



## 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 addition to processing all Court paperwork, the Clerk of Courts must preserve all of these records for use by future generations. Archival quality retention must be used to permanently preserve the Court records.

## Revenue Source

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 near or exceed one billion dollars.

The Automobile and Watercraft Title Division of the Clerk of the 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 4.5 million Ohio titles annually.

In addition to collecting the \$800,000,000+ 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. The Clerk must invest undisbursed funds, which generate interest revenue for the county general fund, and is a significant source of that fund's revenue.