

# WARREN MUNICIPAL COURT 2018 ANNUAL REPORT

JUDGE THOMAS P. GYSEGEM  
ADMINISTRATIVE AND PRESIDING JUDGE

JUDGE TERRY F. IVANCHAK

DAN GERIN, MAGISTRATE AND COURT ADMINISTRATOR

MARGARET SCOTT, CLERK OF COURTS

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



JOURNALIZED  
Warren Municipal Court

MAR 15 2019

MARGARET M. SCOTT  
CLERK OF COURT

*MAR 15 2019*

FILED  
OFFICE OF THE CLERK

MAR 15 2019

MUNICIPAL COURT  
WARREN, OHIO  
MARGARET M. SCOTT, CLERK

# Jurisdiction and Organization

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

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

The court was created in 1913 by the Ohio State Legislature, and has a geographic jurisdiction in the City of Warren, Warren Township, Howland Township and Champion Township. The court has jurisdiction over a violation of any ordinance of the City of Warren; and State of Ohio statutory misdemeanor and traffic violations committed within its jurisdiction, and to preside over preliminary hearings for felony cases that occur within its jurisdiction. Jurisdiction also includes civil cases where the amount in dispute is \$15,000 or less and for small claims cases when the claim is \$6,000 or less. The Warren Municipal Court has two full time judges, each elected on a nonpartisan ballot to serve a six year term of office. Judges must be attorneys, must live within the Court's jurisdiction and are required to be licensed to practice law for a minimum of six years prior to becoming a judge. Yearly, the judges elect a Presiding Judge and Administrative Judge. All judges have been sworn to administer justice and to ensure that the proceedings before them are conducted in an equitable and impartial manner.

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

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

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

The Clerk of the Warren Municipal Court is an appointed position. The Civil, Criminal and Traffic and Parking Divisions processed 14,343 cases. The office records all case documentation filings and receipts, then disburses funds according to the orders and directive of the Court and according to law. Office hours for the Clerk of Court are 8:00 a.m. to 4:00 p.m. Monday through Friday, excluding holidays, for the acceptance of case filings and payments.

