

U.S. BANKRUPTCY COURT  
NORTHERN DISTRICT OF OHIO

CLERK OF COURT'S  
FISCAL YEAR 2008  
ANNUAL REPORT



KENNETH J. HIRZ, CLERK

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF OHIO**

Judge Marilyn Shea-Stonum, Chief Judge  
Judge Richard L. Speer  
Judge Randolph Baxter  
Judge Pat E. Morgenstern-Clarren  
Judge Russ Kendig  
Judge Mary Ann Whipple  
Judge Arthur I. Harris  
Judge Kay Woods

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# UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF OHIO

## FISCAL YEAR 2008 ANNUAL REPORT

### *Introduction*

The United States Bankruptcy Court for the Northern District of Ohio serves close to six million citizens in the northern 40 counties within the State of Ohio with court locations in Akron, Canton, Cleveland, Toledo, and Youngstown. The 29,191 bankruptcy cases filed in this district in FY 2008 account for a 10% increase in cases filed compared to FY 2007. This increase in FY 2008 follows decreases in filings in previous years that were directly attributable to the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 (BAPCPA), which became effective October 17, 2005. Case filing figures, as compiled by the Administrative Office of the U.S. Courts, depict the Northern District of Ohio as the sixth largest of 94 bankruptcy courts nationally during this fiscal year. The court continues to be in the top 10 bankruptcy courts nationally with respect to total cases filed.

The judges serving during this fiscal year are listed by the city in which they serve: Honorable Marilyn Shea-Stonum, Chief Judge, Akron; Honorable Randolph Baxter, Cleveland; Honorable Richard L. Speer, Toledo; Honorable Pat E. Morgenstern-Clarren, Cleveland; Honorable Russ Kendig, Canton; Honorable Mary Ann Whipple, Toledo; Honorable Arthur I. Harris, Cleveland; and Honorable Kay Woods, Youngstown.

The Honorable Mary Ann Whipple completed a four-year term with the Sixth Circuit Bankruptcy Appellate Panel on December 31, 2007. She was replaced by Chief Judge Marilyn Shea-Stonum, who was appointed by the Sixth Circuit to a four-year term commencing January 1, 2008.

The clerk's office began the fiscal year with 100 deputy clerks located in five court locations as reflected in the attached Table of Organization. As the caseload increases, a limited expansion of staff is expected in FY 2009. The clerk's office operated on a budget of \$7.2 million and collected revenue of \$12.3 million as identified in this report. These figures demonstrate that the revenues collected far exceed the operating costs of the court. All fees collected are transferred to the Federal Reserve and enure to the benefit of the entire judiciary. A total of \$987,416 was deposited with the court as unclaimed monies following trustees' distribution of the estate. In FY 2008, \$519,018 of the total unclaimed funds (including prior year amounts) was redistributed. Unclaimed fund accounts are searchable on our website at [www.ohnb.uscourts.gov](http://www.ohnb.uscourts.gov), where additional information can be found on case filing statistics, general orders, local rules, administrative orders, and judges' opinions.

Bankruptcy petitions and pleadings have been filed with the court electronically since 2002, through the Case Management/Electronic Case Filing (CM/ECF) system. There are more than 36,000 open cases, more than a half-million closed cases and over 20 million documents contained on the CM/ECF server, which documents cases back to 1990. There are currently more than 5,000 registered attorneys and 1,300 creditors signed up for electronic filing of documents. More than 1.1 million documents were filed in the CM/ECF system this fiscal year. Almost 50% of the documents were entered by attorneys and trustees. Ninety percent of the more than 140,000 claims were filed electronically. The number of cases filed by pro se filers as a percentage of all cases filed remained fairly constant at about 3% throughout the fiscal year.

In the following pages, you will be introduced to further detail about our Human Resource and Information Technology activities. Additional information includes data on case filing, closing, adversary and pending caseload data followed by a report on revenue and operating expenses confirmed by Cheryl Simon, Director of Administrative Services. The clerk's office remains committed to providing the highest level of service to the bench, bar and public. To that end, we welcome suggestions toward the improvement of services.

Kenneth J. Hirz  
Clerk of Court

## ***Information Technology***

Our CM/ECF system was upgraded twice this past year (v3.1.6 and v3.1.7). The IT department worked closely with the U.S. Trustee's Office to implement an automated trustee case assignment module, 341 meeting scheduler, and conflict-checking module that enables the trustees to evaluate if there may be a potential conflict for them on a case. The E-Orders application has processed over 80,000 proposed orders in the past year. In August an additional 584GB (gigabytes) of storage capacity was added to the system, which should be enough to store two to three years worth of case information. Due to the hard work of the systems administrators, the system exhibited excellent availability; the system had unannounced downtime only once this year and it was only a few minutes in duration. ECF online training programs are continuously being developed for attorneys in a district-wide effort and are posted on our website. Additional training modules will be available for ECF v3.2.

The IT department continued work on various systems in order to sustain court operations in the event of a disaster that disables or destroys some of our automation systems. A successful test was conducted that forced our ECF system to fail over to a secondary server. This test was called a read/write failover and allowed us to maintain access to our case information while we took our server out of service. The project to install and test secondary network circuits to all courthouses has been completed. These circuits would take over in the event that a primary circuit fails. The court initiated a requirement that court staff work from a location other than their duty station for a day to determine if the proper systems were in place to support staff in the event that their office location was unavailable. The lessons learned from this experience led the IT department to make some changes to the systems, and more improvements are scheduled for FY09 to enhance the telework process.

The IT department began an assessment of all the servers used by our district in the five courthouses to determine the age of the servers, purpose of the servers, and resource utilization of each server. After the data was analyzed it was determined that the court would have to undertake a significant server replacement program over the next two to three years because many of our servers are five to eight years old. It was also determined that the classic method of using one server per application does not efficiently utilize the server's processors, memory, or disk capacity. Therefore, IT designed a new server environment that will be rolled out over two years and will take advantage of a newer technology that allows for multiple server instances to be installed on a single server platform. This technology is called server virtualization. The first phase of the project starts in October 2008, and will replace ten servers in the Canton server room with two "virtualized" servers and a storage area network. A similar method will be implemented in the other four courthouses starting in 2009.

Members of the IT department consider educational opportunities essential to staff development and commit themselves to continuous learning. IT staff prepared and conducted in-house classes for employees across our district. These include Lotus Notes Address Book and Calendaring functions, PowerPoint, and WordPerfect Beginning, Intermediate, and Advanced classes. The IT staff attended many hours of technical training and industry conferences to learn new skills or enhance existing skills, including VMWare, Captivate, Redhat Linux Enterprise 5, Case Statistics collection, Excel spreadsheet software, and Customer Service. We also continued our efforts to train each other in different areas of technical expertise. The two individuals participating in the Federal Court Leadership Program (FCLP) have completed this two-year program. Their FCLP projects will continue improving court capabilities in the Business Continuity and CM/ECF system areas. One IT staffer attended the federal courts' Operational Practices Forum, one attended the National Conference of Bankruptcy Clerks (NCBC) national conference, and two individuals attended the 4<sup>th</sup>, 6<sup>th</sup>, and 11<sup>th</sup> joint circuit IT conference.

A variety of other projects were completed throughout the year. We replaced 65 aging PCs throughout the district with Dell GX755 PCs. We began to evaluate a variety of laptops with an eye towards offering our judges different options with which to replace their aging laptops in 2009. A new integrated video conference system was installed in the Akron courtroom. The IT department worked with an authorized recycle facility to dispose of multiple non-functional uninterruptible power supplies (UPS) according to Ohio state law. All job descriptions, performance standards, and evaluation documents were rewritten for IT staffers to ensure conformance with court standards and to better cover job duties.

Lori McLaughlin-Nelson  
Director, Information Technology

## ***Human Resources***

### **Personnel**

The 2008 fiscal year was an extremely challenging one for the court. There were several unanticipated open positions due to retirements, transfers out of district, and changes in duty stations. In an effort to fill these positions, one Docket Clerk and two Case Administrators were hired. In addition, there were two promotions, Courtroom Deputy to Supervisor and Case Administrator to Courtroom Deputy.

Court staff continued to operate efficiently as in the past. The court began this fiscal year with 100 staff, the same staffing level as last year. However, this level is below the level of the three previous years prior to Fiscal Year 2007.

