



PAVAN V. PARIKH

Hamilton County Clerk of Courts



2022 Annual Report

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FROM THE CLERK OF COURTS

The year 2022 was a whirlwind for the Hamilton County Clerk of Courts Office. Upon taking office on December 29, 2021, I met with community stakeholders and our approximately 200 employees to solicit feedback about our operations and gained insight into our successful initiatives and other processes ripe for modernization.

Since then, I have prioritized innovation in our operations while improving efficiency in our services, increasing access to justice, improving transparency in our processes, and ensuring our office reflects the diversity of Hamilton County. Despite a change in leadership, our staff adapted swiftly and exceeded our expectations in customer service, case management, public safety, and accounting. I am proud of our team for accomplishing the following:



- ❖ Our Auto Title & Passport Division worked on creative ways to increase business back to pre-pandemic levels, including community outreach as well as hosting several successful on-site passport application events throughout the county;
- ❖ Our Help Center, in partnership with the University of Cincinnati College of Law, celebrated its fifth anniversary by hosting the Access to Justice Symposium and highlighting the work of local and national organizations that serve the underrepresented in our court systems; and
- ❖ The Clerk's Office continued our push to make court documents more accessible to the public, and with the help of our IT department, implemented a redaction process to promote public access through our website while protecting parties' private information.

And that's just a snapshot of what our team accomplished in 2022. As you look through this report, you will see more examples of our hard work throughout our entire office.

As Clerk of Courts, I am committed to using our financial resources wisely as we continue to look for innovative ways to modernize our processes. Across our divisions, the Clerk's Office collects, distributes, and accounts for deposits, bonds, fees, and fines. In 2022, our legal divisions collected over \$44 million dollars, which we distribute to parties and various local and state agencies. The Auto Title & Passport Division distributed more than \$77 million to multiple state departmental agencies and the Clerk of Courts Certificate of Title Fund.

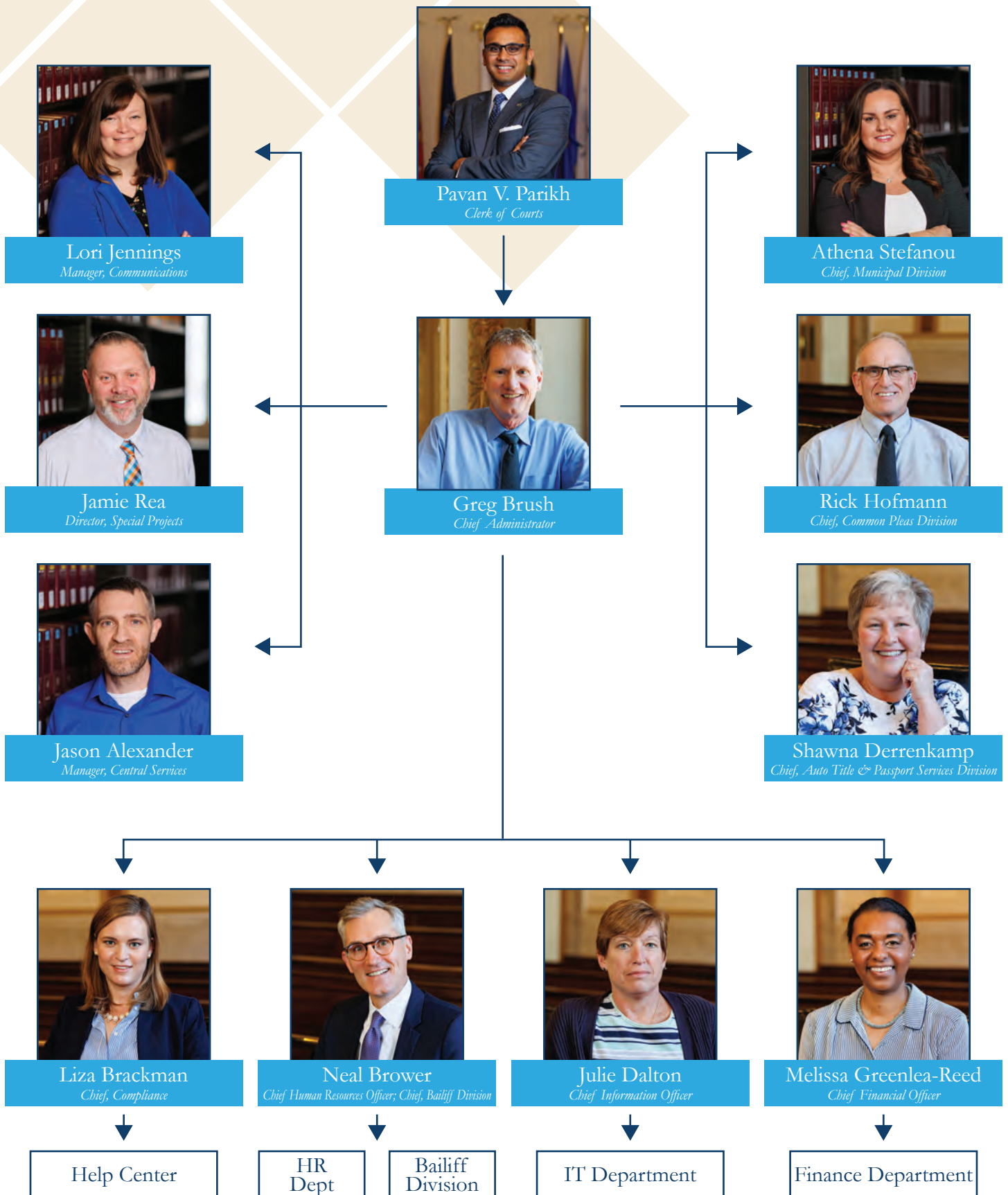
I am proud of the work we accomplished in 2022. The Clerk's Office is here to serve the people of Hamilton County, and we look forward to continuing this mission in 2023.