# **COURT ORGANIZATION**

## **JUDICIAL STAFF**

### **JUDGE TERRY IVANCHAK**

JOSEPH SEKULA, BAILIFF  
FLO WOLCOTT, SECRETARY

### **JUDGE THOMAS GYSEGEM**

JEFFREY HOVANIC, BAILIFF  
LOUISE ROWLAND, BAILIFF

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

DEBORAH GAYDOSH, CIVIL ASSIGNMENT COMMISSIONER

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

DEBORAH ALBERINI, CHIEF DEPUTY CLERK/SYSTEMS ADMINISTRATOR

VALERIE GREEN, SENIOR ACCOUNTANT

SHARON BENNETT

TERRI GRANT

LISA PLANT

PAMELA VINES

SHANICE STRINGER

ASHLEY DOUGLASS

ASHLEY STREDNEY

LORETTA ESTLACK

ROSE DURCH

MARGIE JOHNSON

LAUREN CALE

### **PROBATION OFFICE**

ROBIN MCCOY, MAT COORDINATOR

BRENDA MCALLISTER, PROBATION OFFICER

DANA BROWN, PROBATION OFFICER

ROBERT TRIMBLE, PART TIME PROBATION OFFICER/LICENSE RECOVERY

RICHARD MANOFSKY, PART TIME COLLECTION OFFICER

### **OUTSIDE BAILIFFS**

JESSIE HOWARD, CHIEF BAILIFF

DAVID DOMENICK, BAILIFF

### **DOMESTIC VIOLENCE ADVOCATES**

WANDA CUNNINGHAM

TERESA SHAMBACH

# CASE FILINGS

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



THREE YEAR CASE COMPARISON REPORT			
	2016	2017	2018
<b>Criminal Case Filings</b>			
Felonies	789	730	1147
Misdemeanors	2015	2019	2437
<b>Total Criminal</b>	<b>2804</b>	<b>2749</b>	<b>3584</b>
<b>Traffic Case Filings</b>			
DWI Cases	377	494	489
Other Traffic	5033	5743	5613
<b>Total Traffic Cases</b>	<b>5410</b>	<b>6237</b>	<b>6102</b>
<b>Civil Case Filings</b>			
Injury and Damage	32	22	31
Contracts	880	867	767
Evictions	1500	1692	1836
Other Civil	15	16	14
Small Claims	402	362	418
Rent Escrow	5	5	5
<b>Total Civil Cases</b>	<b>2832</b>	<b>2959</b>	<b>3071</b>
<b>Parking Ticket Case Filings</b>	<b>1149</b>	<b>1318</b>	<b>1460</b>
<b>Miscellaneous Filings</b>			
Fee payment plan, Home Rule, Non Compliance, Miscellaneous	106	128	126
Journals			
<b>TOTAL CASES FILED</b>	<b>12,301</b>	<b>13,391</b>	<b>14,343</b>

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

The following data is noteworthy for the year 2018

There were 9686 cases filed in the criminal/traffic department in 2018, an increase of 700 cases from 2017

There were 3071 cases filed in the civil department in 2018, an increase of 112 cases from 2017

Parking ticket filings increased by 142 cases from 2017

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

# WARREN MUNICIPAL COURT

## AN OVERVIEW OF FINANCIAL PERFORMANCE FOR 2018

The following pages provide an overview of our financial performance from 2016 to 2018 for the following funds: General; Voca; Special Projects; Legal Research and Probation.

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



THREE YEAR COMPARISON-RECEIPTS AND DISBURSEMENTS			
	2016	2017	2018
NET REVENUE/GENERAL FUND	876,695.00	966,168.00	944,244.00
EXPENSES	1,780,225.00	(1,820,072.59)	1,854,951.00
TRANSFERS INTO GENERAL FUND	-25,000.00	(25,000.00)	
SPECIALIZED DOCKET PAYROLL SUBSIDY	-49,008.00	(47,716.00)	40,000.00
CITY SUPPORT	829,522.00	781,188.59	870,697.00
NET REVENUE/COMPUTER	77,704.00	92,018.00	90,434.00
TRANSFERS OUT TO GENERAL FUND	25,000.00	25,000.00	
EXPENSES	70,636.00	53,200.00	50,863.00
		58%	
NET REVENUE/LEGAL RESEARCH	23,308.00	26,925.00	26,069.00
EXPENSES	29,406.00	20,492.00	20,168.00
		76%	
NET REVENUE/SPECIAL PROJECTS	200,500.00	232,552.00	235,337.00
GRANTS RECEIVED			6,173.00
EXPENSES	311,053.00	106,374.00	246,028.00
NET REVENUE/PROBATION	88,669.00	90,736.00	94,220.00
EXPENSES	56,538.00	78,961.00	58,328.00

	<b>WARREN MUNICIPAL COURT</b>		
	<b>GENERAL FUND ACCOUNT</b>		
Account Number	Department 210 - Municipal Courts Budget	\$	
100-210-510-100	Regular Wages		1,119,804
100-210-510-200	Overtime		
100-210--510-300	Casual Labor		
100-210-510-800	Severance		
100-210-510-810	Benefit Conversion		
100-210-511-000	Longevity		25,926
100-210-520-100	P.E.R.S.		267,170
100-210-520-500	Hospitalization		323,297
100-210-520-600	Life Insurance		1,515
100-210-520-800	Worker's Compensation		46,425
100-210-521-100	Unemployment Compensation		
100-210-521-400	F.I.C.A.		15,936
100-210-530-100	Radio Contract		
100-210-530-100	Telephone		
100-210-530-910	Bank Service Charges		0
100-210-531-000	Court fees		84
100-210-531-200	Postage		35,000
100-210-531-300	Vehicle Maintenance		
100-210-531-400	Equipment Maintenance		
100-210-531-500	Building Maintenance		5,307
100-210-531-700	Contracted Services		2,999
100-210-531-800	Public Notices		
100-210-532-000	Medical Expenses		81
100-210-532-100	Computer Services		3,660
100-210-532-400	Fleet Insurance		834
100-210-532-700	Legal Claims		
100-210-533-900	Legal Fees		6,986
100-210-540-100	Office Supplies		
100-210-540-500	Unleaded		
100-210-540-700	Oils/Fluids		0
100-210-540-900	Operational Material and Supplies		
100-210-560-500	Equipment		
100-210-562-100	Software		
	<b>TOTAL</b>		<b>1,855,024</b>