Judges' chambers were staffed by 19 individuals. They include 10 full-time and three part-time law clerks, three temporary law clerks and three secretaries/judicial assistants.

Human Resources continued to ensure that all employee evaluations were completed and processed within the month the evaluation was due. Employee evaluation notifications were sent to managers one month prior to the evaluation due date. In FY 2008, there were no outstanding evaluations as of September 30. As part of the performance evaluation process, position descriptions, performance evaluations and performance standards were developed and/or revised for all court positions to include the consolidation of the Intake Clerk and Case Administrator positions.

There were three policy revisions to the Employee Handbook: the Telework, Compensatory Time, and FMLA and Leave Sharing policies. In addition, modifications to the EDR Plan and grievance procedures were implemented and included as updates to the Employee Handbook.

The Office of Human Resources (OHR) Business Technology Optimization Division (BTOD) released three new HRMIS Applications to Human Resource Representatives.

- **Entry on Duty (EOD)** enables new hires to access and submit required in-processing forms via the Internet prior to physically reporting for duty, freeing them to start working on their first day. It also reduces the effort required to complete the forms by eliminating duplicate data entry.
- **electronic Official Personnel File (eOPF)** is the official employee personnel file in online form. It will be accessible to the individual employee and is now accessible to HR specialists via Internet access. It will be available to court employees at the end of 2008.
- **eService** allows employees to access certain personal information that is frequently requested from HR specialists. Employees will be able to complete

name and address changes and review all of their contact information, including their emergency contacts. Employees will also be able to view and print their earnings statements, and review and change information related to voluntary allotments, direct deposit, and W4 tax information. HR representatives will approve Name Change requests for employees through eService prior to routing the request to the Court Personnel Management Division (CPMD) for final approval.

Training for HR Representatives on **eOPF** and **eService** began in September 2008. The court has utilized Entry on Duty (EOD) since its inception in May 2008.

### **Professional Development/Training**

The court fully supported and continued its Individual Development Plan (IDP) for staff during fiscal year 2008.

The court continued to see a rise in the number of courses that were provided along with the number of attendees. The accumulative total of training hours for the fiscal year was 1,681.75 hours.

Training opportunities were offered through sources such as:

- long distance training via broadcasts from the Federal Judicial Television Network (FJTN). Training topics offered through FJTN included automation application usage, customer service, leadership skills, communication skills, legal and procedural information, management-related issues and general federal judiciary information.
- Tuition Assistance Program (TAP), in which employees attended TAP-sponsored programs on automation skills, interpersonal skills, written and oral communication skills, college level programs and specialized information technology skills.
- participation in the National Conference of Bankruptcy Clerks annual educational conference, which offered general and court-specific seminars as well as the opportunity to complete college credit programs.
- workplace safety training including emergency preparedness, recovery procedures, and CPR/AED.

The court continues to place a high emphasis on technical and automation training to help employees develop and maintain their level of technical knowledge. Training in this area that was provided to court staff on an as-needed basis included: Excel 2003, Word 2003, PowerPoint 2003, WordPerfect, and Lotus Notes.

Other training included:

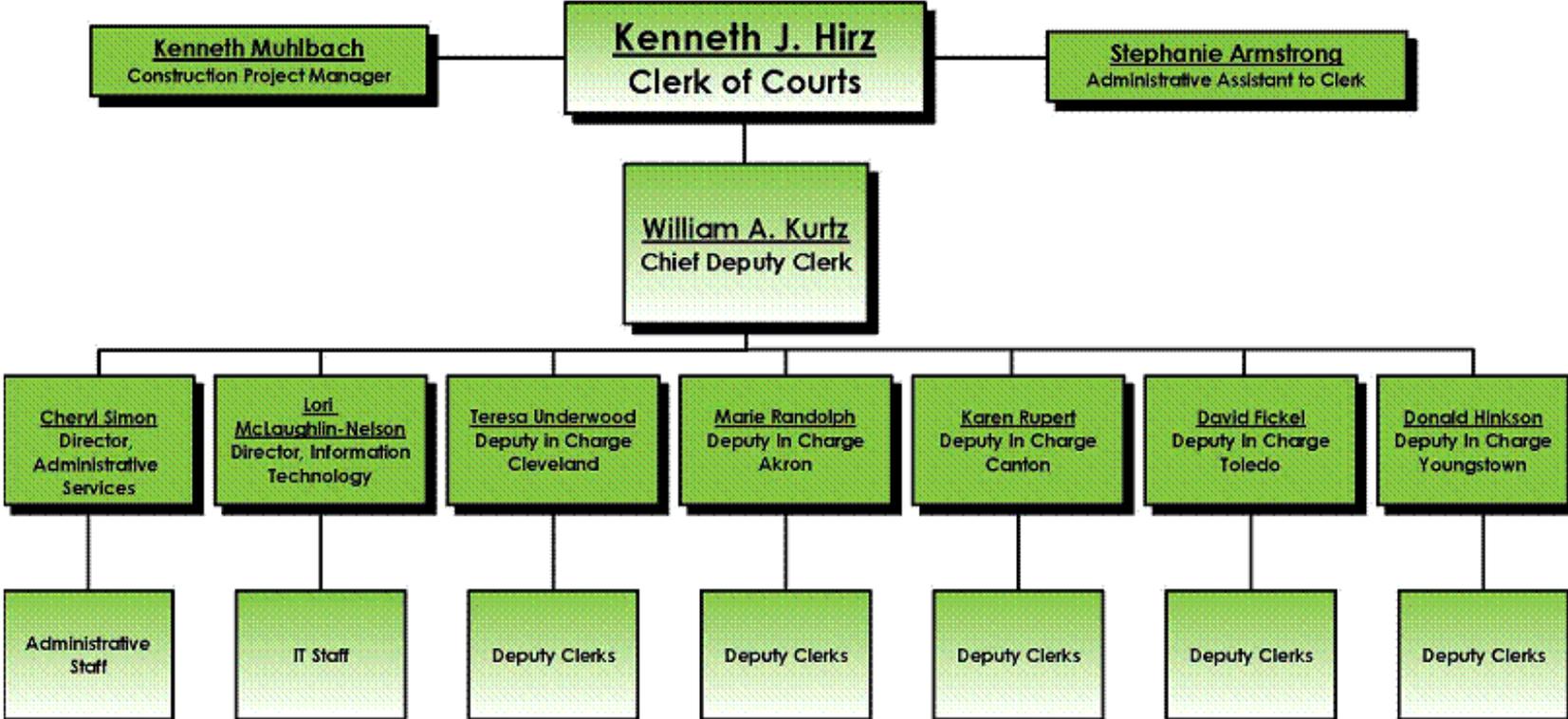
- in-house training to external ECF users and court staff.

- a Management Excellence Survey as follow-up to the district-wide leadership program conducted for the deputy clerks in charge and their respective supervisors last year.
- e-learning programs for new law clerks along with updated orientation material.
- new employee orientation program.
- customer support in a CM/ECF environment.
- internal training on “Chapter 11 Administration.”
- Judicial Administration Program at Michigan State University (MSU).
- in-house Financial Review: Collections & Deposits.

Overall, the Human Resources Department remains in excellent condition. In collaboration with the Office of Human Resources (OHR), work processes are continuously being redefined, revised, and streamlined to meet the increasing needs of the workforce.

Penny Hoffman  
Training and Personnel Specialist

United States Bankruptcy Court  
Northern District of Ohio



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## Northern District of Ohio Statistical Analysis

A total of 29,191 cases were filed in this District in Fiscal Year 2008. (All references to Fiscal Year (FY) figures for the District throughout the balance of this report are based on the period of October 1 through September 30.) This total figure represents a increase of 10% compared to FY 2007. A comparison of the percentage filings, by Chapter, during this time reveals the following:

|                   | FY 2008 | % of Total |
|-------------------|---------|------------|
| <b>Chapter 7</b>  | 21,462  | 74%        |
| <b>Chapter 11</b> | 80      | <1%        |
| <b>Chapter 12</b> | 3       | <1%        |
| <b>Chapter 13</b> | 7,646   | 26%        |
| <b>Total</b>      | 29,191  | 100%       |

This court is comprised of five divisional offices: Akron, Canton, Cleveland, Toledo and Youngstown. The distribution of the total filings referred to above, and the percentage of increase/decrease in filings for each office, are as follows:

|                   | FY 2007 | FY 2008 | % of Change |
|-------------------|---------|---------|-------------|
| <b>Akron</b>      | 4,118   | 4,548   | 10%         |
| <b>Canton</b>     | 3,939   | 4,330   | 10%         |
| <b>Cleveland</b>  | 9,577   | 9,922   | 4%          |
| <b>Toledo</b>     | 5,680   | 6,752   | 19%         |
| <b>Youngstown</b> | 3,130   | 3,639   | 16%         |
| <b>Total</b>      | 26,444  | 29,191  | 10%         |

These filing figures are unweighted and do not take into account the size of the cases filed. Therefore, they may not precisely represent the judicial workload in any particular division.

