ellen Geiss, Clerk of Ashland Municipal Court, OAMCC Secretary, 1988-1991, Editor of the INFORMER, for typing the manual into the computer. The manual is now available (since January 1993) in Word Perfect. The files can also be converted to ASCII format.

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- To: Tina Griffiths, Shelby Municipal Court
- To: Susan Meador, Bellevue Municipal Court  
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Vicky Comer, Tiffen Municipal Court
- To: Judith A. Danquano, Perrysburg Municipal Court  
Continuing Garnishment Statues and Mediation, May, 1999.

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