<b>WARREN MUNICIPAL COURT</b>		
<b>2018 Legal Research Fund Budget Performance Report</b>		Y-T-D Balances
223-210-530-700	Education	1,546
223-210-531-400	Equipment Maintenance - copy machines/digital recording	8,572
223-210-532-700	Research -Thomson West contract & legal periodicals	5,204
223-210-533-000	Dues	2,135
223-210-533-400	Travel	2,711
	Total	20,168
<b>2018 Special Projects Fund Budget Performance Report</b>		
222-210-530-400	Telephone	2,177
222-210-531-400	Equipment maintenance	71,633
222-210-531-500	Building maintenance	134,122
222-210-531-700	Contracted Services	700
222-210-531-800	Public Notice	
222-210-532-600	Laundry	588
222-210-532-700	Legal Claims	
222-210-540-100	Office Supply	5,410
222-210-540-900	Operational material and supply	10,416
222-210-541-600	Computer supply	3663
222-210-550-400	Bldg. Maintenance	11147
222-210-560-500	Equipment Purchases	6173
222-210-562.100	Major Software Purchases/Lic	
	Total	246,029
<b>2018 Probation Fund Budget Performance Report</b>		
221-210-510-100	Regular Wages (for part time Probation Office/BMV Specialist)	16,270
221-210-520-100-400	Fringe benefits	4,792
221-210-530-700	Education	180
221-210-531-300	Vehicle Maintenance	100
221-210-531-700	Contracted Services/TNP court funding	33,500
221-210-533-400	Travel	559
221-210-560-600	Vehicle Purchases for bailiff/probation	
221-210-540-500	Unleaded gas	1,684
221-210-540-900	Operational Material and Supply	1,038
221-210-550-200	Vehicle Maintenance	207
	Total	58,330

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

THE COURT HAS SPENT \$134,122.00 ON THE HEATING AND COOLING SYSTEM IN 2018. AFTER NUMEROUS ATTEMPTS TO FIX AN OUTDATED COOLING SYSTEM, THE COURT IS PURCHASING A NEW CHILLER SYSTEM FOR THE MUNICIPAL COURT BUILDING. THE COST OF THE SYSTEM WILL BE \$189,000.00 AND WILL BE PAID FROM OUR SPECIL PROJECTS FUND. THIS HIGH EFFICIENT SYSTEM WILL SAVE THE CITY ON IT'S ENERGY COSTS.

# WARREN MUNICIPAL COURT

## FINANCIAL RECAPITULATION



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



## WARREN MUNICIPAL COURT

YEAR END REPORT FOR 2018  
JANUARY THRU DECEMBER

### Paid to City

General Revenue	\$	944,224.25
Computer		89,971.37
Indigent Drivers Fund		1,100.38
Interest		-
Legal Research		26,042.19
Special Project		222,001.32
City DWI		357.25
Probation		93,977.98
Total	\$	<u>1,377,674.74</u>

Warren Municipal Court

**CIVIL BRANCH**

**RECEIPTS:**

Clerk & Bailiff	368,565.18	Jury	-
Legal Aid (State)	72,369.00	Witness	34.00
Legal Aid (City)	731.00	Deposits	150.00
Computer	89,971.37	Judgment	976,754.80
Special Project	222,001.32	Refund	713.99
Legal Research	26,042.19	Other Deposits	181.50
	<u>\$ 779,680.06</u>		<u>\$ 977,834.29</u>

**TOTAL CIVIL RECEIPTS**

**\$ 1,757,514.35**

**DISBURSEMENTS:**

Treas., State of Ohio		\$ 72,369.00	
Treas., City of Warren		707,311.06	
Clerk & Bailiff	\$ 369,296.18		
Computer	89,971.37		
Special Project	222,001.32		
Legal Research	26,042.19		
Total		\$ 779,680.06	