This mix of cases, by Chapter, in each office reveals the following:

**AKRON**

|                   | <b>FY 2007</b> | <b>FY 2008</b> | <b>% of Change</b> |
|-------------------|----------------|----------------|--------------------|
| <b>Chapter 7</b>  | 2,879          | 3,343          | 16%                |
| <b>Chapter 11</b> | 9              | 18             | 100%               |
| <b>Chapter 12</b> | 0              | 0              | - - -              |
| <b>Chapter 13</b> | 1,230          | 1,187          | -3%                |

**CANTON**

|                   | <b>FY 2007</b> | <b>FY 2008</b> | <b>% of Change</b> |
|-------------------|----------------|----------------|--------------------|
| <b>Chapter 7</b>  | 2,962          | 3,382          | 14%                |
| <b>Chapter 11</b> | 16             | 10             | -38%               |
| <b>Chapter 12</b> | 0              | 0              | - - -              |
| <b>Chapter 13</b> | 961            | 938            | -2%                |

**CLEVELAND**

|                   | <b>FY 2007</b> | <b>FY 2008</b> | <b>% of Change</b> |
|-------------------|----------------|----------------|--------------------|
| <b>Chapter 7</b>  | 5,708          | 6,736          | 18%                |
| <b>Chapter 11</b> | 15             | 28             | 87%                |
| <b>Chapter 12</b> | 0              | 0              | - - -              |
| <b>Chapter 13</b> | 3,854          | 3,158          | -18%               |

**TOLEDO**

|                   | <b>FY 2007</b> | <b>FY 2008</b> | <b>% of Change</b> |
|-------------------|----------------|----------------|--------------------|
| <b>Chapter 7</b>  | 4,630          | 5,666          | 22%                |
| <b>Chapter 11</b> | 17             | 15             | -12%               |
| <b>Chapter 12</b> | 0              | 2              | 200%               |
| <b>Chapter 13</b> | 1,033          | 1,069          | 3%                 |

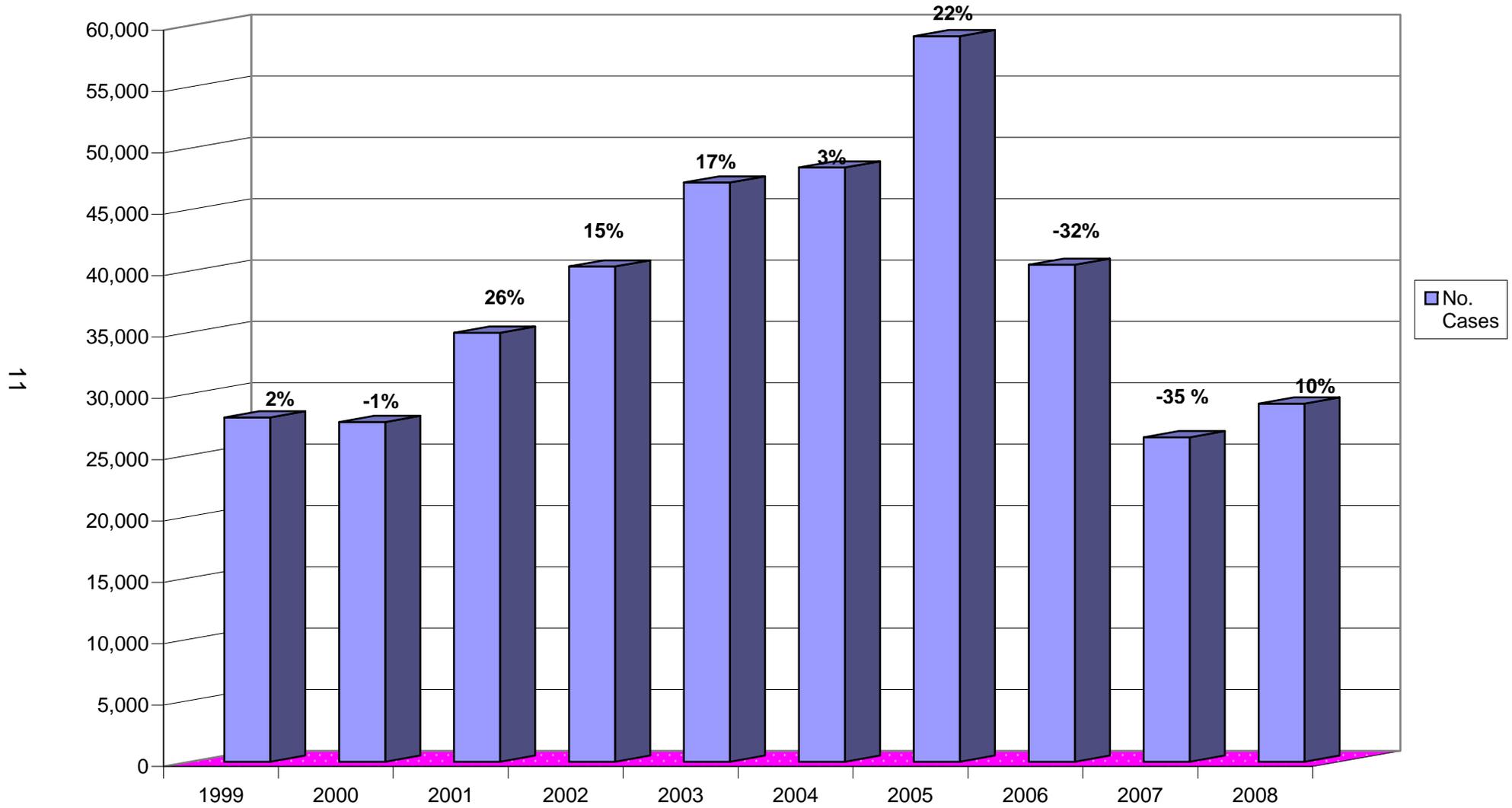
**YOUNGSTOWN**

|                   | <b>FY 2007</b> | <b>FY 2008</b> | <b>% of Change</b> |
|-------------------|----------------|----------------|--------------------|
| <b>Chapter 7</b>  | 1,925          | 2,335          | 21%                |
| <b>Chapter 11</b> | 7              | 9              | 29%                |
| <b>Chapter 12</b> | 0              | 1              | 100%               |
| <b>Chapter 13</b> | 1,198          | 1,294          | 8%                 |