Sincerely,

A handwritten signature in blue ink, which appears to read "P. Parikh".

Pavan V. Parikh
Hamilton County Clerk of Courts

LEADERSHIP STRUCTURE



AUTO TITLE & 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, waverunners, 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. Each location is a U.S. Department of State Passport Application Acceptance Agent and has seen a large increase in passport applications in recent years.

BY THE NUMBERS



142,896

Vehicle Titles &
Duplicate Titles Processed



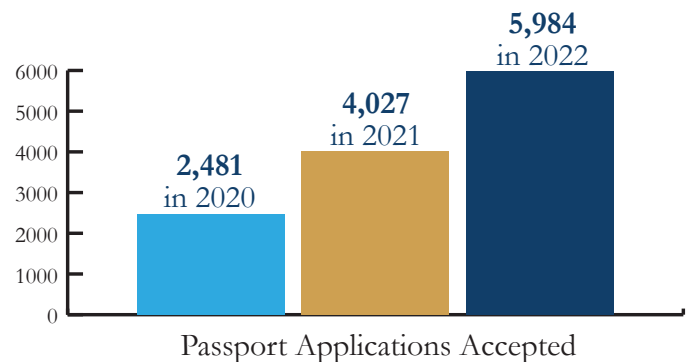
8,724

Salvage Titles &
Duplicate Titles Processed



1,362

Watercraft Titles &
Duplicate Titles Processed



AUTO TITLE & PASSPORT HIGHLIGHTS



The Auto Title & Passport Division held four special passport application acceptance events in 2022 that served 255 people. Events were hosted at Clark Montessori (30 applications), St. Xavier High School (60 applications), School for Creative and Performing Arts (25 applications), and a special Saturday Passport Acceptance Fair at our Red Bank office (140 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 felony cases bound over to the grand jury and all grand jury indictments. It also

prepares for and oversees Common Pleas arraignments, and dockets 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 which have been appealed to the First District Court of Appeals.

BY THE NUMBERS

Civil



4,760

Civil Complaints Processed

1,729

Civil Protection Orders Filed

Domestic Relations



2,119

Divorce Cases Processed

1,389

Domestic Violence Protection Orders Filed

Criminal



6,135

Criminal Complaints Processed

Appellate



668

Court of Appeals Cases Processed

COMMON PLEAS HIGHLIGHTS



On March 30, Clerk Parikh along with Amy Bleser, Sr. Survivor Services Director, Women Helping Women, and Magistrate Tom Beridon, held a press conference to talk about the new Civil Protection Order online process. This process led to an increase of 16% more Civil Protection Orders Filed in 2022 than the previous year.