**Judgments and Deposits Disbursements**

Jury	\$ -		
Witness	-		
Deposits	-		
Judgment	-		
Other Deposits	-		
Refund	-		
	<u>1,028,267.83</u>		<u>1,028,267.83</u>

Total

**TOTAL CIVIL DISBURSEMENTS**

**\$ 1,807,947.89**

**Judgements and Deposits**

Beginning Balance JANUARY 2018	\$ 122,174.28
Plus Receipts	977,834.29
Minus Disbursements	<u>1,028,267.83</u>
Ending Balance DECEMBER 2018	<u>\$ 71,740.74</u>

**CRIMINAL BRANCH**

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**RECEIPTS:**

Fines & Forfeitures:	
State Fines OSP	\$ 146,639.02
DWI-Agency	3,233.96
Pharmacy	-
Indigent Defense Support Fund	129,574.25
License Forfeiture	135.00
Warrant Block	150.00
House Bill 562- Capital Appropriations	10,032.98
Indigent Driver's Alcohol Treatment	8,419.81
Total State	\$ 298,185.02
County	21,488.54
Trumbull Co. Drug Force	-
City DWI	357.25
City	103,367.28

TOTAL

\$ 423,398.09

Costs:	
General Revenue	\$ 694.00
Reparation	35,706.20
City	388,789.99
Probation	93,977.98
Diversion	-
Police Officer	-
Computer	-
Jurors	-
Special Project	-
Special Project-DUI	8,540.04
Immobilization	507.58
Legal Research	-
TOTAL:	528,215.79
Parking Tickets	18,718.50
Howland PD	23,919.15
Howland DWI	141.26
Champion PD	7,080.47
Champion DWI	225.00
Warren Twp. PD	10,377.45
Warren Twp. DWI	123.75
TCSO	14,255.00
TCSO DWI	157.50
Witness Fees	404.52
Sheriff	707.39
Seat Belt	35,414.09
Board of Pharmacy	767.75
Liquor	65.00
Law Library	6,003.44
Child Restraint	-
Expungment	1,700.00
Housing	9,433.69
Public Defender	21,998.55
Indigent	1,100.38
Interest	-
Animal Humane Society	-
Niles Police Dept.	50.00
Wildlife	136.66
Newton Falls Municipal	-
Domestic Violence Visitation	83.12
Collection Cost	49,430.89

TOTAL

\$ 1,153,907.44

**CRIMINAL BRANCH (cont)**

**DISBURSEMENTS:**

Treas., State (Seat Belt)		\$	35,414.09
Treas., State (Expungment)			1,020.00
Treas., State ( 50% of H.P. Fines)			78,811.94
Treas., State (H.P. Fines Pharmacy)			-
Treas., State (H.P.D.U.I.)			3,233.96
Treas., State (General Revenue)			694.00
Treas., State (Reparation)			35,706.20
Treas., State (Liquor)			32.50
Treas., State ( License Forfeiture Processing)			135.00
Treas., State (Indigent Defense Support Fund)			129,574.25
Treas., State (Indigent Driver's Alcohol Treatment)			8,419.81
Treas., State (House Bill 562- Capital Appropriations)			10,032.98
Treas., State ( Warrant Block Processing)			150.00
Ohio Board of Pharmacy			767.75
Wildlife			136.66
Child Restraint			-
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Treasure of Trumbull County		\$	123,008.38
10% of H. P. Fines	13,819.00		
Champion Traffic	5,389.50		
Champion DWI	225.00		
Howland Traffic	12,658.87		
Howland DWI	141.26		
Warren TWSP Traffic	7,181.97		
Warren DWI	123.75		
Misc. Traffic	16,690.99		
State Criminal	35,199.28		
Witness	114.02		
Liquor	32.50		
Juror	-		
Expungment	-		
Housing Prisoner	9,433.69		
Public Defender	21,998.55		
Law Library			6,003.44
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Treas., City of Warren		\$	660,697.16
40% of H.P. Fines	54,008.08		
City Fines	103,367.28		
City DWI	357.25		
Parking Fines	18,718.50		
Costs	388,789.99		
Witness	290.50		
Expungment	680.00		
Juror	-		
Immobilization	507.58		
Probation	93,977.98		
Treas., City of Warren	(Indignet Dr. Fund)		1,100.38
	(Interest)		-
	(Computer Fund)		-
	Special Project-DUI		8,540.04
	(Special Project)		-
	(Legal Research)		-
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Sheriff		\$	707.39
Sheriff DWI			157.50
Niles Police Department			50.00
Animal Humane Services			-
Trumbull County Drug Force			-
Newton Falls Municipal Court			-
Collection Cost			49430.89
Domestic Violence Visitation			83.12
TOTAL		\$	<u>1,153,907.44</u>

