

# 2023 ANNUAL REPORT

*Leadership Through Collaboration*



**PAVAN V. PARIKH**  
*Hamilton County Clerk of Courts*



# TABLE OF CONTENTS

- From the Clerk of Courts .....1
- Leadership Structure ..... 2
- Stories from the Clerk’s Office ..... 3
- Bailiff Division..... 5
- Auto Title & Passport Division ..... 6
- Common Pleas Division ..... 8
- Municipal Court Division ..... 9
- Help Center..... 10
- Central Services.....12
- Human Resources .....14
- Locations ..... Inside Back Cover



# From the Clerk of Courts

As 2023 came to a close, I was filled with immense pride reflecting on the achievements of our dedicated team at the Hamilton County Clerk of Courts. Each division went above and beyond to improve and enhance the services we offer to you, our valued citizens.

Here are a few highlights that showcase our commitment to progress:

- **Enhanced Efficiency:** The Court of Common Pleas Division embraced a paperless workflow, while the Municipal Court Division implemented a service window model for improved service delivery.
- **Strengthened Safety:** The Bailiff Division collaborated with local law enforcement to provide additional training resources and venues, ensuring enhanced safety for everyone involved in the court system.
- **Increased Accessibility:** The Auto Title & Passport Division processed a record number of passports, and the downtown office is undergoing a complete remodel to better serve you. Additionally, the Help Center expanded its reach into Juvenile Court to assist with custody issues and hosted its second Access to Justice Symposium, promoting fair and equitable access to the legal system.
- **Modernization and Transparency:** The HR and Finance teams streamlined operations by transitioning to an all-electronic payroll and time tracking system, and Central Services made our historical records more readily searchable.



These accomplishments, and many more detailed in our annual report, are a testament to the dedication of our team and their shared commitment to excellence. This report serves as a vital tool for transparency, allowing the public to hold us accountable to our promise of continuous improvement.

As I look back to my investiture ceremony in February 2023, I am deeply humbled by the unwavering commitment our team displayed throughout the year. I stand by my stated goal: to make the Hamilton County Clerk of Courts office a gold standard, not just in Ohio, but across the nation.

We remain committed to using our resources wisely while seeking innovative ways to modernize our processes. As stewards of financial responsibility, our legal divisions collected and distributed over \$44 million in 2023, and the Auto Title & Passport Division managed and distributed over \$77 million.

I am incredibly proud of what we accomplished in 2023, and I am confident that with your continued support, we will build upon this success in 2024. I am working to create a better Hamilton County, for my family and all families who make this place their home.

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Parikh'.

Pavan V. Parikh  
Hamilton County Clerk of Courts





# Leadership



**Pavan V. Parikh**  
*Clerk of Courts*



**Greg Brush**  
*Chief Administrator*



**Liza Brackman**  
*Chief Compliance Officer*



**Julie Dalton**  
*Chief Information Officer*



**Melissa Greenlea-Reed**  
*Chief Financial Officer*



**Greg Muenchen**  
*Chief Human Resources Officer*



**Mike Briede**  
*Chief Bailiff*



**Shawna Derrenkamp**  
*Chief, Auto Title & Passport Division*



**Rick Hofmann**  
*Chief, Common Pleas Division*



**Athena Stefanou**  
*Chief, Municipal Division*



**Jason Alexander**  
*Manager, Central Services*



**Lori Jennings**  
*Director, Communications*



**Jamie Rea**  
*Director, Special Projects*



# Leadership Through Collaboration:

## STORIES FROM THE CLERK'S OFFICE

### SERVING THOSE WHO HAVE SERVED OUR COUNTRY

As an Army Reserve Major and Clerk of Courts, Parikh recognized a critical need in our community. Many veterans face legal challenges that hinder their daily lives, yet accessing legal aid can be daunting. This year, Clerk Parikh's team partnered with the Disabled American Veterans (DAV) to bring essential legal services directly to veterans. At the annual Homeless Veteran Stand Down event at the DAV National Headquarters in Erlanger, Kentucky, veterans received not just haircuts and hot meals, but also crucial legal guidance.

Legal barriers often stand in the way of veterans securing employment, housing, and other necessities. Clerk Parikh

convened various Hamilton County agencies, including the Veterans Treatment Court of the Common Pleas and Municipal Courts, the City Solicitor's Office, the Prosecutor's Office, the Public Defender's Office, the Recorder's Office, and the Legal Aid Society, who provided on-the-spot resources and information.

The success of this initiative motivates the Clerk's Office to organize a dedicated legal aid event for veterans in 2024. This event held in Hamilton County aims to become an annual tradition, ensuring continued support and breaking down barriers for those who served our country.



