



OFFICE OF

TOM ORLANDO

LORAIN COUNTY CLERK OF COURTS

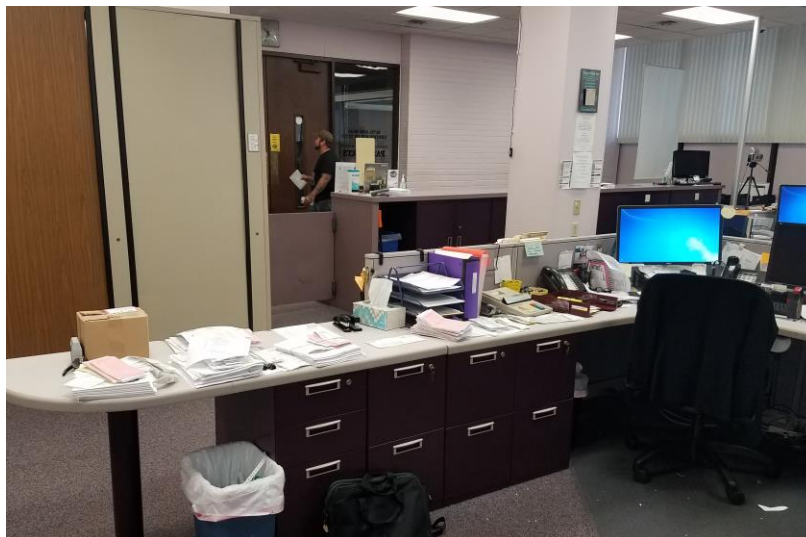
2018 ANNUAL REPORT

Auto Title & Passport Division

This Division is responsible for the statutory duties of the Clerk in transferring auto and watercraft titles. Lorain County has four Title offices serving citizens and dealers conveniently located in Amherst, Elyria, Lorain, and North Ridgeville. A total of seventeen full-time employees work in the Division, twelve of whom are members of the Local 8845 of the United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union. Additional services provided in the Division include photo-to-finish passport acceptance services, temporary tags with title transactions in the Lorain and North Ridgeville offices, and watercraft registrations in all four branches.

The year was one of many changes, the most significant of which was the autumn remodeling of the Main Auto Title & Passport Office located in the Lorain County Administration Building in Elyria, Ohio. The office was outdated, lacked appropriate space for workflow, and was technologically insufficient to meet today's needs.

BEFORE RENOVATIONS – FACING OUT TOWARD CUSTOMER AREA



Tear down and construction began the week of August 13th while the office was still open to serve customers. It was often noisy and a little dusty, but our employees persevered and got the job done! On Monday, September 17th, the office temporarily closed to the public for the necessary and more extensive remodeling of the front part of the space. Employees were reassigned to other branch offices during the closure.

RENOVATION PROGRESS (OCT. 2018) – FACING EMPLOYEE AREA



On Monday, October 29, 2018, the Main Auto Title & Passport Office reopened. Customers and employees alike were pleased to take note of the brighter office space, larger customer waiting area, new scanning station, and dedicated passport counter among the many enhancements. The remodeling costs were paid for through Certificate of Title Administration monies, not General Fund dollars. The newly renovated office space will serve the Title Division well for many years to come, and we thank the Lorain County Board of Commissioners for their support of this project.

AFTER RENOVATIONS – FACING OUT TOWARD CUSTOMER AREA



AT CUSTOMER COUNTER



In 2018, our Title Division welcomed several dealers to electronic title processing through the new state ETS application authorized by the Ohio Bureau of Motor Vehicles. The ETS is both efficient and cost-effective for dealers and Title offices alike. Additionally, the Clerk's office entered into a relationship with the Greater Cleveland Auto Dealers Association to accept ACH payments for their CTMS Electronic Titling system. We look forward to continued progress in this area of electronic titling.

In addition to the Clerk's newly-redesigned website (www.loraincounty.us/clerk), the Auto Title & Passport Division maintains a social media presence on Facebook and Google+.

Posts range from Division-related information and items of local interest to promotion of national child safety initiatives such as Heatstroke Awareness Day.