**DISTRICT TOTAL**

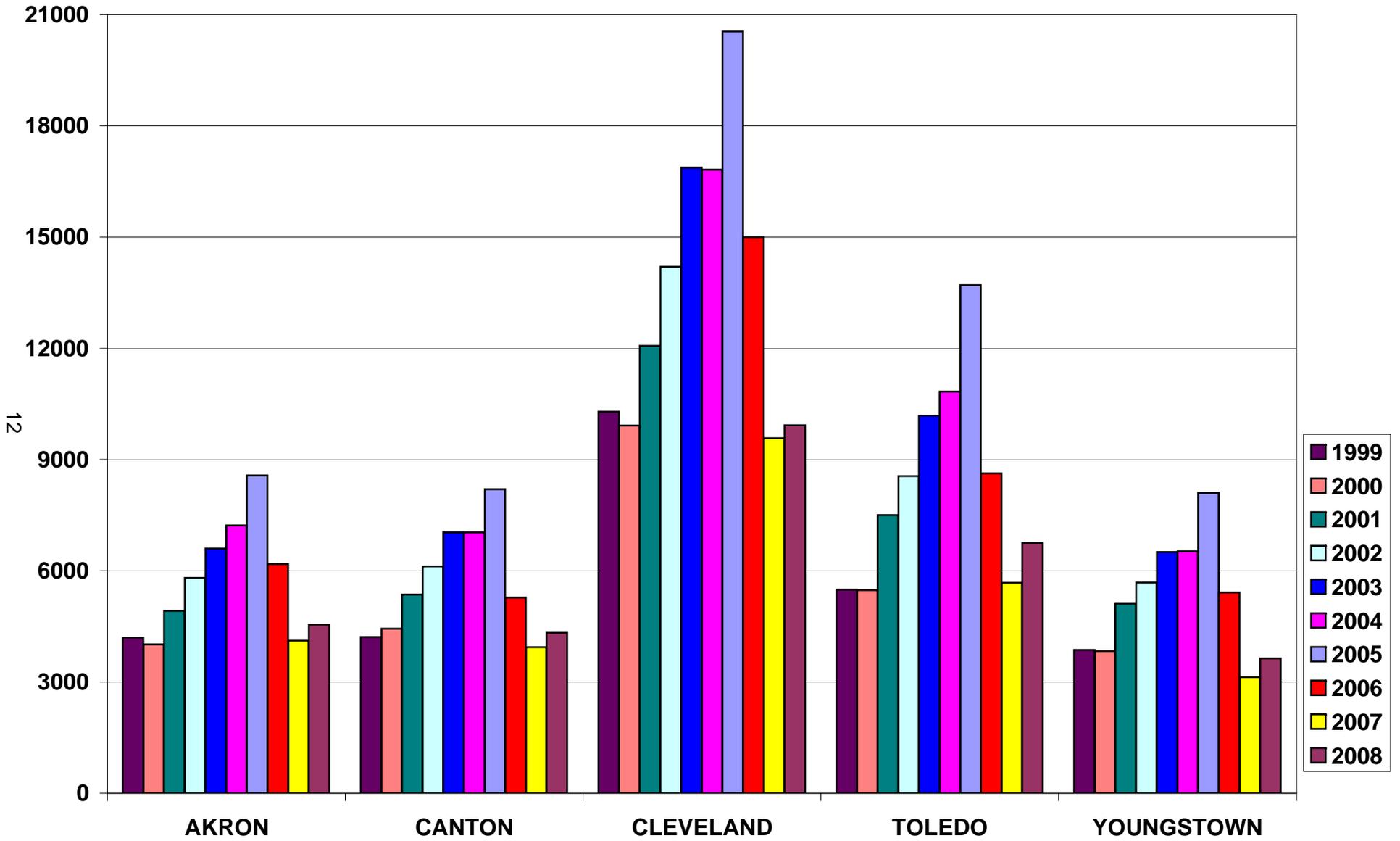
|                   | <b>FY 2007</b> | <b>FY 2008</b> | <b>% of Change</b> |
|-------------------|----------------|----------------|--------------------|
| <b>Chapter 7</b>  | 18,104         | 21,462         | 19%                |
| <b>Chapter 11</b> | 64             | 80             | 25%                |
| <b>Chapter 12</b> | 0              | 3              | 300%               |
| <b>Chapter 13</b> | 8,276          | 7,646          | -8%                |

**CASE FILINGS  
FY 1999 - 2008  
PERCENTAGE OF CHANGE**



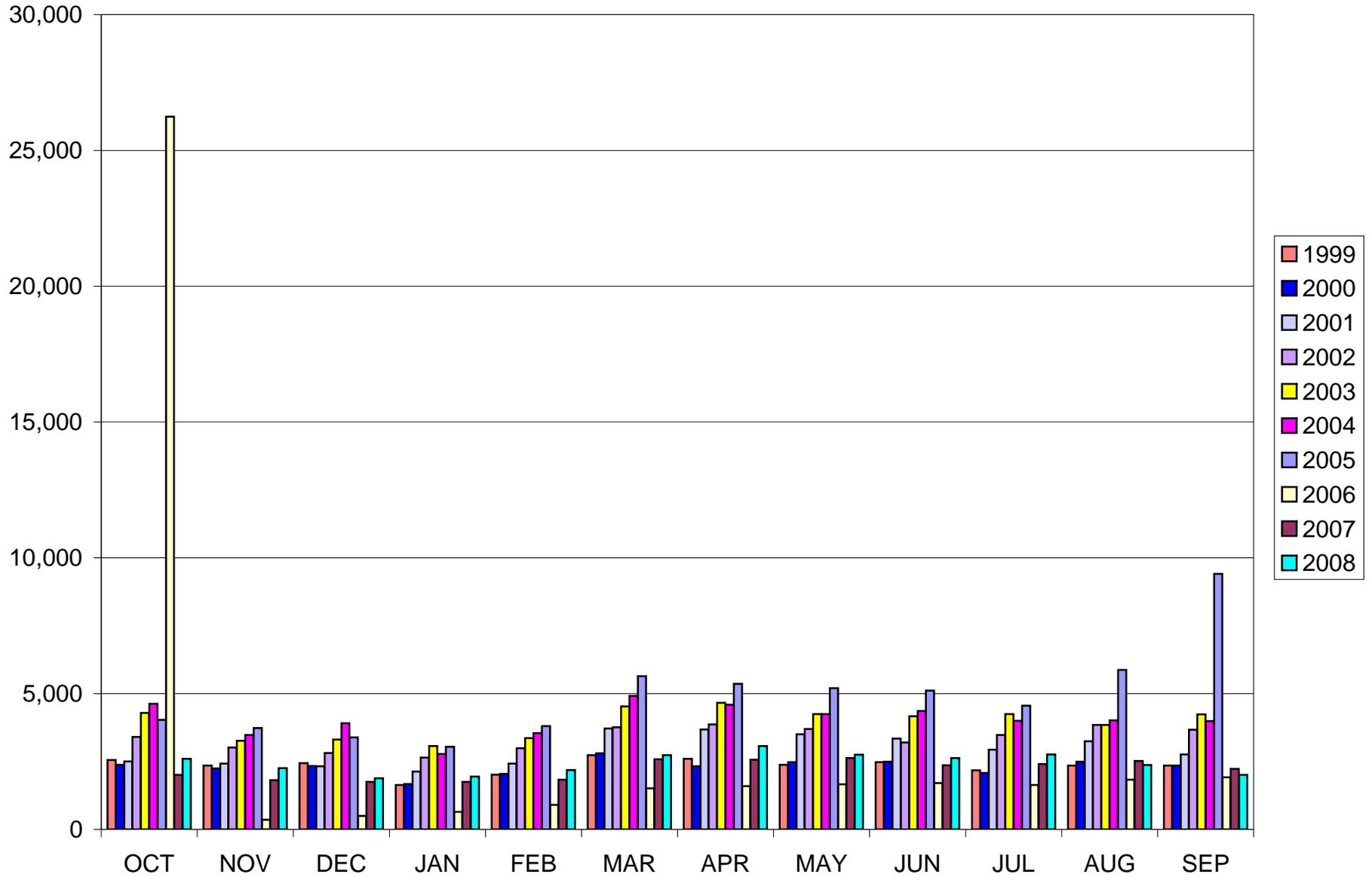
*Note: Statistics are for all court offices.*