### FIGHTING FRAUD AND PROTECTING CONSUMERS

As a county agency, we are committed to safeguarding residents from online fraud and fake calls claiming to represent our office or other governmental agencies. Don't be fooled by fake passport websites preying on people with long wait times. Some companies are charging over \$100 for a completely free service! As Clerk Parikh warned in WCPO-9's "Don't Waste Your Money" segment (May 2023), these websites claim to "simplify" the process but are instead providing the exact same passport application form citizens can obtain for FREE:

- In person: Visit the Auto Title & Passport Division of the Clerk's office; or
- Online: Download the form from the official U.S. State Department website.

Clerk Parikh also raised awareness about this scam in a Local 12 "Fighting Fraud" segment (September 2023), underscoring the commitment of the Clerk's Office to protect Hamilton County residents.

The Office also issued a public warning in September 2023 regarding a fraudulent phone scam impersonating an employee from our office. The scammer claimed residents owed delinquent court fines and demanded immediate payment over the phone. This was a false attempt to steal money.

Our office prioritizes public safety and will continue to actively monitor for such threats.





# Collaborating Across the County

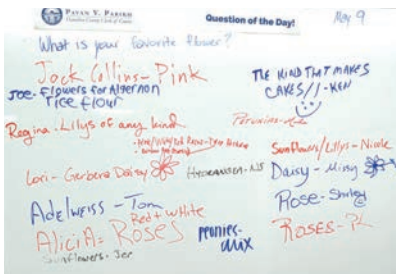
## FROM CITY HALL'S QUESTION OF THE DAY...

*Who is the best dressed in the office?*

*What is your favorite flower?*

*What was your favorite thing you did this weekend?*

These fun questions sparked conversation throughout the courthouse and Cincinnati City Hall in 2023. The Clerk of Courts' Office collaborated with City of Cincinnati Councilmember Liz Keating (where the Question of the Day idea originated), to share the same question on an erasable whiteboard each day.



Clerk Parikh explained in an Enquirer article (*Article: Opinion: Officeholders get people talking, debating with daily questions, by Dan Sewell, Cincinnati Enquirer*)

in February 2023 about the idea, "I thought it might be a perfect opportunity to do the same in our office and throughout the courthouse, since so many attorneys, paralegals, members of law enforcement and court staff in addition to the clerk staff and the public also come through our doors."

*Pictured here: Common Pleas Deputy Clerk Denise Burks-Scott was the overwhelming answer when employees were asked: Who is your best dressed colleague?*



## ...TO THE PUBLIC LIBRARY OF CINCINNATI & HAMILTON COUNTY DIGITAL LIBRARY

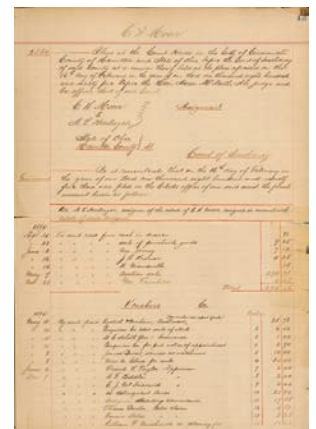
In exciting news for history buffs and genealogists, the Clerk of Courts partnered with the Cincinnati & Hamilton County Public Library (CHPL) to bring everyone a treasure trove of digitized historic records. Several one-of-a-kind documents, previously stored in the Clerk of Courts' archives, have been carefully scanned and added to CHPL's Digital Library, granting the public unprecedented access to these invaluable pieces of history.

The library featured one of the documents, a Trademark Book from 1933-1952, on its blog. Clarity Amrein, Community Content Coordinator at CHPL explained how "this unique resource allows genealogists to explore the

logos and packaging their ancestors used for their business, while the accompanying legal documentation can confirm family names and ownership details." Local historians can embark on a journey to rediscover long-lost Cincinnati businesses, some with no other surviving documentation.

This is just one example of the fascinating records now available in the CHPL's Digital Library. Here's a sneak peek of some other gems you can see:

- Insolvency Court Assignment Book, 1895
- Superior Court Appearance Docket Book, 1903-1910
- Court of Common Pleas Joint Session Minutes Book, 1926-1936
- Railroad Police Commissions, 1929-1935
- Justice of the Peace Appearance Docket Book, 1903-1905
- Court of Appeals Minute Book, Jan. & Nov. 1915 Terms





# Bailiff Division

The Bailiff Division of the Hamilton County Clerk of Courts provides courtroom security on the first and second floors of the Courthouse, serves summonses and civil and criminal case subpoenas, and supervises set outs following court-ordered evictions. Hamilton County is the only Clerk of Courts in the State of Ohio with an armed Bailiff Division. Our bailiffs obtain certifications for the Law Enforcement Automated Data System (LEADS) and the Regional and National Crime Information Centers

(RCIC and NCIC). In addition, they maintain yearly firearm and taser certification. Prior to onboarding, all bailiffs earn a commission certificate of completion of the Ohio Peace Officer Training Academy (OPOTA) or complete a forty-hour OPOTA-Approved firearms training. They are also trained in De-Escalation Skills and attend Crisis Intervention Training (CIT) currently presented by Mental Health America of NKY & SWOH.