On September 29, thousands of documents in Municipal Court and the Court of Common Pleas were made available online for the first time through a redaction process. Court of Common Pleas Presiding Judge Terry Nestor and Clerk Parikh spoke at a joint press conference. Over 109,801 court documents have been through the redaction process since it was implemented as of December 31.

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.

Representatives from the Clerk's Office routinely attended Chiefs of Police Association meetings throughout 2022 to provide them with important updates, as well as welcome feedback about processes in our office.

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.

BY THE NUMBERS



3,219

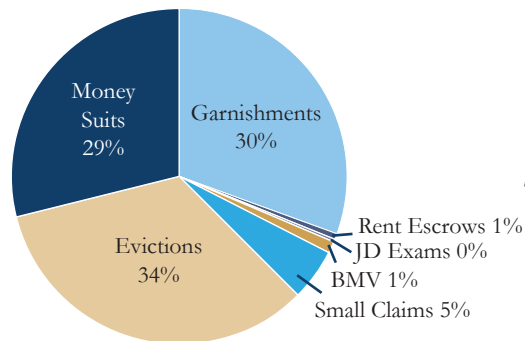
Average Pieces of Paper
Processed/Scanned Per Day in
Municipal Criminal/Traffic



\$4,595,559

Total Amount of
Bond Postings
in Municipal Criminal/Traffic

Types of Municipal
Civil Cases Processed



38,787

Total Municipal Civil Cases Processed

MUNICIPAL HIGHLIGHTS



MCV created a new policy regarding eviction records for public view on our website, to prevent old eviction cases from hindering tenants' attempt to find new housing.



This year MCT introduced a new remote arrest warrant procedure. Law enforcement now has the option of obtaining arrest warrants over Zoom instead of coming in person to the Clerk's Office.

THE HELP CENTER

Founded in 2017, The Help Center provides the public with education, information, and limited legal advice to access Hamilton County Municipal Court.

Two full-time attorneys staff the Help Center, in partnership with the University of Cincinnati College of Law. Two paralegals also help serve clients. Volunteer law students and summer interns from UC, as well as volunteer attorneys from private practice provide

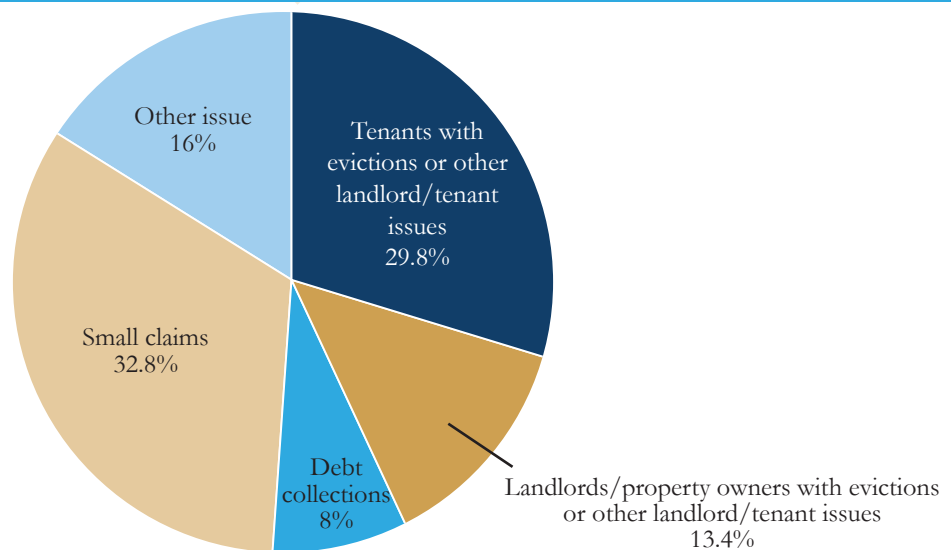
assistance throughout the year to staff the center.