FILINGS PER OFFICE  
FY 1999 - 2008



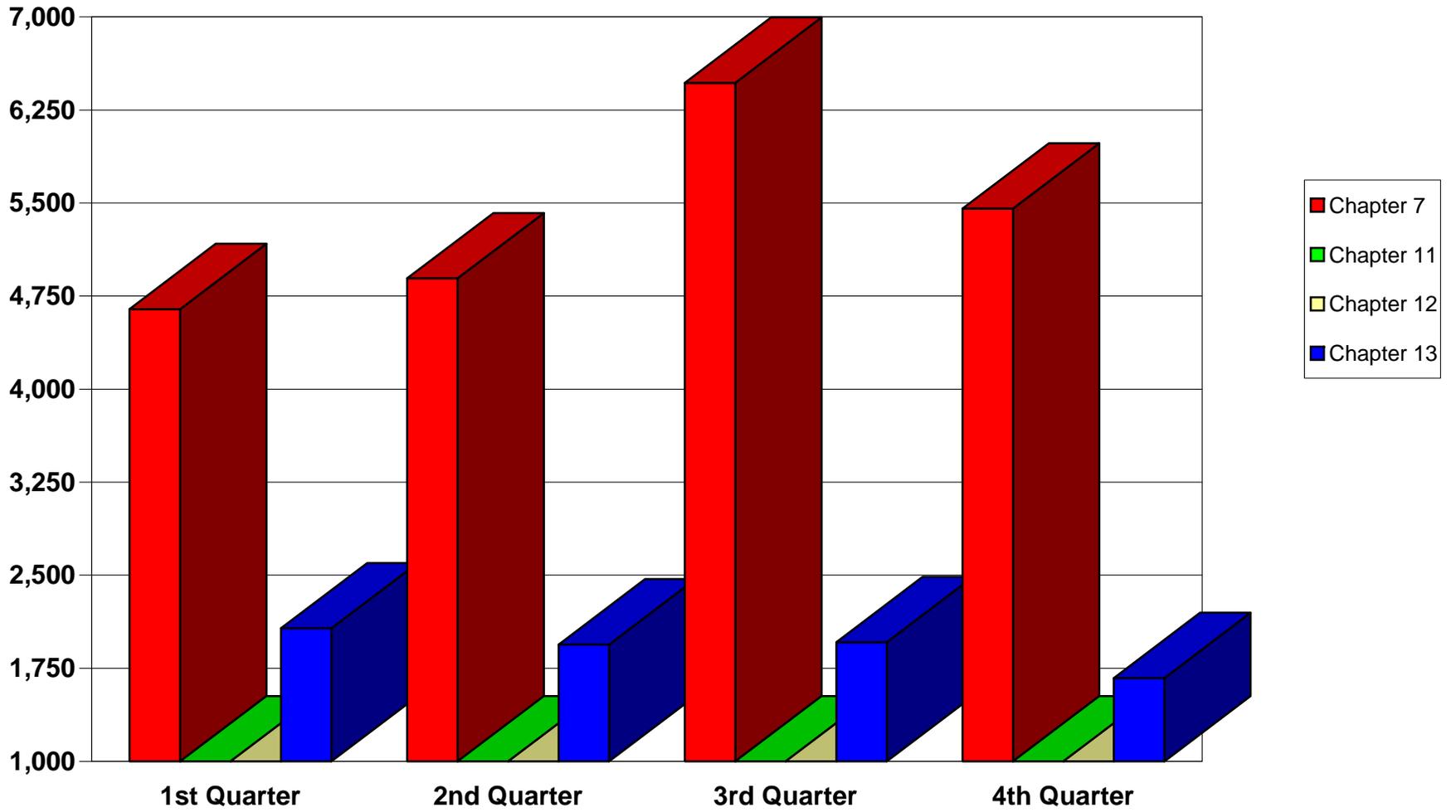
**FILING COMPARISON  
FY 1999 - 2008**

13



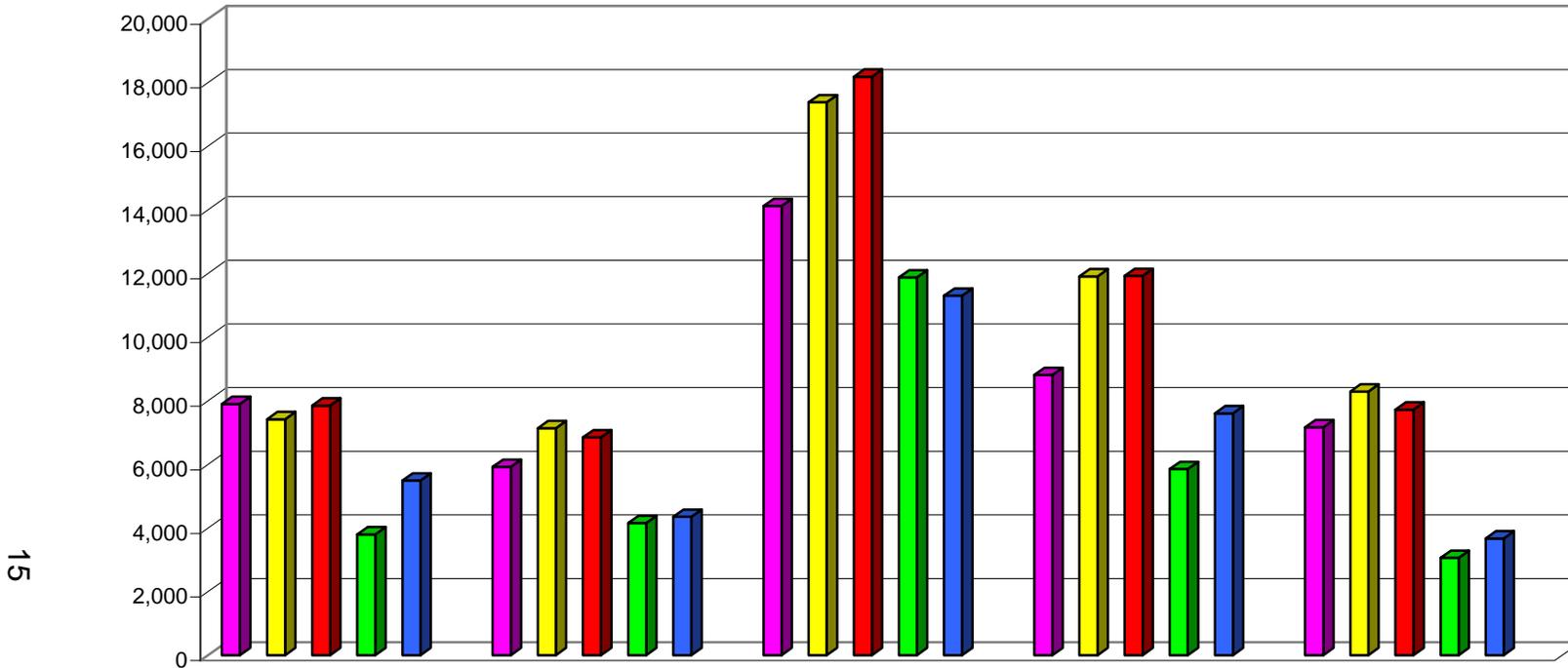
# QUARTERLY FILINGS FY 2008

14



Note: Statistics are for all court offices.