## 2023 BY THE NUMBERS

### Criminal Bailiff Division



6,296

INMATE TRANSFERS TO/  
FROM COURT



9,773

HOURS OF COURTROOM  
SECURITY PROVIDED



176,544

CASES IN WHICH COURTROOM  
SECURITY WAS PROVIDED

### Civil Bailiff Division



15,516

SUMMONS SERVED



9,167

CRIMINAL AND CIVIL  
SUBPOENAS SERVED



1,756

PHYSICAL EVICTIONS  
EXECUTED

## HIGHLIGHT

### Bailiff Training Achievements

In 2023, the Bailiff Division certified Six Officers through OPOTA as Instructors in: Firearms, Taser and Building Search. Beyond mandatory OPOTA requirements, each deputy invested an additional 16 hours in various training topics, demonstrating their commitment to continuous improvement and professional development. The division partnered with the Norwood Police Department to gain access to their training facility, expanding their training capabilities and resources. The existing partnership with the Hamilton County Sheriff's Department for training continued, including the day pictured here where Clerk Parikh joined them on the firing range—the first time in recent memory for a Clerk to do so.





# Auto Title and Passport Division

The Hamilton County Clerk of Courts Auto Title & Passport Division processes titles for motor vehicles including automobiles, motorcycles, mobile homes, travel trailers, campers, motor homes, boats, boat motors,

all-terrain vehicles (ATV), off-highway motorcycles, and jet skis. It also issues duplicates for lost and stolen titles if originally issued in the state of Ohio. The Downtown office issues Hamilton County Watercraft registrations.

## HIGHLIGHT

### Bringing Auto Title and Passport Information into the Community

Passionate about public service, Auto Title & Passport Division Chief Shawna Derrenkamp and her team actively engage with the community to educate about our offerings. In April 2023, they participated in the Local 12 Health and Retirement Expo, sharing valuable information on both Transfer on Death for auto titles and the passport application process.



## 2023 BY THE NUMBERS



150,520

VEHICLE TITLES & DUPLICATE TITLES PROCESSED



1,444

WATERCRAFT TITLES & DUPLICATE TITLES PROCESSED



8,679

SALVAGE TITLES & DUPLICATE TITLES PROCESSED

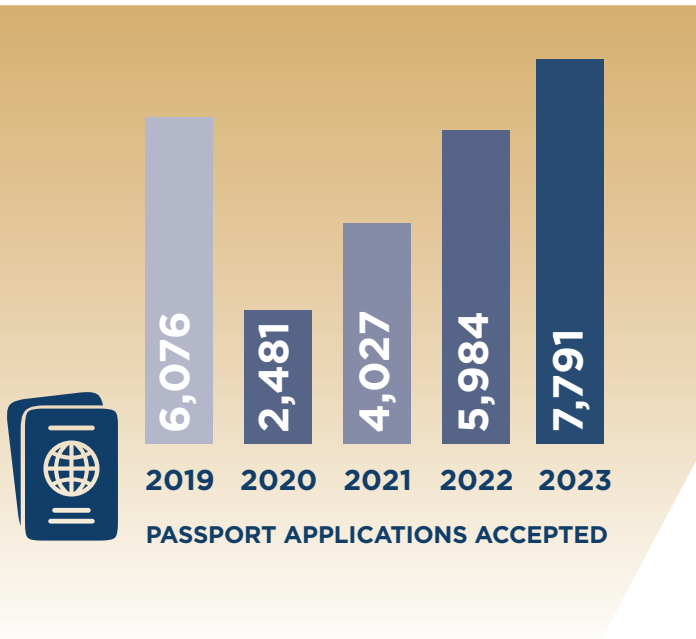




# TRAVELING THE WORLD... WITH THE HELP OF HAMILTON COUNTY CLERK OF COURTS!

In addition to providing title services, the Hamilton County Clerk of Courts Auto Title & Passport Division has been an official U.S. State Department Passport Acceptance Agent for many years. After the travel hiatus of the pandemic, the Auto Title & Passport Division is seeing a passport surge, even exceeding pre-pandemic levels. Reflecting this global wanderlust, the U.S. State Department processed a record-breaking 21 million passports in 2023.