Members of the public receive assistance from Help Center staff through in-person visits, telephone calls, and from extensive self-help guides on cincyhelpcenter.org. Specific topics addressed include what to do when representing yourself in court, tips for the courtroom, and instruction on forms and filings.

MOST COMMON ISSUES

By the numbers:

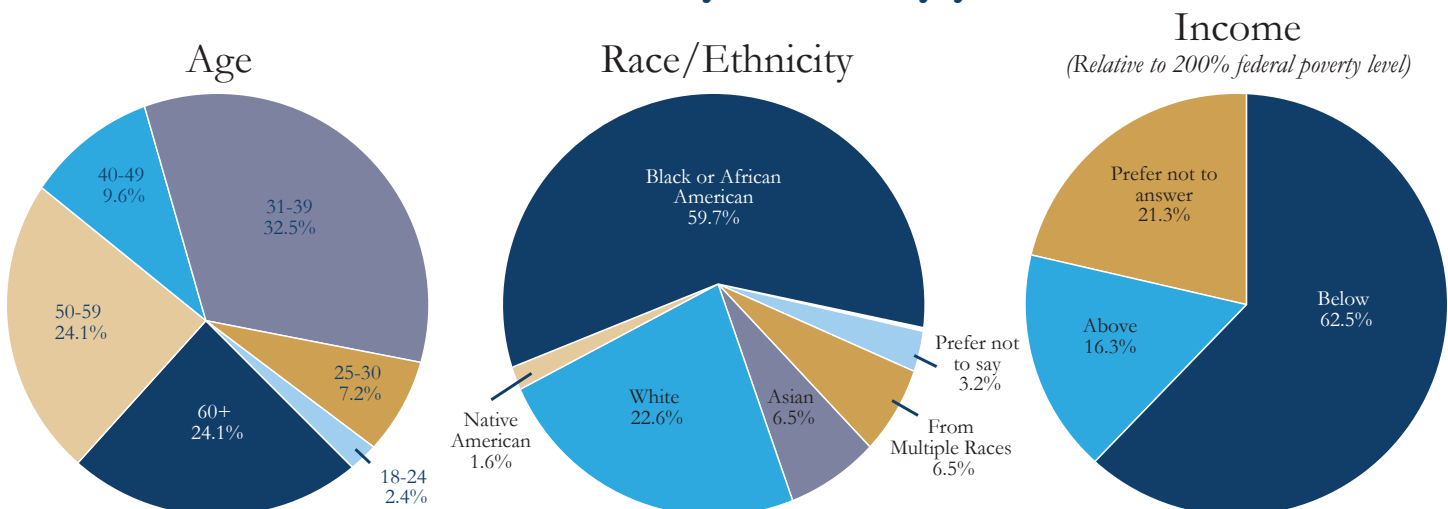
- ❖ 7,180 Visitors and Callers
- ❖ 6,192 Information
- ❖ 988 Limited Legal Advice Consultations



VISITOR DEMOGRAPHICS

(Limited Legal Advice Consultations)

Question: How do you identify yourself?

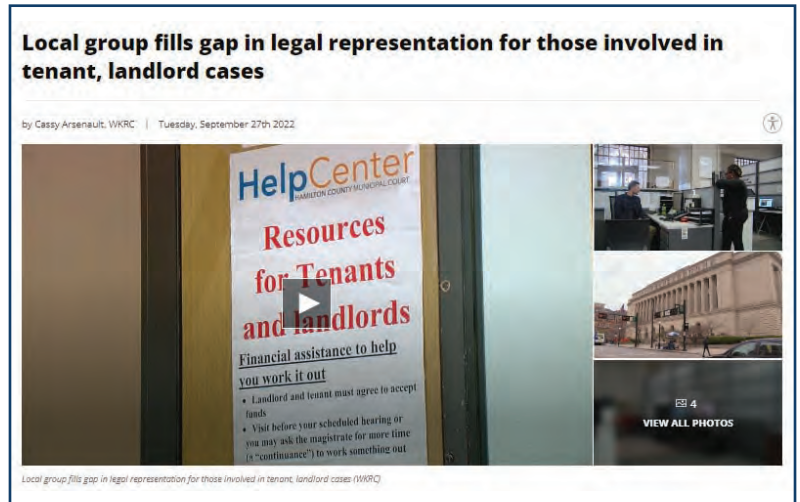


Note: Of the visitors who were served, 68% were female and 32% were male. No visitors self-reported as Latinx, but this could be due to those who need interpreters could be unlikely to respond to a survey.

