

**Montgomery County Court of Common Pleas  
General Division  
41 North Perry Street  
Dayton, Ohio 45422**

***OJMA and the Montgomery County Court of Common Pleas  
Juror Cash Payment Kiosk Presentation***

**Wednesday, October 8, 2014  
10:30 a.m. – 2:30 p.m.**



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# Kiosk Presentation Agenda

October 8, 2014  
Lower Level Conference Room

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|---|--|-------------------|
| <b>Welcome</b>                          | <b>Judge Frances McGee</b><br><br><b>Vanessa Carter,</b><br>Deputy Court Administrator | <b>10:30 a.m.</b> |
| <b>Kiosk Initiative</b>                 | <b>David Ballmann,</b><br>Supervisor, Jury Services                                    | <b>10:45 a.m.</b> |
| <b>Auditor's Perspective</b>            | <b>Carol Longo,</b><br>Financial System Manager  | <b>11:15 a.m.</b> |
| <b>Funding Considerations</b>           | <b>William Lashley,</b><br>Deputy Court Administrator                                  | <b>11:30 a.m.</b> |
| <b>Courthouse Technologies</b>          | <b>John Arntsen,</b><br>VP, Client Services  | <b>11:45 a.m.</b> |
| <b>Demonstration<br/>Kiosk Room 107</b> | <b>David Ballmann</b>  | <b>Noon</b>       |
| <b>Lunch</b>                            |  | <b>12:30 p.m.</b> |
| <b>General Discussion</b>               | <b>David Ballmann</b>  |                   |
| <b>Courthouse Art Project</b>           | <b>James Dare,</b><br>Court Administrator  | <b>1:30 p.m.</b>  |
| <b>Wrap Up</b>                          | <b>OJMA Trustees</b>   | <b>2:15 p.m.</b>  |

## Kiosk Initiative

On March 7, 2014, the Montgomery County Court of Common Pleas began paying juror fees in cash to petit and grand jurors. Reporting, non-seated jurors receive a \$10 bill from the juror kiosk before leaving the courthouse. The kiosk scans the barcode located on the juror's summons, the juror confirms her identity by entering her date of birth on the kiosk's touch screen, and the cash is then dispensed. Most payments are completed in less than 20 seconds.

Seated petit jurors usually collect the \$20 daily fee at the conclusion of the trial, but the fee is available on a daily basis. The grand jury meets on a daily basis and the jurors usually collect their fees on a Friday afternoon.

The juror kiosk is on-line to JMS, which is the court's Jury Management System. The juror's reporting fee is available immediately after the prospective juror has been attended by the bailiff in the courtroom. Should a trial be continued, or should a defendant enter a plea shortly after the jurors have reported, the payment of the \$10 fee requires no further update to JMS.

The cash in the kiosk is replenished by Brinks on a weekly basis. Court employees do not handle any cash.

As of October 1, 2014, there have been 3,026 juror fee payments made for a total of \$81,690.



The court has installed a second juror kiosk to expedite payments on those days when a large number of jurors are in the courthouse. The second kiosk will also provide backup should the other kiosk malfunction.

## **Auditor's Perspective**

### **Auditor's Office participated in an advisory role as to:**

- Funding mechanism from general fund to outside bank account
- Setting up of outside bank account
  - CPC EIN used, not county's
  - Reconciliation process
- 1099 implications – tracking and reporting
- Publishing a list of unclaimed payments to jurors
- Prosecutor's input regarding Section 2313.22(A) of ORC )
- The board of county commissioners by resolution shall fix the compensation of each juror payable out of the county treasury.

### **Savings to Auditor's Office**

- Cost of supplies of producing an average of about 6,300 checks per year (we produced approximately 11,000 checks per year from 1999 through 2008 after which the average reduced to 6,300 checks per year through 2013)
- From 2002 – 2012, approximately 4.5% (4,324 checks totaling \$57,875) were sent to unclaimed funds
- Efforts of personnel to process jury vouchers, cut checks, cancel and reissue lost checks and finally manage unclaimed checks have been redeployed to other areas
- Auditor's Office makes 1 weekly ACH deposit into CPC Jury bank account based on juror audit report and voucher from CPC
- Auditor's Office staff members no longer set up hundreds of new vendors each year to track grand juror payments for 1099 purposes and don't have to review the petit juror amounts that were paid per the composite miscellaneous vendor account

## **Funding Considerations**

Internal court funding was utilized for the startup cost of \$16,000 for the kiosk hardware and software license fee.

The annual operational costs are \$2,880 for vendor support for the kiosk and \$2,340 for Brinks to replenish the cash on a weekly basis.

The Court has its own outside bank account, currently funded to \$15,000, for operation of the kiosk. The account was established solely to facilitate the juror payment kiosk.

Brinks transports funds (\$5,000 weekly) from the bank, removes residual monies, restores kiosk to the \$5,000 funding level. Brinks balances the kiosk fund disbursement with cash on hand and the Jury Services disbursement report. The cash on hand is deposited to the Court's bank account.

The Jury Services cash balancing report is sent with an invoice to the Auditor. The Auditor issues a check or ACH payment to the Court's bank to bring the bank balance back to \$10,000.

## **Courthouse Technologies**

The kiosk itself and the software to access it were provided by our jury management system vendor.

The kiosk is on-line to our jury management system (JMS), which generates audit reports to reflect jurors paid, date paid, and \$ amount.

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