The Auto Title & Passport Division held 8 special passport application acceptance events in 2023, serving 315 people. Events were hosted at Elder High School (28 applications), Madeira High School (40 applications), Mt. Notre Dame (20 applications), Clark Montessori (20 applications), North College Hill (5 applications), John P Parker Elementary (12 applications), and two special Saturday Passport Acceptance Fairs at our Red Bank office (190 applications).



## New in 2023: Naturalization Ceremonies

Clerk Parikh partnered with the United States District Court for the Southern District of Ohio to offer passport applications during naturalization ceremonies for new citizens. As he states in the letter that is read to new citizens at each ceremony attended by our staff, “American citizenship is truly special—few understand the weight and the promise of that title more than the immigrants who built our nation...thank you for choosing to make southern Ohio your home. Our community thrives because of the energy you bring here.” During the 20 ceremonies attended by our staff, approximately 700 new citizens received passport applications.





# Common Pleas Division

The Court of Common Pleas Division of the Hamilton County Clerk of Courts processes and maintains cases related to the Court of Common Pleas including Civil, Criminal, and Domestic Relations as well as the First District Court of Appeals.

The Civil Division maintains all records relating to lawsuits such as personal injury, foreclosures, and business disputes. This division also records Ohio sales and income tax judgments for public record, issues Certificates of Judgment and subpoenas, and issues all checks for witness fees.

The Criminal Division processes all adult felony cases. It also prepares for and oversees Common Pleas arraignments, and docket and files all motions, entries, warrants, and summons relating to criminal cases. This division creates and processes all warrants and issues subpoenas for criminal cases, and processes driver license suspensions sent to the Bureau of Motor Vehicles.

The Domestic Relations Division maintains all records related to marital and non-criminal domestic disputes.

The Appellate Division receives and maintains all records relating to cases that have been appealed to the First District Court of Appeals.

## 2023 BY THE NUMBERS

### Civil



5,628  
CIVIL COMPLAINTS PROCESS



2,023  
CIVIL PROTECTION ORDERS FILED

### Criminal



6,250  
CRIMINAL COMPLAINTS PROCESSED

### Domestic Relations



2,201  
DIVORCE CASES PROCESSED



1,306  
DOMESTIC VIOLENCE  
PROTECTION ORDERS FILED

### Appellate

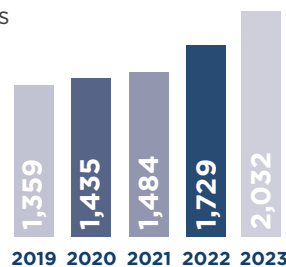


689  
COURT OF APPEALS CASES  
PROCESSED

## HIGHLIGHT

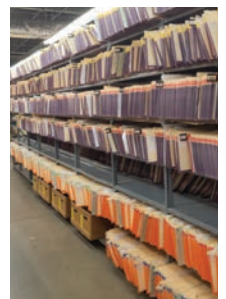
### Changes in Civil Protection Orders

In March of 2022 the Common Pleas office implemented a new digital system for beginning the process of filing for a Civil Protection Order. As we can see in this chart, the ease of using the system has likely contributed to an increase in filings year over year.



### Less Paper in Common Pleas

In 2023 Ohio recognized digital records as the official record for cases in Common Pleas Court. This means our office can finally ditch the paper! We've already shredded thousands of documents, paving the way for a greener, more efficient future. Soon, we'll have a smaller physical footprint, reducing our environmental impact.





# Municipal Court Division

The Municipal Court Division of the Hamilton County Clerk of Courts provides a variety of services to the court, general public, attorneys, and law enforcement. The division is split into a Criminal/Traffic Division and a Civil Division.

The Criminal/Traffic Division (MCT) processes and maintains criminal, traffic, and housing cases. The MCT Division's main functions include: accepting ticket payment, processing bonds, issuing arrest warrants, and facilitating search warrants.

The Civil Division (MCV) accepts and maintains all civil cases involving dollar amounts up to \$15,000. Civil cases include: landlord/tenant disputes, personal injury, contract disputes, small claims (up to \$6,000), evictions, rent escrow, garnishment collections, debtor trusteeships, and appeals to the Bureau of Motor Vehicles for 12-point driving suspensions.