HELP CENTER HIGHLIGHTS



2022 Help Center Full-Time Staff: Thea Miller, Lindsay Baruffa, Rob Wall, Storm Boyd.



The Help Center received significant media coverage in 2022 as eviction cases in Hamilton County approached and exceeded pre-pandemic levels. We continue to explore ways we can partner throughout the community to support addressing this increasing need.



After hearing about an issue from multiple Help Center clients with discrepancies in lawsuits surrounding old car debt, our office contacted Jataria McGee at WLWT. A special investigation around this issue in December alerted consumers to possible fraudulent activity, and our partnership with Legal Aid enabled dozens of lawsuits against these clients to be dismissed.

In October, our office along with Greenlight Fund, United Way of Greater Cincinnati, and Cincinnati Metropolitan Housing Authority announced Renew Collaborative, a cross-sector collaboration to reduce non-payment eviction. As a partner, the Help Center will be a resource and refer CMHA tenants to the Eviction Prevention Specialist.

ACCESS TO JUSTICE SYMPOSIUM AND HELP CENTER FIFTH ANNIVERSARY CELEBRATION

The Hamilton County Clerk of Courts and University of Cincinnati College of Law hosted a symposium on October 3, featuring presentations from local and national experts on strategies to impact citizens' access to justice, evictions, and civil justice. Nearly 100 community stakeholders participated in the day and the Help Center also ended the symposium with a celebration of its fifth year anniversary.

Clerk Parikh, Interim Dean of the UC College of Law Michael Whiteman, and First District Court of Appeals Judge Pierre Bergeron provided welcoming remarks for the afternoon Access to Justice Symposium.

"Fighting for access to justice is what we attorneys are called to do and it is what we are taught to do in buildings like this as young law students," Clerk Parikh told participants at the symposium. "It is what we are here today to recommit ourselves to do."

Ohio Legal Help Executive Director Susan Choe and Harvard Access to Justice Lab Associate Director of Research and Strategic Partnerships Renee Danser each presented sessions on research and potential solutions to barriers to justice. Help Center Director Rob Wall facilitated an hour-long panel with professionals who are on-the-ground working with landlords and tenants on eviction issues daily.

"In public office, you are either part of the problem or part of the solution," said Parikh. "When past government officials have created the conditions for injustice intentionally or with willful disregard for the consequences of their actions, it is the responsibility of those who come after to deliberately disassemble those practices, policies, and procedures of injustice."



A panel of local eviction experts which included: Magistrate Melissa West, Chief Magistrate of the Hamilton County Municipal Court; Mark Lawson, President & CEO of Community Action Agency; Tom Hodges, Landlord Attorney at J. Thomas Hodges & Associates; and Nick DiNardo, Managing Attorney at Legal Aid.



Session presenters included Susan Choe (pictured left), Executive Director of Ohio Legal Help and Renee Danser (pictured right), Associate Director of Research and Strategic Partnerships at the The Harvard Access to Justice Lab.



Keynote speaker Rachel Rossi, Director, Office for Access to Justice, U.S. Department of Justice



In the morning, Clerk Parikh and Help Center Director Rob Wall facilitated an Access to Justice Roundtable, consisting of representatives from 16 different non-profits and public interest organizations who serve people in need of some form of help navigating our justice system.



Closing Remarks by Mayor Aftab Pureval who founded the Help Center as Clerk of Courts in 2017.

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.

