



Ashtabula Municipal Court

Annual Report for 2023

Mission Statement

The Ashtabula Municipal Court shall be effective and efficient when resolving disputes in order to uphold the laws and regulations of the court's jurisdiction and the State of Ohio. The Judge will interpret and apply the law with the utmost fairness and impartiality in order to protect the rights and liberties of all people guaranteed by the Constitution of the State of Ohio and of the United States of America.

The Annual Report for the Ashtabula Municipal Court (AMC) is to notify the public about the Court's programs, statistics and accomplishments.

AMC has one Judge, one Court Administrator/Clerk of Court, five part-time Deputy Bailiffs/Security Guards who oversee the Courtroom; monitor the metal detector for the Justice Center along with serving Court documents to the public. The Court also has one part-time Drug Court Administrator/Deputy Bailiff.

AMC departmentalized creating the following:

Criminal/Traffic Department, Civil Department, Probation Department, Bookkeeping/Customer Service Department and Information Technology Department.

The Criminal/Traffic Department consists of one Supervisor Deputy Clerk/Judicial Assistant, one full-time Traffic Clerk, and one full-time Criminal Clerk who will retire in the year 2024. There are also four full-time Deputy Clerks that process the paperwork from the Courtroom along with many other duties. There is one full-time Financial Clerk that oversees the monies for the Court.

The Civil Department consists of one Supervisor, one full-time Civil/Small Claims Deputy Clerk and one part-time Civil Deputy Clerk.

The Probation Department has one Senior Probation Officer and two Probation Officers/Deputy Bailiffs.

The Court also has one part-time Information Technology consultant and one part time assistant Information Technology clerk on staff.

BRIEF SUMMARY OF THE CRIMINAL/TRAFFIC DEPARTMENT

The Court held a Spring Cleaning fine program March 27 – 21, 2023 on cases 2021 or older which allowed defendants to make a minimum payment of \$100 towards fines and costs which the Court doubled. The program included Probation fees as well. Total cash and credit cards receipted was \$14,848.00; total Spring Cleaning credit was \$11,245.00.

In March 2023, the Court created an email address specifically to request public court records. A shared email folder is monitored by multiple clerks and is utilized on a daily basis.

In September 2023, Live Chat became officially available on the Court's website and can be used during normal business hours. It provides instant support as well as accessibility and convenience. The Live Chat Feature was discussed in a Court News Article on November 7, 2023.

Total traffic/criminal monies receipted for the entire year was \$670,333.00; total non-monetary credit was \$61,119.00. Total of new criminal and traffic cases filed: 4491. Total of new criminal/traffic counts: 5676.

The Court sustains its mission by the staff's commitment and unity to be effective and efficient while implementing innovative methods to better accommodate the public.

A brief summary of the Civil Department from the Supervisor Deputy Clerk:

The Civil Department consists of one full-time Supervisor Civil Clerk, one full-time Civil Clerk and one part-time Civil Clerk.

There was a slight increase of new cases filed in 2023 totaling 909 versus last year's total filings of 863. There was also a 10% increase in filing fees received in 2023.

We have worked very hard throughout the year to reduce backlog and are currently within a 4-5 week turnaround time in processing incoming pleadings.

Heading into 2024, we will continue to strive to keep the backlog at a minimum and maintain efficient case processing.

A brief summary from the Probation Department:

Probation Department has three full time Probation Officers who can also act as Bailiffs.

In the year 2023, the Ashtabula Adult Probation Department received three hundred and thirty-six (336) new cases to supervise. Nine (9) cases were referred to the Pre-Trial Diversion Program, providing the eligible offender the opportunity to have the charge(s) dismissed after fulfilling court requirements. Four (4) written Pre-Sentence Investigation reports were also completed by the Probation Department in 2023.

Per Ohio Revised Code 2951.021, the Court continues to require an offender placed under control and supervision of the Probation Department to pay a monthly supervision fee of \$25.00 and those offenders placed under non-reporting supervision to pay a monthly fee of \$20.00. In the year 2023, \$44,979.19 in Supervision fees and \$32,218.84 in Restitution was collected.

The Court also provides house arrest, ignition interlock devices and SCRAM (Secure Continuous Remote Alcohol Monitor) as tools for the Probation Department to supervise offenders. In 2023 twenty-five (25) offenders were placed on a CAM device for a total of one thousand, two hundred and forty-one (1,241) days. Defendants were monitored for an average of fifty (50) days. Ashtabula Municipal Court reached a 98.1% Sober Days rating, meaning of the one thousand, two hundred and forty-one (1,241) days that defendants were monitored, 98.1% of them were quantifiably sober. The 2023 national average was 99.0%. In 2023 nineteen (19) defendants served a total of nine hundred and twenty-four (924) days on house arrest.

A sanction the Court continues to aggressively use for offenders is supervised community service work. Last year ninety-six (96) participants completed one thousand eight hundred and ninety-nine hours (1,899) in the Court's community service program. The offenders are required to work under the authority of non-profit and charitable organizations.