## 2023 BY THE NUMBERS Municipal



8,755

AVERAGE PIECES OF PAPER PROCESSED/SCANNED PER DAY IN MUNICIPAL CRIMINAL/TRAFFIC



\$5,079,485

TOTAL AMOUNT OF BOND POSTINGS IN MUNICIPAL CRIMINAL/TRAFFIC



41,285

TOTAL MUNICIPAL CIVIL CASES PROCESSED



- 33% ■ money suits (13,970)
- 29% ■ garnishments (11,997)
- 31.5% ■ evictions (13,008)
- 4.3% ■ small claims (1,780)
- 1% ■ BMV (438)
- .2% ■ judgment debtor exams (92)

## HIGHLIGHT

### New Clerk of Courts Service Window in the Justice Center

On March 4, 2023, the Hamilton County Clerk of Courts Service Window opened. The goal of the Service Window is to allow the customer service needs of the public and law enforcement to be met while providing efficiency in staffing for the slower weekend times when court is not in session. Working in collaboration with the Hamilton County Sheriff's office, the Service Window is located in Room 100 of the Hamilton County Justice Center. The Service Window is open every Saturday from 2:30PM through Sunday at 10:30PM, and provides

the essential functions the Municipal Criminal/Traffic (MCT) office provides in Room 112, including bond payments, arrest warrants, and search warrants. Additionally, after-hours filings are accepted and time-stamped. The Service Window has fostered more collaboration with various stakeholders in the criminal justice system, which has allowed the office to provide the best customer service.





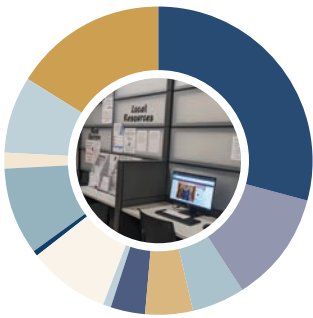
# The Help Center

The Help Center provides the public with free education, information, and limited legal advice pertinent to legal issues in Hamilton County Municipal Court and Juvenile Court.

Residents seeking legal assistance benefit from a dedicated team at the Help Center. Legal professionals, including attorneys partnered with the University of Cincinnati College of Law and paralegals employed by the Clerk of Courts, work together to provide guidance and support. The Clerk of Courts' Chief Compliance Officer ensures the Center operates at the highest standards.

Throughout the year, the Center relies on the invaluable assistance of volunteers. Law students and summer interns from UC contribute alongside volunteer attorneys from private practice, ensuring consistent support for those in need. The Help Center offers a variety of resources, from in-person consultations and phone calls to self-help guides available online ([cincyhelpcenter.org](http://cincyhelpcenter.org)). They specialize in assisting individuals representing themselves in court, providing valuable guidance on courtroom procedures, tips for filling out forms, and instructions on legal filings.

## 2023 BY THE NUMBERS



**5,383**

**IN-PERSON VISITORS**

This chart details the frequently discussed issues during in-person visits to the Help Center - Municipal Court Division.

- 29.2% ■ **small claims (1,571)**
- 11.9% ■ **tenant- eviction 1st cause (639)**
- 5.3% ■ **tenant eviction 2nd cause (287)**
- 5% ■ **tenant motion to remove (270)**
- 3.6% ■ **tenant escrow (194)**
- 1% ■ **tenant-other (52)**
- 8.6% ■ **landlord- eviction (465)**
- 0.4% ■ **landlord- escrow or other landlord/tenant (21)**
- 9.3% ■ **debt collection cases (501)**
- 1.7% ■ **garnishment- debtor (92)**
- 8.1% ■ **“other - municipal civil issue” (435)**
- 15.9% ■ **other non- municipal civil issue (856)**



**1,797**

**PHONE CALLS**

This chart details the frequently discussed issues during phone calls to the Help Center - Municipal Court Division.

- 18.6% ■ **small claims (335)**
- 30.5% ■ **tenant- eviction 1st cause (548)**
- 5% ■ **tenant- eviction 2nd cause (90)**
- 2.7% ■ **tenant- eviction motion to remove (48)**
- 2.3% ■ **tenant- escrow (41)**
- 4.5% ■ **tenant- other landlord/tenant (80)**
- 4.1% ■ **landlord- eviction (74)**
- 0.7% ■ **landlord- escrow or other landlord/tenant (13)**
- 9.5% ■ **debt collection case (171)**
- 2.7% ■ **garnishment- debtor (49)**
- 8.8% ■ **other (municipal civil issue) (158)**
- 7.8% ■ **other (non- municipal civil issue) (141)**
- 2.6% ■ **tenant- escrow or other landlord- tenant (46)**

**1,283** 

### APPOINTMENTS SCHEDULED

for attorney meetings either by phone or in-person to the Help Center - Municipal Court Division.

**9,937** 

### TOTAL VISITORS TO THE HELP CENTER

by phone and in-person between the two Help Center locations.