**CASE CLOSINGS  
FY 2004-2008**

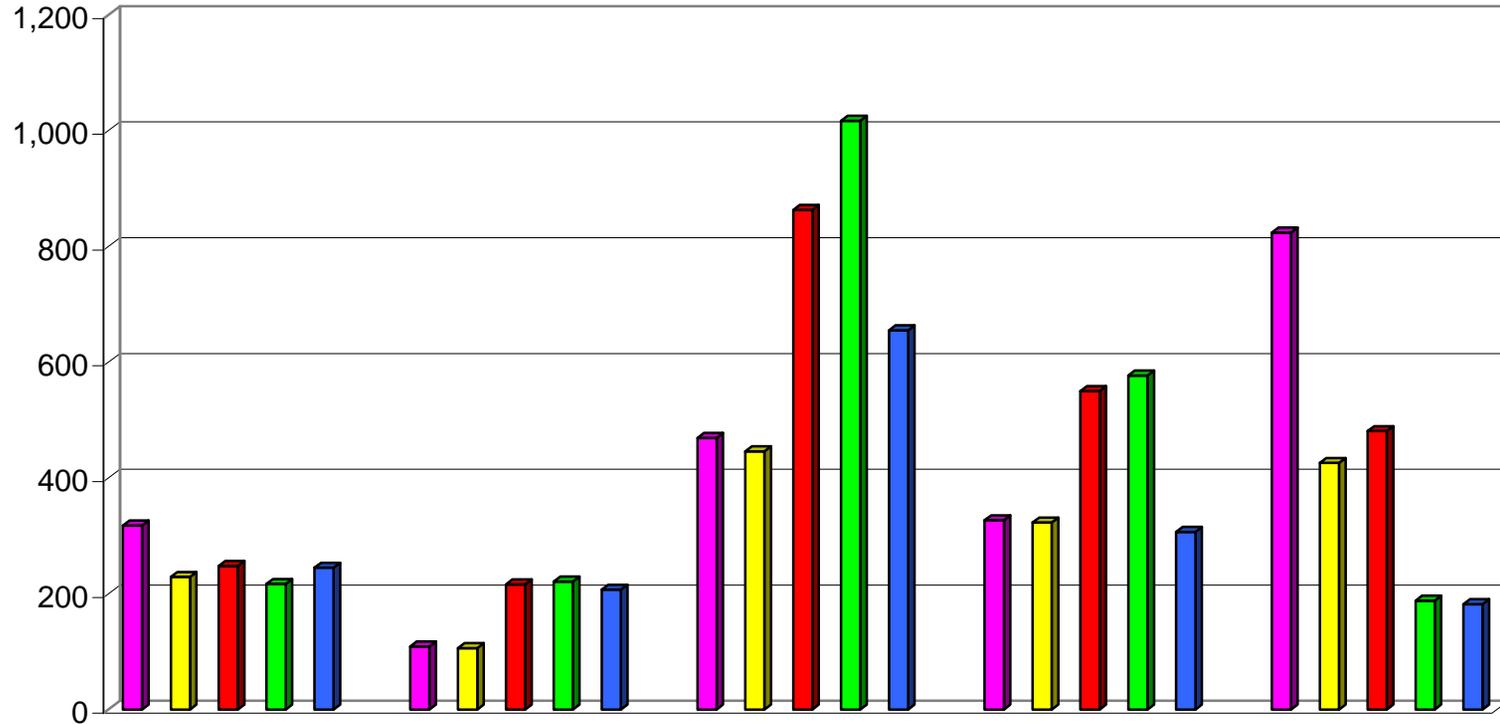


15

|      | AKRON | CANTON | CLEVELAND | TOLEDO | YOUNGSTOWN |
|------|-------|--------|-----------|--------|------------|
| 2004 | 7,892 | 5,917  | 14,111    | 8,805  | 7,162      |
| 2005 | 7,416 | 7,133  | 17,370    | 11,900 | 8,286      |
| 2006 | 7,844 | 6,845  | 18,177    | 11,918 | 7,717      |
| 2007 | 3,793 | 4,149  | 11,870    | 5,850  | 3,058      |
| 2008 | 5,486 | 4,347  | 11,293    | 7,598  | 3,666      |

## ADVERSARY CLOSINGS FY 2004 - 2008

16



AKRON

CANTON

CLEVELAND

TOLEDO

YOUNGSTOWN

2004  
2005  
2006  
2007  
2008

|     |
|-----|
| 318 |
| 229 |
| 248 |
| 217 |
| 245 |

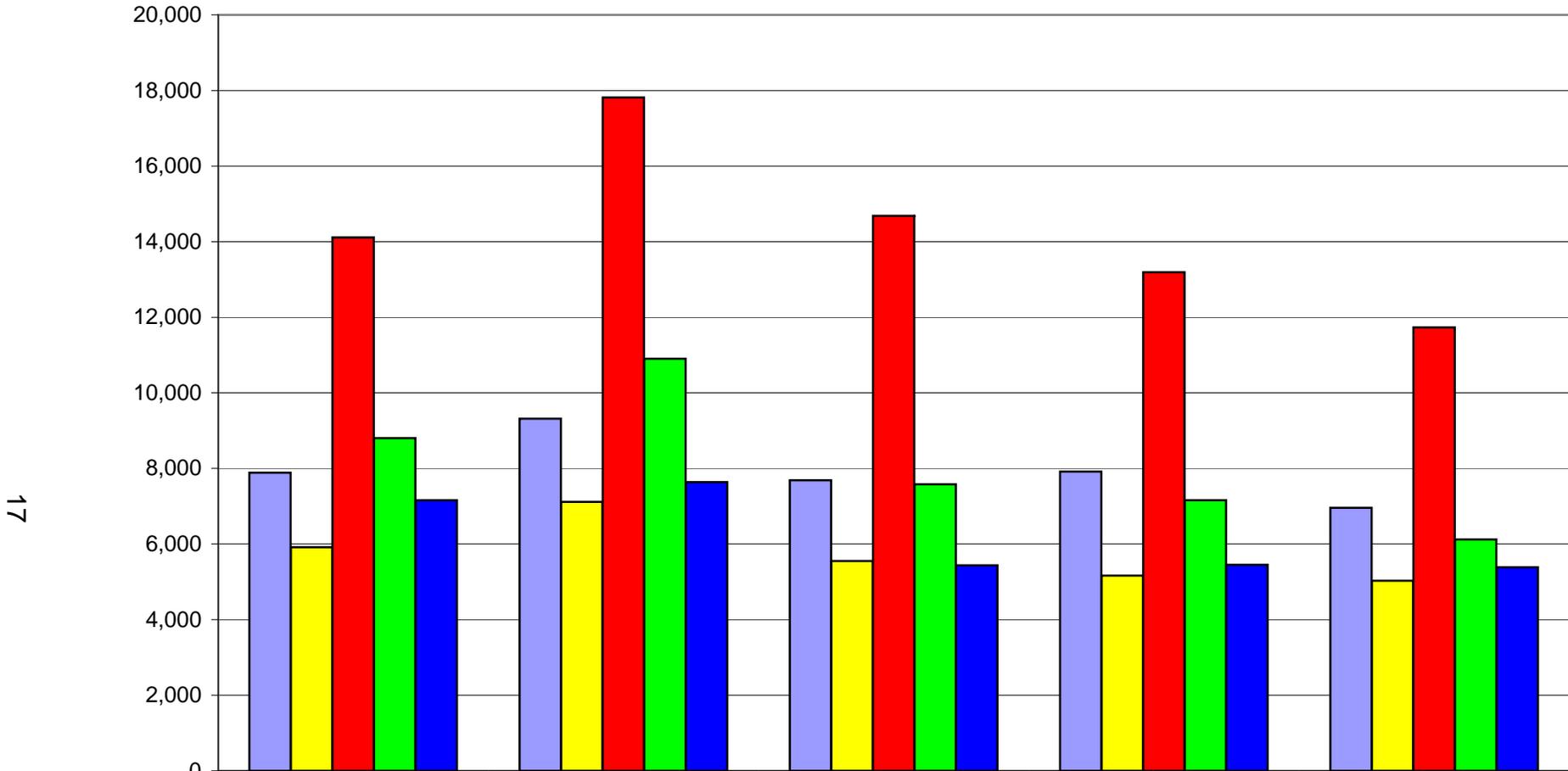
|     |
|-----|
| 109 |
| 106 |
| 216 |
| 221 |
| 207 |