BY THE NUMBERS

Criminal Bailiff Division



4,121

Inmate Transfers To/From Court

6,028

Hours of Courtroom Security Provided

109,316

Cases in which Courtroom Security was provided

Civil Bailiff Division



15,067

Summons Served

11,418

Criminal and Civil Subpoenas Served

1,367

Physical Evictions Executed

BAILIFF HIGHLIGHTS



The Bailiffs showed their spirit in January when the Bengals made it to the Super Bowl.



Clerk Parikh shared a special lunch with the veterans who work on our staff. The majority of veterans employed by the Clerk of Courts are currently working in the Bailiff Division.

CENTRAL SERVICES DIVISION

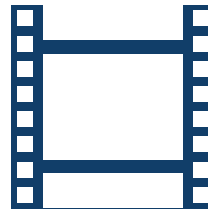
The Central Services Division of the Hamilton County Clerk of Courts encompasses many vital services provided across the county on behalf of the Clerk's Office. The Archiving & Preservation Team ensures that all court records for Municipal Court, the Court of Common Pleas, and the First District Court of Appeals kept 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.

BY THE NUMBERS



265,024
Documents/Images Verified



46,628
Microfilmed Images Digitized



7,154
Old Municipal Traffic
Jackets Scanned



31
Agencies/Offices Served with
Intra-County Mail

CENTRAL SERVICES HIGHLIGHTS



Our Mail Center team, consisting of Kevin Noeth, Steve Long and Ron Dowers, services 31 agencies/offices in Hamilton County Government.



Our work on historical records was featured in a story for WVXU.

HUMAN RESOURCES: WORKING AT THE CLERK OF COURT'S OFFICE

Our mission is to provide quality customer service to the people of Hamilton County, promote access to justice for all, manage financial services for the justice system, and ensure the integrity, preservation, and accuracy of our court records while providing fair and timely access to them.

We aim to be the employer-of-choice for public sector employees in the region by purposefully defining our culture, providing professional training and personal

growth opportunities, recognizing and rewarding performance, and encouraging our employees to innovate and lead.

In April 2022, Auto Title Employees signed a collective bargaining agreement for the first time. The Bailiff Division is also unionized and both groups of employees are represented by AFSCME Ohio Council 8. The Clerk's Office is supportive of employees' right to unionize.

HUMAN RESOURCES: PARTNERSHIP HIGHLIGHT



The Clerk's Office partners each year with Cincinnati Public Schools and Project SEARCH, a 1-year transition-to-work program for students with disabilities. Not only do the students learn job skills that they can carry forward into wherever their life journey takes them after high school, they provide an invaluable service in their roles at our office.

The Clerk's Office is proud of our partnership with local high schools, and welcomes several student interns each year. DePaul Cristo Rey High School has partnered with the Clerk's Office for five years.

WHAT'S IT LIKE TO WORK AT THE CLERK OF COURTS?



"I've enjoyed working for the Clerk of Courts, because I get a lot of satisfaction out of helping people. I've also had the pleasure of working with many wonderful co-workers."
Mary Trimpe, Auto Title & Passport Division Employee since 1974.



"I like the sense of stability that working for the Clerk of Courts has given me. What started as a job, I was able to grow into a career. But I was also given the flexibility to take care of my children and parents when I needed to."
Jesslina Isom, Municipal Criminal/Traffic Division Assistant Chief and employee since 1988.



"The two things I enjoyed the most about working in the Clerk of Court's Office is getting to work with my team, and the court cases I got to sit in on."
Antonio Sanders, Student and Summer Intern in Common Pleas since 2021. Pictured with the Civil Document Center Team: Joe Menninger, Paula Rice-London, Antonio Sanders and Alicia Williams.

HUMAN RESOURCES: CELEBRATING OUR EMPLOYEES

The Clerk's Office is committed to our approximately 200 employees. We strive to create a work environment where employees thrive, engage, feel supported, and

find community. In 2022, these stand-out employees were recognized with special awards during Employee Appreciation Week.