## HIGHLIGHTS

### Help Center Expands to Juvenile Court

In September 2023, the Help Center, in partnership with University of Cincinnati and Juvenile Court Administrative Judge Kari Bloom, opened its doors at the Juvenile Court, bringing much-needed support to families navigating child custody and support matters. This expansion was crucial, as two-thirds of the nearly 20,000 cases filed in 2022 involved custody or support issues. Attorney Hope Finney was hired to provide guidance and assistance on various topics, including shared parenting, joint custody, and modifications to sole custody arrangements. The Center served over 1,474 people seeking help in person or virtually by the end of 2023.



### Annual Access to Justice Symposium

The Help Center and the University of Cincinnati College of Law teamed up for the second annual Access to Justice Symposium. Following opening remarks by Clerk Parikh, Dean Haider Ala Hamoudi, and Associate Dean

Jenn Dye, participants dove into three informative sessions. Judge Pierre Bergeron of the Ohio First District Court of Appeals led the first session, exploring “Access to Justice: Data and Juries.” Next, a panel of local legal experts, including



Kristine Maher, David Kelley, Samantha Wicktora, and Gary Yuratovac, shed light on veterans’ legal issues. Wrapping up the day, Rob Wall, a former Help Center Director and current consultant for the National Center for State Courts, presented his research on “Debt Cases from a Litigant’s Perspective Using National Research and Local Data.”

### Advocating for Access to Counsel

The Help Center has been a vocal champion for the Access to Counsel ordinance, actively advocating for its passage by Cincinnati City Council. In December 2023, Help Center Director Nick Zingarelli and Clerk Parikh spoke at City Hall, urging the council to adopt the ordinance led by Councilmember Meeka Owens. Additionally, Nick organized eviction docket observation experiences for United Way



211 operators, city council members, and community organizations, aiming to shed light on the eviction process in Hamilton County.



# Central Services Division

The Central Services Division of the Hamilton County Clerk of Courts encompasses many vital services provided across the County on behalf of the Clerk's Office. The Archiving & Preservation Team ensures that all court records for Municipal Court, the Court of Common Pleas, and the First District Court of Appeals are properly archived, which includes the scanning, digitizing, and verifying of hundreds of thousands of records each year. The Records Center Team manages the retention of

physical records, including court documents and other records from the Hamilton County Recorder and the Board of County Commissioners, which are housed in a 10,000-square foot off-site warehouse on Winton Road. The Mail Center Team receives all incoming mail to the Hamilton County Courthouse and provides intra-county mail to 31 county government agencies/office locations throughout Hamilton County.

## 2023 BY THE NUMBERS



**322,062**  
DOCUMENTS/IMAGES VERIFIED



**1,833,013**  
MICROFILMED IMAGES DIGITIZED



**5,716**  
OLD MUNICIPAL  
TRAFFIC JACKETS SCANNED



**31**  
AGENCIES/OFFICES SERVED  
WITH INTRA-COUNTY MAIL

## HIGHLIGHTS

### Historical Court Records Indexes Now Available Online

Among other responsibilities, the Clerk's Office is the keeper of court records from courts that are no longer in existence, like the Court of Insolvency, the Superior Court of Cincinnati,

DEFENDANT	DEBITOR NAME	PLAINTIFF	CREDITORS NAME	VOL.	PAGE
Anna	Anna et al	Adm.	The City of Cincinnati et al	20	86
Atkinson	Alfred et al	"	Erigo Stone, A. et al	25	197
Allen	James et al	"	Allen Stone	22	90
Ball	A.L. et al	"	Stone Mackel & Stone Co, The O.C.	24	107
Atkinson	James	"	Makesfield Andrew, Jr.	25	100

and two defunct appellate courts. Sadly, fires in the 1800s destroyed many records.

But for those that survived, we launched a new website feature in 2023, providing the ability for history buffs to search case name indexes and request records that might still be available. Right now, the public can search name indexes for the Insolvency Divorce Court (1909-1914) and Court of Common Pleas Mutilated Records (1802-1884). Soon, the public will also be able to explore indexes for the Superior Court of Cincinnati (covering both 1852-1884 and 1885-1925), plus the District Court, Circuit Court, and Court of Appeals.



### Media Spotlight on Records Thought to Be Lost

The online Historic Court Records Indexes brought renewed attention to these records as people asked the question: where did these records come from? The process of where these records came from was detailed in an article in the Cincinnati Enquirer in March 2023, titled *'Amazed.' Documents thought lost for 139 years shine light on dark moment in region's past.*



## National Conference Keynote Speech:

### ‘BATHTUBS, BOURBON, AND BARRICADES: REDISCOVERING QUEEN CITY HISTORY!’

The National Association of Government Archivists and Records Administrators (NAGARA) held their annual conference at the Hilton Netherland Plaza July 18-21. Clerk Parikh gave the opening remarks on Wednesday, July 19. In his speech, he walked the conference attendees through the history of Cincinnati as it relates to the movement and loss of records through six different Hamilton County Courthouses.