<u>TRUSTEESHIP BRANCH</u>			
New Cases Filed		0	
Cases Terminated		0	
Total		0	
Active		0	
Total Active		<u>0</u>	
Beginning Balance JANUARY 2018			<u>\$ -</u>
<b>RECEIPTS:</b>			
For Costs	\$ -		
For Creditors	-		
TOTAL RECEIPTS			-
<b>DISBURSEMENTS:</b>			
Treas., City	\$ -		
To Creditors			
TOTAL DISBURSEMENT			-
Ending Balance DECEMBER 2018			<u>\$ -</u>

<u>RENT ESCROW ACCOUNT</u>			
<b>RECEIPTS</b>			
Beginning Balance JANUARY 2018			\$ 1,785.96
Money paid into account	\$ 2,610.00		
TOTAL RECEIPTS:			\$ 2,610.00
<b>DISBURSEMENTS:</b>			
City of Warren	26.10		
Rent paid to landlord	1,945.35		
Rent paid to tenant			
TOTAL DISBURSEMENTS:			<u>1,971.45</u>
Ending balance DECEMBER 2018			<u>\$ 2,424.51</u>

<u>BONDS &amp; DEPOSITS</u>			
Beginning Balance JANUARY 2018			\$ 188,292.47
<b>RECEIPTS</b>			
Refund TR/CR	\$ 11,226.49		
Restitution	12,106.56		
Theft Restitution	-		
Payout	-		
Bond	75,783.71		
Deposits	<u>15,070.00</u>		
TOTAL RECEIPTS	\$ 114,186.76		
<b>DISBURSEMENTS:</b>			
	<u>92,490.96</u>		
NET BALANCE			21,695.80
Ending Balance DECEMBER 2018			<u>\$ 209,988.27</u>

Margaret Scott  
Clerk of Court

## Account Balance Listing

101 Seat Belt	35,414.09	
102 Expungment	1,020.00	x
103 Ohio State Patrol-50%	78,811.94	x
104 OSP DWI	3,233.96	x
105	-	
106 General Revenue	694.00	x
107 Reparation	35,706.20	x
108 Liquor	32.50	x
109 Board of Pharmacy	767.75	x
110 Wildlife	136.66	x
111	-	
112 Legal Aid State	72,369.00	x
113 Child Restraint	-	
114 Animal Humane	-	
115 License Forfeiture	135.00	X
116 Warrant Block	150.00	x
117 Indignet Defense Supr	129,574.25	
118 House Bill 562- Capita	10,032.98	X
119 Indigent Driver's Alcoh	8,419.81	X
201 OSP 10% 4511-45	11,632.77	X
202 Champion Traffic	4,372.50	X
203 Champion Misc	1,017.00	X
204 Champion Crimin	1,690.97	X
205 Champion DWI	225.00	X
206 Howland Traffic	9,717.06	X
207 Howland Misc	2,941.81	X
208 Howland Crim	11,260.28	X
209 Howland DWI	141.26	X
210 WTPD Traffic	5,401.97	X
211 WTPD Misc	1,780.00	X
212 WTPD Crim	3,195.48	X
213 WTPD DWI	123.75	X
214 Witness Fee State	114.02	X
215 Liquor(State)	32.50	X
216	-	
217 Expungment(County)	-	
218 Law Library	6,003.44	X
219 Housing Prisoners	9,433.69	X
220 City Arrest-State Tra	3,737.46	X
221 City Arrest-State-Misc	1,833.51	X
222 City Arrest-State-Crim	15,917.57	X
223 Juror State	-	
224 OSP Fine-10%Misc	1,820.97	X
225 OSP Fine-10%Crim	365.26	X
226 OHIO Public Defender	21,998.55	X
301 OSP Fines 40%	54,008.08	X
302 City Fine	103,367.28	X
303 Parking Tickets	18,718.50	X
304 City Cost	388,789.99	X
305	-	
306 City Wit Fee	290.50	X
307 IDD Fund	1,100.38	X
308 Civil/CR/TR Computer	89,971.37	
	-	
309 Legal Aid (City)	731.00	X
310 Clerk & Bailiff	368,565.18	X
311	-	
312	-	
313 WPD DWI	357.25	X
314 Police Officer	-	