Each branch office in the Title Division of the Lorain County Clerk of Courts serves as a passport acceptance facility, where customers may apply for new passport cards and books, and have identification photos taken. In order to perform these services, the U.S. Department of State conducts oversight visits to ensure that all applicable rules and regulations are followed. This year our North Ridgeville Auto Title & Passport office received a perfect score during its visit, and the Amherst and Lorain branch offices received their second consecutive perfect scores. These were significant accomplishments due in no small part to our employees' dedication to excellence.

In 2018, the Division transferred a total of 107,704 regular titles, which is less than the prior year, in which 114,841 regular boat and motor vehicle titles were issued. However, 36,065 salvage titles were transferred this year, as opposed to 35,429 in 2017. Additionally, 3,057 total passport applications were processed for the year, and there were 2,984 photos issued. Overall, the Lorain County Clerk of Courts collected a total of \$34,675,338.30 in taxes in 2018 and over \$1,500,000 for the Certificate of Title Administration Fund.

Legal Division

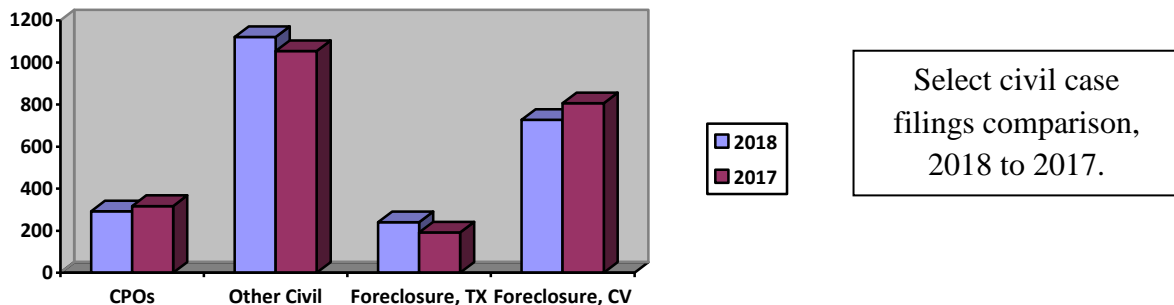
The Legal Division of the Clerk's office serves six judges in the General Division of the Lorain County Court of Common Pleas, three judges in the Domestic Relations Division, and is the clerk of the court for the Ninth District Court of Appeals in Lorain County. A total of twenty full-time employees, one part-time employee, and four members of senior management have offices in the Lorain County Justice Center in Elyria. Additional functions of the Division include registration of notary commissions for new and renewing Ohio notaries and safeguarding genealogical records such as naturalization documents of foreign nationals obtaining U.S. citizenship dating back to the 1850s.

Work steadily progressed over the year on negotiations for a new court case management system. Procurement of a new system will allow for seamless sharing of information among all the Lorain County justice system partners, electronic (paperless) filing and case management, and more robust reporting functionality. A team including representatives from the Clerk's office, Prosecutor's Office, and the respective Divisions of the Common Pleas Court was formed to determine the needs of the partners and negotiate favorable agreements with the selected vendors in order to achieve the desired outcomes. With the Clerk's office leading the charge, a shared solution proposal was submitted to the Lorain County Board of Commissioners in December, to which the Board responded favorably by voting to authorize issuance of over \$4 million in bond anticipation notes to assist in the acquisition, installation, and implementation of the integrated case management applications. We feel fortunate to have such a collaborative relationship with our partners and support from the Board. Stay tuned for more updates in 2019!

