

**Mayor's Court Registration and Reporting Workgroup  
September 5, 2003**

**Workgroup Members Present:**

Magistrate Karen Sheffer, Baker & Hostetler LLP  
Janet Yeager, Crestline  
Katherine Unger, Cuyahoga Heights  
Karen Woodward, Gahanna  
Sally Hiller, Kelleys Island  
Michele Naish, Reading  
Joyce Remec, Richfield  
Marcia Soos, Shadyside  
Linda Lutts, Sharonville  
Cindy Bitter, Upper Arlington  
Mayor Maxine Gilman, West Carrollton  
Susan Link, Worthington  
Gretchen Beam, Supreme Court of Ohio  
Diane Hatcher, Supreme Court of Ohio  
John Hopper, Supreme Court of Ohio

**Guests Present:**

Chuck Rupprecht, Baldwin Group  
Patrick Henschen, Henschen & Associates  
Harry Endrulas, Innovare Solutions LLC

1. Welcome to members and guests from Diane Hatcher.
2. Minutes from August 15, 2003 meeting were approved.
3. Registration updates were given. Gretchen Beam has currently received 201 registrations for the regional trainings. Jean Wurzbacher was not present to give an update on the number of registrations received to attend on September 19, 2003.
4. Suggestions were given regarding annual trainings for clerks/preparers and for new mayors and magistrates. Suggestions:
  - Annual new clerk's workshop
  - Ohio Municipal League
  - Web-based training
  - Video tape

The workgroup agreed that training may need to be offered around the state to obtain a good attendance rate.

5. A list of escalating misdemeanors was passed out from Joyce Remec. Mayor's courts are required to report to BCI & I. Diane Hatcher requested a copy of the disposition form, 2-72.
6. A lengthy discussion was had regarding bond forfeitures. The discussion included interpretation of a bond forfeiture. A vote was taken and bond forfeitures will be terminated on the reporting form on line 14, Other Terminations. This will be instructed in the trainings.
7. A glossary of terms will be compiled and available for handing out; however, it will not be part of the instructions for preparation. Common words will be explained during the training.
8. At one point in time, Diane Hatcher indicated that early registration may be a possibility. At this time, it will not be offered due to timelines at The Supreme Court. As of now, registration will begin on January 1, 2004.
9. John Hopper and Diane Hatcher discussed the need for developing standards for interface to the web form. John indicated that standards do need to be in place and decisions need to be made about how reporting is done from the local case management systems to The Supreme Court web form. Mary Beth Parisi will be included to discuss the electronic signature issue.
10. Modifications to the Registration & Reporting Form are as follows:
  - Add Address (1) & (2) lines
  - Add Mayor ID # (generated by Supreme Court upon registration)
  - Add Attorney Registration # (if applicable)

The final version of the form will be posted to the web on Tuesday, September 9, 2003.

11. The Instructions for Preparation are basically complete. A suggestion was made to add an example under Terminations, line 17 (b) (page 6 of latest draft). Gretchen Beam will add an example then ask the workgroup to review a final time.
12. John Hopper showed a preview of the web form to the workgroup. Many changes have occurred. The pages are consistent with all other Supreme Court of Ohio pages. Highlights:
  - Microsoft Internet Explorer 6.0 or newer will be required (a link to free download is provided)
  - A "Help" feature will be provided anywhere possible. An item number has been assigned to each help screen. The user should identify the item number when contacting the Supreme Court of Ohio
  - Passwords will be 8 alpha-numeric digits
  - Registration will be required annually

- John to add a screen for an additional magistrate (3) as well as an identifier for a retired judge. (not required to have education updates, date expiration expires field can be blank)
13. The Workgroup agreed that a meeting following the trainings and first quarter of registration and reporting would be beneficial. Please save May 7<sup>th</sup>, 2004 for this meeting. Meeting location will be determined once Supreme Court staff move to their new building, due to occur in February 2004. Meeting time will remain the same, 10:00 am to 2:00 pm. Location and parking information will be sent when available.
14. Meeting Adjourned.

**Future Meetings – All Meetings from 10 AM to 2 PM**  
May 7, 2004