|       |
|-------|
| 469   |
| 446   |
| 863   |
| 1,017 |
| 655   |

|     |
|-----|
| 327 |
| 323 |
| 550 |
| 577 |
| 307 |

|     |
|-----|
| 824 |
| 426 |
| 481 |
| 188 |
| 182 |

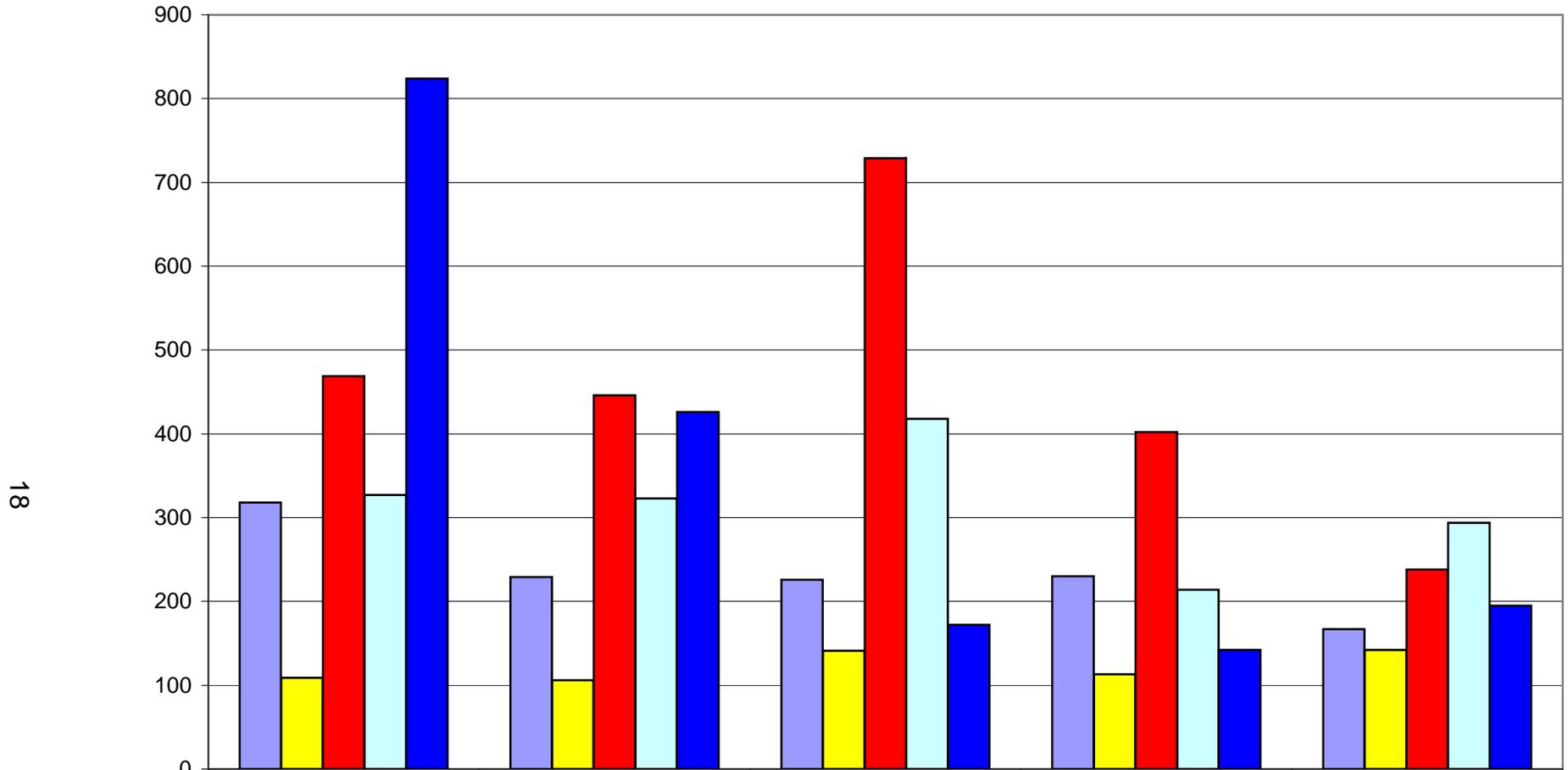
**PENDING CASES  
FY 2004 - 2008**



17

|                   | 2004   | 2005   | 2006   | 2007   | 2008   |
|-------------------|--------|--------|--------|--------|--------|
| <b>AKRON</b>      | 7,892  | 9,317  | 7,685  | 7,920  | 6,960  |
| <b>CANTON</b>     | 5,917  | 7,120  | 5,550  | 5,164  | 5,031  |
| <b>CLEVELAND</b>  | 14,111 | 17,817 | 14,685 | 13,191 | 11,735 |
| <b>TOLEDO</b>     | 8,805  | 10,906 | 7,583  | 7,160  | 6,124  |
| <b>YOUNGSTOWN</b> | 7,162  | 7,637  | 5,438  | 5,449  | 5,390  |

**PENDING ADVERSARIES  
FY 2004 - 2008**

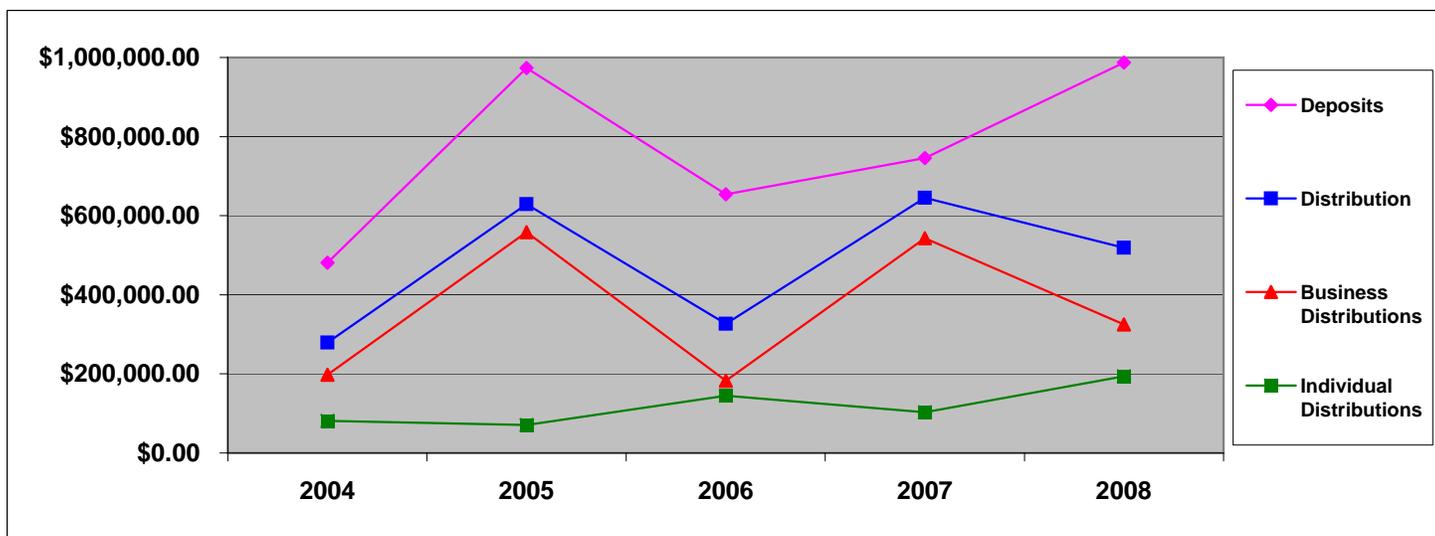


|                   | 2004 | 2005 | 2006 | 2007 | 2008 |
|-------------------|------|------|------|------|------|
| <b>AKRON</b>      | 318  | 229  | 226  | 230  | 167  |
| <b>CANTON</b>     | 109  | 106  | 141  | 113  | 142  |
| <b>CLEVELAND</b>  | 469  | 446  | 729  | 402  | 238  |
| <b>TOLEDO</b>     | 327  | 323  | 418  | 214  | 294  |
| <b>YOUNGSTOWN</b> | 824  | 426  | 172  | 142  | 195  |

## UNCLAIMED FUNDS

Pursuant to 11 U.S.C. § 347 (a) and 28 U.S.C. Chapter 129, property of a bankruptcy estate unclaimed ninety days after final distribution shall be paid into the registry of the court. The court receives the unclaimed monies from the case trustee following receipt of distribution checks that had been returned. The court deposits these unclaimed funds into Treasury deposit fund 6047BK. Following a period of five years, these funds are transferred into either fund 106000, for amounts less than \$25.00, or fund 6133BK for amounts of \$25.00 or more. Deposits of less than \$25 are forfeited as unclaimed money. Deposits of \$25 or more are held by the U.S. Treasury pending future requests of the unclaimed money.

During Fiscal Year 2008, the trustees deposited unclaimed funds in the amount of \$987,415.60 (includes 6047BK, 6133BK and 106000). The court has prepared 336 court-ordered distributions of these funds, that resulted in the disbursement of \$519,018.18 for the same period.



| Fiscal Year              | 2004          | #of Dist | 2005          | #of Dist | 2006          | #of Dist | 2007          | #of Dist | 2008          | #of Dist |
|--------------------------|---------------|----------|---------------|----------|---------------|----------|---------------|----------|---------------|----------|
| Deposits                 | \$ 481,000.82 | 0        | \$ 973,096.52 | 0        | \$ 653,907.18 | 0        | \$ 746,143.79 | 0        | \$ 987,415.60 | 0        |
| Total Distributions      | \$ 279,332.85 | 234      | \$ 629,155.25 | 207      | \$ 326,947.76 | 178      | \$ 645,378.49 | 447      | \$ 519,018.18 | 336      |
| Business Distributions   | \$ 197,992.17 | 198      | \$ 558,083.35 | 168      | \$ 182,417.60 | 119      | \$ 542,746.24 | 380      | \$ 324,741.49 | 253      |
| Individual Distributions | \$ 81,330.68  | 36       | \$ 71,071.90  | 39       | \$ 144,530.16 | 59       | \$ 102,632.25 | 67       | \$ 194,276.69 | 83       |

