

Medina Municipal Court Clerk (6-year term)

Candidates for election to the office of Clerk of the Court shall be nominated by primary election. The Clerk shall be nominated and elected by the qualified electors of the territory of the court in the manner that is provided by the nomination and election of judges in section 1901.07 of the Ohio Revised Code. Candidates must file a declaration of candidacy and petition and pay the fees required not later than 4:00 pm on the ninetieth day before the day of the Primary Election. Candidates should obtain petitions and directions for filing from the Medina County Board of Elections.

The Medina Municipal Court's geographic jurisdiction includes the cities of Brunswick and Medina; the townships of Brunswick Hills, Chatham, Granger, Hinckley, Lafayette, Litchfield, Liverpool, Medina, Montville, Spencer, and York; and the villages of Chippewa Lake and Spencer.

Per Ohio Revised Code Section 1901.31, the clerk of a municipal court may do the following: administer oaths, take affidavits, and issue executions upon any judgment rendered in the court; issue, sign and attach the seal of the court to all writs, process, subpoenas and papers issuing out of the court; approve all bonds, sureties, recognizances, and undertakings fixed by any judge of the court or by the law. The clerk shall file and safely keep all journals, records, books, and papers belonging or appertaining to the court; record the proceedings of the court; perform all other duties that the judges of the court may prescribe; and keep a book showing all receipts and disbursements, which book shall be open for public inspection at all times. The Clerk prepares and maintains a general index, a docket and other records. The Clerk receives, collects and issues receipts for all costs, fees, fines, bail, and other moneys that the Clerk collects. The Clerk may appoint a Deputy Clerk and additional clerks to perform the work of the office.

The Clerk's office staff can help people:

- Understand how the court works
- Reschedule court
- Answer questions about court procedure
- Find information about a case
- With direction to other agencies who can provide assistance
- With direction to where to appear in court

The Clerk's office cannot give legal advice, fill out forms for individuals, or tell a person what to say or write.

A candidate for Clerk of Court should have a general knowledge of criminal justice and the law as well as experience supervising and managing an office. Training opportunities are available through the Ohio Association of Municipal County Court Clerks.

The Municipal Clerk of Court receives annual compensation in a sum equal to 85% of the salary of the Judge of the Municipal Court (approximately \$125,000).

Before entering the duties of the clerk's office, the Clerk of the Municipal Court shall give bond of not less than \$6,000, to be determined by the judge of the court, conditioned upon the faithful performance of the clerk's duties.