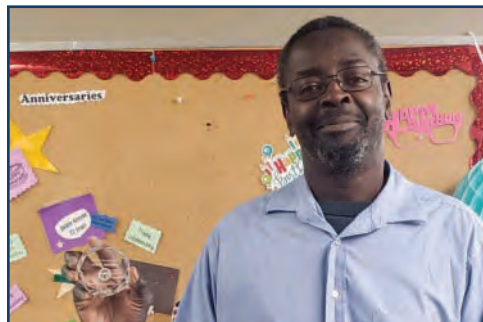
Spirit Award 2022
Asante L. Boggan - Common Pleas

The Spirit Award recognizes a colleague who exudes positivity, strives to create a warm and welcoming work environment, and who inspires positive morale among their co-workers.



Pacesetter Award 2022
Christopher B. Clyde – Municipal Criminal/Traffic

The Pacesetter Award recognizes an employee who is committed to helping their colleagues grow, learn, and succeed. This is the employee who spends time training and teaching others, is a dependable and trusted go-to person, is loyal to colleagues, and puts the interests of others before their own.



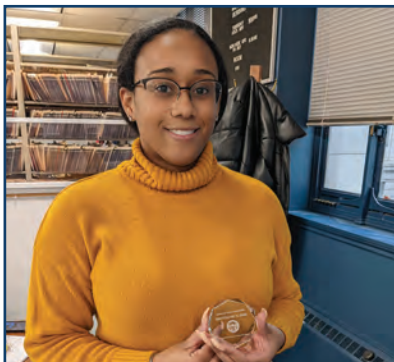
Customer First Award 2022
Steve Spivery – Municipal Criminal/Traffic

The Customer First Award recognizes an employee who provides consistent, exceptional customer service. This employee raises the bar for what customer service looks like at the Clerk's Office and is dedicated to creating a positive, easy, and thorough experience for our customers.



Change Maker Award 2022
Mary C. Holterman – Municipal Civil

The Change Maker Award recognizes one employee who offers creative solutions and who consistently exhibits flexibility and adaptability. They may be in a position to manage change or to help lead change, or they may be in a position to welcome new ways of doing things and to accept change gracefully.



Living the Values Award 2022
Brittane N. Iles – Common Pleas



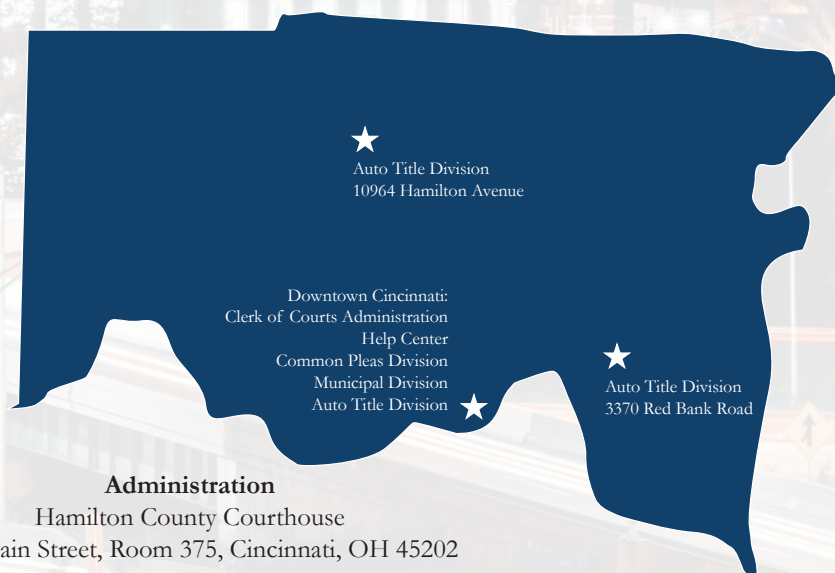
Living the Values Award 2022
Jill S. Jenkins – Auto Title Red Bank



Living the Values Award 2022
Tom J. Evans – Criminal Bailiff

The Clerk's Office values serving others, respect, integrity and kindness and we expect our employees to "live" those values and exhibit behavior that supports those values. In addition to demonstrating our values, the recipient of the Living the Values Award is eager to learn, committed to excellence, team-oriented, and a big-picture thinker.

OFFICE LOCATIONS



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 Division

Criminal/Traffic

Justice Center
1000 Sycamore Street
Cincinnati, OH 45202

Civil

Hamilton County Courthouse
1000 Main 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



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