Ashtabula Municipal Court staff continues to be active with various professional organizations such as American Probation and Parole Association.

A brief summary from the Recovery Court Administrator:

Recovery Court held its 8th graduation in July 2023, graduating 6 participants. Treatment teams continues to meet weekly for Recovery Court to discuss participant's progress. We currently have 14 participants in different phases of the program. Frequency of court attendance is based upon the phase of the participant. The Advisory Committee meets every 4 months. Recovery Court received a grant from the Department of Mental Health and Addiction Services in the amount of approximately \$35,000. We were able to use the money toward the salary of the Drug Court Administrator and for incentives for the participants.

Included in the Annual Report is:

Overview of Receipts

Undistributed Collections

Distributed Collections

Cases Filed by Agencies

Traffic/Criminal Cases and Stats

Civil Cases and Stats

The original records stated above are located at AMC, 110 West 44th Street, Ashtabula, Ohio and the Court Administrator / Clerk of Court Tonja Amato, can be reached at 440-992-7129.

The 2023 Administration would like to thank the entire Court staff for their dedication and hard work.

The Ashtabula Municipal Court has produced a separate Financial Annual Report document available here: [2023 Court Annual Financial Report.pdf](#)

You can also use the plain-text link here:

<https://ashtabulamuni1.sharepoint.com/:b:/s/ashtabulamunicipalcourt/EY3zdDNOXLKIRUQnRHlfQwBc30IL3gvQaZ4Gsbm6PjDIA?e=aVmpOf>

2023 Traffic/Criminal Counts/Charges Filed by Agencies

Ashtabula City Police Department

Felonies	311
Misdemeanors	700
OVI's	79
Other Traffic	747

Ashtabula County Sheriff Department

Felonies	99
Misdemeanors	416
OVI's	20
Other Traffic	345

Ohio State Highway Patrol

Felonies	47
Misdemeanors	102
OVI's	101
Other Traffic	2465

Ohio Department of Natural Resources

Misdemeanors	9
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Ashtabula Fire Department

Felony	1
Misdemeanors	7

Ashtabula City Planning & Community Development

Misdemeanors	47
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Ashtabula City Dog Warden

Misdemeanors	85
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Ashtabula City Health Department

Misdemeanors	1
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Ashtabula County Metroparks

Misdemeanors	6
Other Traffic	16

Ashtabula County Dog Warden

Misdemeanors	14
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Railroad Police

Misdemeanors	1
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Saybrook Township Zoning

Misdemeanors	7
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Plymouth Township Zoning

Misdemeanors	14
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Other Traffic	1
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Ashtabula Township Zoning

Felony	3
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Ashtabula County APL

Misdemeanors	2
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CEAAC Task Force

Felony	22
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Misdemeanors	7
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2023 Criminal, Traffic, & Miscellaneous Proceedings

Domestic Violence Cases	134
Traffic Waivers	1761
Temporary Protection Orders	36
Vehicle Forfeitures	0
Search Warrants	47
Cases Appealed	17
Weddings	19
License-related Offenses	165
Warrants Issued	1682
Housing Cases	42
Extraditions/Rule 4 Hearings	16
Status Hearings on Fines/Jail	1886
Pre-Trials Set	2700

Trials Set	85
Jury Trials Set	69
Preliminary Hearing Set	432
Expungements	36

Civil Details for 2023

Cases Filed by Type

Contracts	580
Damages/Personal Injury	13
Forcible Entry & Detainer (Eviction/Land Contract)	232
Replevin	5
BMV Petition	46
Civil Restitution	0
Cases & Judgments Transferred In	0
Small Claims	28
Vicious Dog	0
Rental Escrow	5
Total	909
Total Civil Cases filed and reopened	909
Total Civil Cases reactivated	4
Answers filed	54
Total Civil Cases Disposed of	936

Criminal & Traffic Details for 2023

Felonies

Cases filed and reopened	367
Cases reactivated	164
Total	531

Felonies disposed of via Preliminary Hearings, Waivers, and Pleas 604

Misdemeanors

Cases filed and reopened	1104
Cases reactivated	485
Total	1589

Not Guilty Pleas entered 538

Total Cases disposed of at Arraignment 397

OMVI

Cases filed and reopened	149
Cases reactivated	33
Total	182

Not Guilty Pleas entered 69

Total Cases disposed of at Arraignment 76

Other Traffic

Cases filed and reopened	2871
Parking Violations	13
Cases reactivated	674

Total 3558

Not Guilty Pleas entered	766
Total Cases disposed of at Arraignment and Waivers	1730

Total Criminal Cases Filed 1471

Total Traffic Cases Filed 3020

Total 4491

Total Criminal Cases Disposed of 2515

Total Traffic Cases Disposed of 4758

Total 7273

Total Criminal Counts Filed 1901

Total Traffic Counts Filed 3775

Total 5676