NAGARA is a professional non-profit association located in Washington, D.C. dedicated to the improvement of federal, state, and local government archives, records, and information management and the professional development of government records administrators and archivists. Members include county, municipal, and special district governments, state agencies (state records centers, archives and libraries), the National Archives and Records Administration; federal agencies and employees; public universities, and a number of provincial, institutional, and international programs.

The profession of archiving government records is vital to our democracy. As stated in Clerk Parikh’s remarks, “It is your unwavering pursuit of accuracy, your commitment to meticulous preservation, and your tireless efforts to make historical materials accessible that breathe life into the stories of our past. It is because of the work you do that tomorrow’s first drafts of the history of today can be accurate and complete.”

The President of NAGARA’s Board, Warren County Records Manager Jen Haney Conover, as well as the NAGARA Executive Director, Johnny Hadlock, rolled out the red carpet for Clerk Parikh and the Clerk’s staff. They were thrilled to partner with a local agency for this national event.



# Human Resources Division

The Human Resources Division is dedicated to fostering a positive and productive work environment for all employees within the Clerk of Courts' Office. As the central hub for all HR-related matters, they play a crucial role in recruiting, retaining, and supporting a diverse and talented workforce.

Our team of experienced HR professionals is committed to upholding the highest standards of fairness, integrity, and transparency in all aspects of employment.

## HIGHLIGHTS

### Student Internships

The Clerk's Office is proud to partner across the community to offer several internship opportunities each year. In 2023 we had the following internships:

We welcomed six new students through our collaboration with Cincinnati Public Schools and Project SEARCH during 2023. Over the course of our partnership, we've had the pleasure of hiring four students full-time upon their graduation. Project SEARCH is a one-year program designed to help students with disabilities transition into the workforce. Apart from gaining valuable job skills to navigate life beyond high school, these students also play a vital role in our office operations. *(Pictured on the left: Project SEARCH student Emily Bentz with Municipal Criminal/Traffic Deputy Clerk John Wallace. On the right: Project SEARCH student Rian Grimes interned in the Municipal Civil Division. She spoke at the Project SEARCH graduation at the end of the school year.)*



They strive to provide comprehensive services and support to employees at every stage of their careers, from recruitment and onboarding to professional development and beyond.

We are committed to being an employer of choice for the public sector and support an employee's right to unionize. We have approximately 70 employees who work within our two bargaining units.



The HR Division revamped a comprehensive summer internship program targeting college students interested in public service, offering them an enhanced understanding of human resources, law, criminal justice, and finance, with the aim of providing valuable real-world experience, networking opportunities, and the application of classroom knowledge in professional settings to boost their employability and career prospects. *(Pictured here: 2023 Summer Interns: Isaiah Andrews, Evie Henderson, Sooyeon Lim, Adrienne Weber, and Luke Eckles)*

2023 was the sixth year of our partnership with DePaul Cristo Rey High School, a school that serves low-income students. Each year we host one student from their Corporate Work Study Program. Students in this program learn and practice valuable life skills, including communication and networking, and receive real work experience and exposure to different industries, fields, and careers. Antonio Sanders, who had been with the office for two years, finished his term in May, and a new student, Olivia Griffith, began in August 2023.





# CELEBRATING OUR EMPLOYEES

With over 200 employees, providing annual awards plays a pivotal role in fostering our positive work culture and driving our success. By recognizing and appreciating the hard work and achievements of our employees, we create an environment where employees feel valued and supported. This, in turn, leads to improved collaboration,

productivity, and overall job satisfaction. Investing in employee recognition is a strategic approach to cultivating a thriving workplace where employees are empowered to perform at their best. In 2023, these stand-out employees were recognized:



## EMPLOYEE OF THE YEAR AWARD

### ■ Jason Alexander - Central Services Division

The Employee of the Year Award recognizes an employee for their outstanding contributions, achievements, teamwork, and embodiment of our core values.

## 4-STAR AWARD

### ■ Joe Menninger - Common Pleas Division

The 4-Star Award recognizes an employee who exemplifies the four foundational pillars of the Hamilton County Clerk of Courts' Office: Respect, Kindness, Integrity, and Service.

## TEAM PLAYER AWARD

### ■ Terry Harper - Bailiff Division

The Team Player Award recognizes an employee who embodies exceptional collaboration, support, and dedication to the success of our team.