315 Probation Fee	93,977.98	X	
316 Diversion	-		
317 JurorsC/T	-		
318 Expungement (City)	680.00	X	
319	-		
320	-		
321 Immobilization	507.58	X	
322 Legal Research(Cv)	26,042.19		
Legal Research(TR/Cr	-		
323 Special Project(CV/CF	222,001.32		
Special Project(CR/TR	-		
324 Interest/Escheated Fu	-		
325 Landlord/Tenant	26.10	x	
326 Trusteeship Filing	-		
327 Trusteeship Poundage	-		
328 Special Project-DUI	8,540.04	X	
401 TCSO/Traffic	5,921.53	X	
402 TCSO/Misc	5,198.49	X	
403 TCSO CR	3,134.98	X	
404 TCSO DWI	157.50	X	
405 TCSO COST	707.39	X	
501 Trumbull County Drug	-		
503 NILES POLICE	50.00	x	
504 COST OF COLLECTIK	49,430.89		
506 Newton Falls Municipa	-		
507 Domestic Violence	83.12	X	
601 Dep Tr/Cr	15,070.00		150
602 Bonds	75,783.71	x	
603 Refund TR/Cr	11,226.49	x	
604 Restitution	12,106.56	x	
605 Judgement	976,754.80	x	
606 Dep CV	150.00		-150
607 Wit Fee Cv	34.00	x	
608 Jury Fee CV	-		
609 Jury Demand	175.00	x	
611 Trustee Payments	-		
612 Misc Cv Dep	6.50	x	
613 Foreign Bond	-		
614 Refund Civil	713.99	x	
615 Landlord/Tenant	2,583.90	x	
616 Theft Restitution	-		
618 Bond Forfeiture			
	<b>3,028,218.55</b>		
<b>Trustee Checks</b>	<b>1,945.35</b>		
<b>Bond and Deposit Checks</b>			
Dep Traffic and Criminal		-	
Foreign Bond		-	
Bond		-	
Refund Traffic and Criminal		-	
Restitution		-	
Total			<u>92,490.96</u>

## VOCA / SVAA GRANT INFORMATION

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

Although victims of Domestic Violence are the primary focus of the advocacy program, it also serves victims of Assault, Child Endangering, Rape, Sexual Imposition, Stalking, Menacing, Robbery, Burglary, Receiving Stolen Property, Theft, Breaking and Entering, Forgery, Passing Bad Check/Credit Card, and Violating Protection Orders. As the drug epidemic continues to overtake our communities, the list of victim of crimes continues to expand. The victim advocate provides a variety of services including notifying crime victims of court hearings; the disposition of cases, educating victims relative to the criminal justice and their rights, court process, providing court support as well as providing information on job listing, resources for assistance with utilities, issues with housing, counseling, and drugs/alcohol. The court advocate provides assistance in filing temporary protection orders (TPO) as well as making referrals to social services agencies and treatment programs. Last year, 1461 crimes of violence were processed through this court. This program ensures that crime victims are aware of their rights, and what services are available to assist the victim obtaining medical care, counseling, housing emergency services and other types of assistance as needed.

