The Automobile and Watercraft Title Division of the Clerk of Court of Common Pleas is linked throughout the State of Ohio by a sophisticated computer network. This Automated Title Processing System (ATPS) provides fast, efficient issuance of approximately 6 million Ohio Titles annually. Through cross-county titling, an Ohio resident is able to obtain a title in any county in the State of Ohio. A certificate of title is documented proof of ownership. In some counties the Clerk of Courts has located a Title Office with or near the State License Bureau and Highway Patrol Driver Examination Station to provide convenient, one-stop service.

In addition to collecting billions of dollars in sales and use taxes for the purchase of automobiles, the Clerk of Courts is responsible for collecting all revenue relating to court costs, bonds, fines and forfeitures. Clerks of the Court of Common Pleas are responsible for receiving and disbursing millions of other dollars which are directed to various accounts of the county and state. In certain counties these revenues total over 100 million dollars. The Clerk may invest undisbursed funds which generate interest revenue for the county general fund, and in many counties is a significant source of revenue.

Ohio's Clerks of the Court of Common Pleas also:

- Accept Bonds
- Call Juries
- Record and Certify Notary Commissions
- Administer Oaths
- File State Tax Liens
- File Judgment Liens

And serve as a member of the:

- County Data Processing Board
- County Records Commission
- County Microfilm Board
- County Courthouse Construction and Improvement Committee
- County Courthouse Security Committee

The solid foundation for an organized, smoothly-functioning effective court system is your Clerk of Courts.

Our Association exists solely for the purpose of continuing this tradition.

The Clerk of Courts Association is a membership comprised of all of Ohio's 88 County Clerk of Courts and their Deputy Clerks. The Association provides and promotes continued education and continued technological updates for the residents of the State of Ohio. The Association meetings and seminars promote new legislation and keep current on all Ohio and National legislation that pertains to the daily operations and procedures of the Legal Office and the Auto Title Office of the Clerk of Courts of Common Pleas.

The Association believes that taxpayers are people with individual concerns that Clerks of the Court of Common Pleas and their staff collectively strive to assist with compassion, efficiency and dispatch.

Taxpayers are:

- not dependent on us but rather we on them.
- not an interruption of our daily work but rather the purpose for our daily work.
- not outsiders to the governmental process but rather the reason for it.
- not statistical names or numbers on filing cards or in computer terminals, but rather fellow human beings with feelings and emotions like our own.

Taxpayers are:

The embodiment of the Great American Freedom of Spirit. They are individuals at whose pleasure we are honored to serve.

Ohio Clerk of Courts Association

12/2005

www.ohioclerkofcourts.com

Ohio Clerk of Courts Association

"Keeper of the Records"

A Little History on the Clerk of the Court of Common Pleas for Each of Ohio's 88 Counties

- The office of the Clerk of the Court of Common Pleas traces its origin to the medieval cleric. They maintained the records, were responsible for correspondence and had various powers to issue writs or other processes ordered by the Court. The cleric was generally one of the few educated persons in the community.
- In creating a state judicial system, the 1802 Ohio Constitution provided for the appointment of a Clerk of Courts for each county. The judges of the Common Pleas Court made the appointments for a seven year term.
- Under the 1851 Constitution the office became elective for a three-year term which was extended to four years in 1936.
- The official title is Clerk of the Court of Common Pleas, but most often the office-holder is referred to as the Clerk of Courts.
- Many prominent Ohioans have served as Clerk of the Court of Common Pleas. For example, William Henry Harrison, ninth President of the United States, was a Clerk of Courts when he was elected President in 1840.
- The duties mandated by the statutes of the Ohio Revised Code have grown tremendously over the years. The responsibilities of the Clerk of the Court of Common Pleas are now set forth in over 250 sections of the Ohio Revised Code, Section 2303.

Automobile & Watercraft Titles
Issues all vehicle and watercraft titles statewide – over 6 million titles per year

State Revenue Collections
Collects over 1.5 billion dollars in taxes and fees for the State of Ohio

Court of Common Pleas
Receives and processes filings for civil, criminal and domestic cases.

Court of Appeals
Processes appeals from all lower courts within the county

Public Administration
Oversees all operations of the Clerk of Courts office

Passports
Serves as passport agent in many Ohio counties for the U.S. State Department

Accounting & Investments
Responsible for the investment of and internal controls to protect hundreds of millions of public dollars

Automation & Records Management
Maintains all court records and auto titles with increased emphasis on preservation and computerization for easy public access

"Core of the Court"

The Clerk of Courts office, as the "core of the Court", plays a vital role in serving the interests of justice. This includes filing, docketing, indexing and preserving all court pleadings for civil, felony criminal and domestic relations cases. The Clerk of Courts must also follow procedure required by law and issue writs to carry out Court orders. Some of these writs include summons, subpoenas, warrants to arrest and to convey to penal institutions, and signing the death warrant in capital cases.

In a number of counties, the duties of a Municipal Court Clerk have been assigned to the Clerk of the Court of Common Pleas.

In addition to processing all Court paperwork, the Clerk of Courts must preserve all of these records for use by future generations. All of the 88 counties have computer systems to streamline this process. Archival quality retention must be used to permanently preserve the Court records.

One of the largest revenue sources for the State of Ohio is the 88 Clerks of the Court of Common Pleas. Annually the fees and taxes disbursed to the State by the Clerk of Courts' legal and title offices exceeds 1.5 billion dollars.