## AMAZING ADDITION AWARD

### ■ Tameka Mason - Help Center

The Amazing Addition Award recognizes a new employee, hired in 2023, who displayed extraordinary impact, enthusiasm, dedication, and willingness to contribute beyond expectations.

## SUPERSTAR AWARD

### ■ Jeneen Stewart-Grant - Auto Title & Passport Division

The Superstar Award honors an employee for their extraordinary contributions, dedication, and inspiration to others.

## EXCEPTIONAL LEADER AWARD

### ■ Jesslina Isom - Municipal Criminal/Traffic Division

The Exceptional Leader Award recognizes an outstanding leader who inspires and creates a culture of innovation and empowerment.

# Human Resources Division

## RETIREMENTS AND WORK ANNIVERSARIES IN 2023

Our fellow employees who choose careers in public service leave an indelible mark on the Clerk of Courts as they contribute to the shared mission of serving the people of Hamilton County in the best way possible. The dedication and steadfast commitment of the following employees is instrumental in shaping the success of our organization over the years.

### Retirement

We express our gratitude to those who retired from our office in 2023.

- Karen Leisring, Municipal Civil Division, 10 years
- Dolores Shafer, Administration, 15 years
- Connie Enderle, Common Pleas Division, 16 years
- Mary Holterman, Municipal Civil Division, 20 years
- Bob Barket, Municipal Criminal Traffic Division, 34 years
- Julia Dalton, Administration, 34 years



### Anniversary

We extend our congratulations to the employees who marked significant work anniversaries with the Clerk of Courts in 2023.

- Melissa Eichstadt, Auto Title & Passport Division, 5 Years
- Gabrielle Gilliam, Auto Title & Passport Division, 5 Years
- Melissa Greenlea-Reed, Administration, 5 Years
- Darrell Scott, Bailiff Division, 5 Years
- Kim Turner, Auto Title & Passport Division, 5 Years
- Andreas Brooks, Municipal Division, 10 Years
- Steve Fariello, Municipal Division, 10 Years
- Jerry Kendall, Common Pleas Division, 10 Years
- Joyce Wilburn, Bailiff Division, 10 Years
- Nicole Bast, Municipal Division, 15 Years
- Danielle Zieverink, Municipal Division, 15 Years
- Bob Cordray, Bailiff Division, 20 Years
- Kimberly Fletcher, Municipal Division, 20 Years
- Jennifer Schock-Howard, Municipal Division, 20 Years
- Russell Burke, Common Pleas Division, 25 Years
- Pamela Gries, Municipal Division, 25 Years
- David Hart, Municipal Division, 25 Years
- Scott Sellins, Common Pleas Division, 25 Years
- James B. Grieszmer, Jr., Central Services Division, 30 Years
- Ava White, Municipal Division, 30 Years
- Sarah Buller, Common Pleas Division, 35 Years
- Brian Johnson, Common Pleas Division, 35 Years







★  
Auto Title Division  
10964 Hamilton Avenue

Downtown Cincinnati:  
Clerk of Courts Administration  
Help Center  
Common Pleas Division  
Municipal Division  
Auto Title Division ★

★  
Auto Title Division  
3370 Red Bank Road

ADMINISTRATION

**Hamilton County Courthouse**  
1000 Main Street, Room 375  
Cincinnati, OH 45202

HELP CENTER

**Municipal Court Division**  
1000 Main Street  
Cincinnati, OH 45202

**Juvenile Court Division**  
800 Broadway Street, 1st Floor  
Cincinnati, OH 45202

COMMON PLEAS DIVISION

**Appellate**  
230 East 9th Street, 12th Floor  
Cincinnati, OH 45202

**Civil & Criminal**  
Hamilton County Courthouse  
1000 Main Street, Room 315  
Cincinnati, OH 45202

**Domestic Relations**  
800 Broadway Street, #347  
Cincinnati, OH 45202

MUNICIPAL COURT DIVISION

**Municipal Civil**  
Hamilton County Courthouse  
1000 Main Street  
Cincinnati, OH 45202

**Municipal Criminal/Traffic**  
Justice Center  
1000 Sycamore Street, Room 115  
Cincinnati, OH 45202

AUTO TITLE & PASSPORT DIVISION

**Cincinnati (Downtown)**  
1001 Main Street, Room 115  
Cincinnati, OH 45202

**Seven Hills**  
10964 Hamilton Avenue  
Cincinnati, OH 45231

**Red Bank Rd**  
3370 Red Bank Road  
Cincinnati, OH 45227





[www.courtclerk.org](http://www.courtclerk.org)



@HamiltonCountyClerkofCourts



@hamcoclerk



@hamcoclerk