The Court received a grant in the sum of \$94,890.41 for 2018. This is the total of the SVAA (\$3000.00) and VOCA (\$91,890.41). The grant money will be applied toward a portion of the wages for the Domestic Violence Court Coordinator and the full time victim advocate assistance. 2018 grant did not increase and it did not decrease. Monies from other categories were moved to the categories deemed most important to provide for the advocate and the victims of crime.

MONEY RECEIVED FROM VOCA AND SVAA GRANT	\$ 94,890.41
EXPENSES INCURRED	\$ 118,942.00
CITY EXPENSE	\$ 24, 051.59

VOCA / SVAA GRANT INFORMATION  
VICTIMS OF VIOLENT CRIME  
INITIATIVES

**2018 Annual Report**  
**Warren Municipal Court**  
**Victim Advocate Office**

**Victim Assistance Program:**

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

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

The Victim Advocate position is currently held by Wanda J. Cunningham. Wanda has certificates for attendance with Domestic Violence Advocacy Fundamental, for completion of Attorney General 2 Days in May Conference (which she has attended for the last 3 years). She plans to attend for the 2019 year. She has a certificate of completing The Attorney General's ADVANCE Academy BASICS. Wanda is certified through the National Advocate Credentialing Program (NACP) as a Provisional Advocate and through The Ohio Advocate Network (OAN) as a Registered Advocate. She holds a Bachelor of Social Work from Youngstown State University (YSU) where she graduated cum laude. Prior to working at Warren Municipal Court, Wanda held the position of Eligibility/Referral Specialist II at The Trumbull County Department of Jobs and Family Services. She also worked at the Northeast Ohio Community Alternative Program (NEOCAP) as a Resident Supervisor. While attending YSU she did her internship at the Trumbull County Adult Probation Department. She served as the Coordinator for the Employee Assistance Program (EAP) for Local 1375 United Steel Workers for 12 years. Wanda continues to learn about victim advocacy through out of state training / local training and conferences.

The 2016-2017 grants allotted funding for a full time victim advocate assistant. This position is held by Teresa Shambach. She is a graduate of Trumbull Business College with an associate degree in Secretarial Science. Teresa has a Diploma for Legal Secretarial. Teresa continues to bring vast knowledge of computer programs. She is a quick learner and it shows through the

training she has and continues to receive in this position. Teresa continues to learn about victim advocacy through on the job training and local training.

**Case Management**

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

The Victim Advocate prepares each case by obtaining all relevant information from the complaint form and the police report. The Advocate then researches the Defendant’s criminal history including prior criminal charges and convictions, active paroles, active probations, and warrants / capiases. The Advocate speaks to the victim to discern if a Temporary Protection Order (TPO), No Contact Order (NCO) or Civil Protection Order (CPO) is desired. As this court does not handle CPO the victim is directed to the proper agency. All pertinent case information is supplied to the Judge upon arraignment. At each hearing following the arraignment, the Victim Advocate discusses the case with the Victim, Prosecutor and the Defense Attorney.

**Up to 2062 victims were assisted in 2018.**

Case Files Statistics dated 02/12/19

2018 Cases	1432
2017 & Prior Cases Disposed in 2018	891
<b>Total Cases Assisted in 2018</b>	<b>2323</b>

**Victim Interviews:**

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

At the initial interview, usually before / after the arraignment, the Victim Advocate provides the victim a purple folder containing pertinent information for court such as case number, next court date, how court may proceed, frequently asked questions, contact information for local agencies, and educational information concerning victim’s right. Also in these folders are informational pamphlets from the Attorney Generals on Criminal law / Domestic violence and the Victim Information Notification Everyday (VINE).The VINE service notifies the victim when the defendant is in and out of jail / prison. This folder is a great resource for the victim to use as he or she proceeds through the judicial process.

The Victim Advocate office is estimated to have conducted close to **3900 in person or phone interviews in 2018**. On average, the Victim Advocate Office fields over **2592 phone calls** during the year.