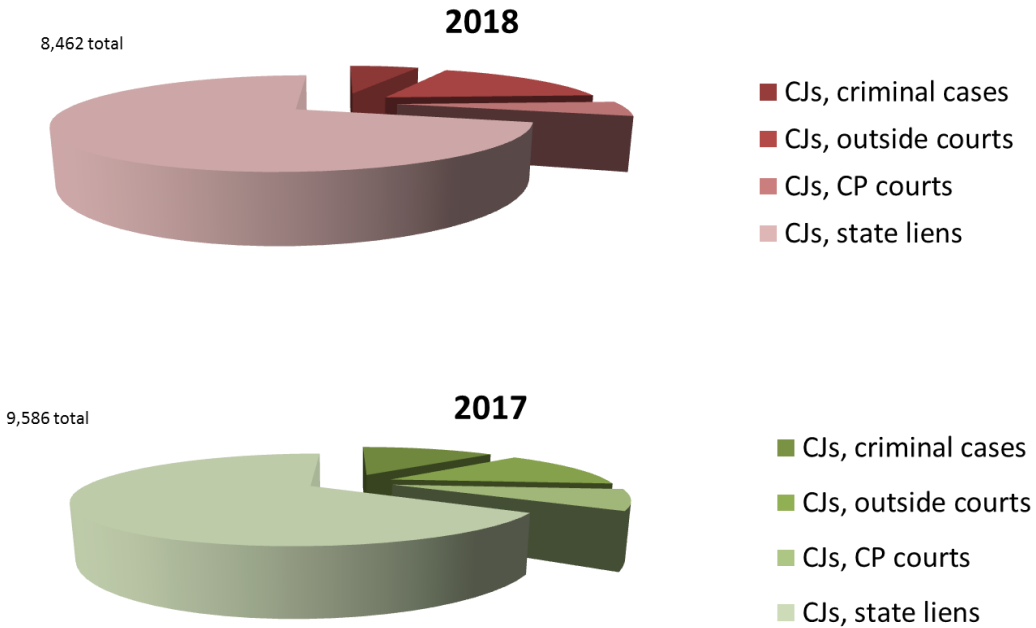
The Legal Division participated in a pilot project offered by the Ohio Attorney General’s office. In it, individuals seeking to seal their records of criminal convictions or bail forfeitures in the Common Pleas Court could pay an additional fee to have a third party vendor send expedited notice of the sealed record to the major credit bureaus and other credit reporting entities. Expedited updates are thought to make it easier for individuals seeking employment, housing, or other services that may be negatively affected by a criminal record.

The office continues to work with the Ohio Attorney General’s Bureau of Criminal Identification (BCI) to improve reporting of felony criminal case dispositions to the state for inclusion in the Criminal Case History database. Ohio law requires clerks of every court of record to regularly report to BCI the dispositions on all criminal charges in their courts, and this reporting can occur via paper or electronically. In June, several Legal Division employees attended a training seminar provided by the Bureau. Subsequent to the training, the office has made changes to our disposition reporting procedures that have further streamlined our process.

New case filings in 2018 remained steady. 207 appeals were filed last year, compared with 171 cases in 2017. The primary source of this increase appears to come from criminal appeals from common pleas matters.

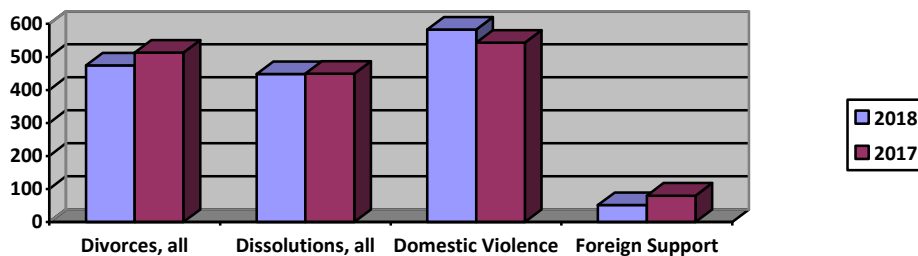


Once a judgment has been obtained against a party, the judgment creditor may request issuance of a certificate of judgment (CJ) against the judgment debtor, which then has the effect of acting as a lien against the real property of the debtor in the county in which the CJ is filed. There were fewer certificates of judgment filed in 2018 in our office when compared with 2017. The decreases were experienced across all categories, but primarily in the number of criminal and state tax liens filed.



Criminal case filings were slightly higher this year. In 2018, 2287 new cases were filed (of which 101 were no billed, meaning the defendant was not indicted). In 2017, there were 2181 new criminal cases filed, including 91 no bills.

Domestic relations matters exhibit little change between 2017 and 2018.



The Legal Division wishes to express its appreciation to the judges of the Common Pleas Court and the Ninth District, as well as our other justice system partners, for their assistance as we strive to make continuous improvements in the delivery of our services to the Courts, the bar, and the public.