## FISCAL YEAR 2008 REVENUE

|     |              |           |                      |
|-----|--------------|-----------|----------------------|
| 1)  | 086400       | \$        | 1,106,618.55         |
| 2)  | 086900       |           | 1,101,164.16         |
| 3)  | 092037       |           | 0.00                 |
| 4)  | 106000       |           | 4,209.97             |
| 5)  | 109900       |           | 4,045.00             |
| 6)  | 143500       |           | 0.00                 |
| 7)  | 332340       |           | 0.00                 |
| 8)  | 322350       |           | 5,100.00             |
| 9)  | 322360       |           | 7,760.00             |
| 10) | 322380       |           | 0.00                 |
| 11) | 387500       |           | 540.00               |
| 12) | 3875CC       |           | 0.00                 |
| 13) | 5073XX       |           | 2,268,411.37         |
| 14) | 510000       |           | 5,478,038.45         |
| 15) | 510100       |           | 0.00                 |
| 16) | 5514CR       |           | 3,535.70             |
| 17) | 6047BK       |           | 797,517.80           |
| 18) | 6133BK       |           | 182,300.77           |
| 19) | 6855BK       |           | 28,162.32            |
| 20) | 6855TT       |           | 1,303,901.60         |
|     | <b>TOTAL</b> | <b>\$</b> | <b>12,291,305.69</b> |

- 1) 086400 Increase to fees that were authorized by the passage of PL 109-171
- 2) 086900 Filing Fees (portion of Ch. 7, 13 and adversary filing fees, motions, etc.)
- 3) 092037 Fees for Bankruptcy Notices
- 4) 106000 Forfeitures of Unclaimed Money less than \$25.00 and held over 5 years
- 5) 109900 Miscellaneous Fines, Penalties and Forfeitures
- 6) 143500 Interest earned on all registry funds deposited into interest-bearing accounts in local financial institutions
- 7) 322340 Sale of Publications
- 8) 322350 Copy Fees
- 9) 322360 Miscellaneous Fees (certifications, searches, amendments to schedules, retrieval, service charges, claims and notices)
- 10) 322380 Recoveries of Court Costs
- 11) 387500 Clearing Account
- 12) 3875CC Clearing Account / Credit Card Transactions
- 13) 5073XX Portion of Ch. 11 non-railroad filing fee credited as offsetting collections to the United States Trustee System Fund
- 14) 510000 Civil Filing Fees (portion of Ch. 7 and 13 filings, relief from stay, adversaries and abandonments)
- 15) 510100 Registry Fees Handling Charges (fees assessed on funds deposited into interest-bearing accounts in local depositories)
- 16) 5514CR Printing Fees for Electronic Records
- 17) 6047BK Unclaimed Funds
- 18) 6133BK Forfeitures of Unclaimed Money of \$25.00 or more, and held over 5 years
- 19) 6855BK Deposit Funds, U.S. District Court (account is used for receipts held in suspense temporarily and later refunded, transferred or disbursed)
- 20) 6855TT Deposit Fund (Bankruptcy Trustee Account)

**FISCAL YEAR 2008  
OPERATING BUDGET**

| <u>Fund</u>        | <u>Budget Object Code</u>                          | <u>Expenditures</u>   | <u>% of Total<br/>Budget</u> |
|--------------------|--|-----------------------|------------------------------|
| <b>092000</b>      | <b>Salary Budget</b>                               |                       |                              |
|                    | 1100 PERSONNEL COMPENSATION                        | <b>\$6,356,680.56</b> | <b>87.59%</b>                |
| <b>092000</b>      | <b>Operating Budget</b>                            |                       |                              |
|                    | 1226 TRANSIT SUBSIDY                               | \$24,712.25           | 0.34%                        |
|                    | 2120 TRAVEL  | 18,006.86             | 0.25%                        |
|                    | 2125 TRAVEL  | 27,652.19             | 0.38%                        |
|                    | 2203 MOVING OF COURT PROPERTY                      | 2,435.19              | 0.03%                        |
|                    | 2209 TRANSPORTATION OF THINGS                      | 11,564.83             | 0.16%                        |
|                    | 2341 OVERTIME UTILITIES                            | 13,570.53             | 0.19%                        |
|                    | 2342 LEASED PARKING FACILITIES                     | 3,605.00              | 0.05%                        |
|                    | 2343 U.S. POSTAL SERVICE ITEMS (COMMERCIAL METERS) | 6,970.00              | 0.10%                        |
|                    | 2345 POSTAGE METER RENTAL                          | 2,070.00              | 0.03%                        |
|                    | 2359 RENTAL OF MISC. ITEMS                         | 690.30                | 0.01%                        |
|                    | 2403 MISC. PRINTING                                | 913.36                | 0.01%                        |
|                    | 2509 POSTAGE EQUIPMENT MAINTENANCE                 | 3,120.27              | 0.04%                        |
|                    | 2510 CYCLICAL REPLACEMNT/MAINTENANCE PROGRAM       | 6,071.22              | 0.08%                        |
|                    | 2513 EQUIPMENT REPAIR/MAINTENANCE                  | 18,983.47             | 0.26%                        |
|                    | 2515 TENANT ALTERATIONS & REPAIR                   | 66,247.01             | 0.91%                        |
|                    | 2518 FURNITURE REPAIR/REFURBISHING                 | 2,137.62              | 0.03%                        |
|                    | 2543 TRAINING                                      | 24,575.94             | 0.34%                        |
|                    | 2544 PUBLIC NOTICES & ADVERTISING                  | 5,584.81              | 0.08%                        |
|                    | 2559 OTHER CONTRACTED SERVICES                     | 157.39                | 0.00%                        |
|                    | 2601 CONSUMABLE SUPPLIES                           | 32,843.18             | 0.45%                        |
|                    | 3101 GENERAL OFFICE EQUIPMENT                      | 4,707.79              | 0.06%                        |
|                    | 3111 FURNITURE AND FIXTURES                        | 34,180.10             | 0.47%                        |
|                    | <b>Operating Budget Subtotal</b>                   | <b>\$310,799.31</b>   | <b>4.28%</b>                 |
|                    | <b>Non-automation Subtotal</b>                     | <b>\$6,667,479.87</b> | <b>91.87%</b>                |
|                    | <b>Automation Budget</b>                           |                       |                              |
| <b>51140X</b>      | 2120 AUTOMATION TRAVEL                             | \$6,077.78            | 0.08%                        |
|                    | 2125 AUTOMATION TRAINING TRAVEL                    | \$5,252.74            | 0.07%                        |
|                    | 2331 COMMUNICATION - LOCAL                         | \$67,412.71           | 0.93%                        |
|                    | 2332 COMMUNICATION - LONG DISTANCE                 | 1,858.71              | 0.03%                        |
|                    | 2335 RENT-DATA LINES                               | 1,961.49              | 0.03%                        |
|                    | 2337 CELLULAR TELEPHONE SERVICE                    | 15,302.10             | 0.21%                        |
|                    | 2512 INTRASITE WIRING                              | 54,704.56             | 0.75%                        |
|                    | 2513 ADP REPAIR                                    | 54,028.93             | 0.74%                        |
|                    | 2543 AUTOMATION TRAINING                           | 9,590.00              | 0.13%                        |
|                    | 2606 OFFICE AUTOMATED SUPPLIES                     | 25,766.46             | 0.36%                        |
|                    | 3102 SERVERS                                       | 27,741.76             | 0.38%                        |
|                    | 3103 OFFICE AUTOMATION EQUIPMENT                   | 218,848.72            | 3.02%                        |
|                    | 3104 TELEPHONE PURCHASE                            | 7,071.40              | 0.10%                        |
|                    | 3108 PRINTERS                                      | 3,576.47              | 0.05%                        |
|                    | 3109 DIGITAL COPY EQUIPMENT                        | -                     | 0.00%                        |
|                    | 3110 SCANNERS                                      | 2,355.18              | 0.03%                        |
|                    | 3112 SOFTWARE PACKAGES                             | 49,084.67             | 0.68%                        |
|                    | 3159 OTHER EQUIPMENT (NOC)                         | 39,065.92             | 0.54%                        |
|                    | <b>Automation Subtotal</b>                         | <b>\$589,699.60</b>   | <b>8.13%</b>                 |
| <b>GRAND TOTAL</b> |  | <b>\$7,257,179.47</b> | <b>100%</b>                  |