**Domestic Violence Court (DVC):**

If a defendant has a history of Domestic Violence (DV) incidents, the Victim Advocate flags the Prosecutor’s office so that the Prosecutor and the Defense Attorney is advised that DVC may be an option for the defendant in lieu of jail time. It is then up to the defendant, his/her attorney, and a licensed counselor to determine if the defendant is eligible for acceptance into DVC.

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

DVC Statistics dated 02/12/19

2017 Cases	17 Cases Carry over from 2017 into 2018
DV Cases Started 2018	14
Completed Successfully	13
Discharged Unsuccessfully	05
Discharged Neutral	0
2018 Cases	13 Cases Carry over from 2018 into 2019

**Children Services Board (CSB) Referrals**

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

A referral is made by faxing to CSB a document indicating the charge, the case number, the defendant’s name, the children’s name, the victim’s name, the next court date, bond information, criminal history of the defendant, and existence of a TPO or NCO. In 2017, there were referrals made to CSB in Trumbull County concerning **83 defendants** and **89 case numbers**.

**Temporary Protection Order (TPO)**

A Temporary Protection Order (TPO) is a legal document granted by the Judge in a criminal case. The TPO orders the defendant to have no contact with the individual(s) named in the legal document. This is limited to the person(s) named as the victim on the complaint form. The

details of the protection order are listed in the official document. The active TPO is served to the defendant and faxed to the 911 call center.

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

TPO Statistics dated 02/12/19

Active	137
Vacated	92
Denied	0
Total	229

**No Contact Order (NCO):**

A No Contact Order (NCO) is a verbal order issued by the Judge and is normally a condition of a defendant's bond or probation. The NCO orders the defendant to have no contact with the individual named as the alleged victim of the committed crime. In this way, it is very similar to the TPO. The difference is, the NCO is verbally issued and the defendant may or may not be arrested by the police officer. If the defendant is not arrested the victim must come to the prosecutor's office to see if they will press charges on the defendant for violating a condition of the bond or probation, whereas the TPO is a legal document and is faxed to the 911 call center and the defendant can be arrested right in the spot.

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

NCO Statistics Dated 02/12/19

Issued	373
Vacated	136
<b>Total</b>	<b>509</b>

**Training:**

Each year, the Victim Advocate is required to attend training sessions with up-date information on victim advocacy. In 2018, the Victim Advocate attended:

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

Dismantling Systems of Oppression by Engaging in Cultural (Part 1)

Crime Victims Rights in Ohio Post-Marsys Law (Part 1)

Strengthening Families: A Community Story

Protecting Ohios Children: That Impact of Opioids on Children

Combating Elder Financial Exploitation

**Trumbull Mahoning Domestic Violence Collaborative (Wanda & Teresa)**

Non-fatal Strangulation, Perpetrators as Manipulators, PTSD and Process of Recovery

**Attorney General Webinar (Wanda & Teresa)**

VOCA / SVAA Updated 2018-2019 Grants

**Ohio Crime Victim Justice Center Webinar (Wanda & Teresa)**

Crime Victims' Rights Post – Marsy's Law

**Community Legal Aid Services, Inc (Wanda & Teresa)**

Breaking the Silence: Identifying and Protecting Vulnerable Populations

**Community Legal Aid Services, Inc (Wanda & Teresa)**

Building Resiliency

**Grant Requirements:**

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

**2016-17 Grant Funds Received:**

VOCA - \$ 91,890.41

SVAA - \$3,000.00

**2017-18 Grant Funds Received**

VOCA - \$91,890.41

SVAA - \$3,000.00

**Case File Statistics:**

<b>Charge</b>	<b>2016 Total</b>	<b>2017 Total</b>	<b>2018 Total</b>
DV	350	340	425
Assault	125	143	165
Violation Protection Order	22	07	20
(Agg) Menacing	44	46	50
(Agg) Burglary/Robbery	37/28 (65)	49/43 (92)	69/37 (106)
Rape/Gross Sexual Imposition/Sexual Assault	3/2/06(11)	6/3/3 (15)	04/03/02 (09)
Other	481	521	657
<b>Total</b>	<b>1098</b>	<b>1164</b>	<b>1432</b>