

February 8, 2008
The Honorable Mayor &
Council Members of Chatham
54 Fairmount Avenue
Chatham, N.J. 07928

**RE: BOROUGH OF CHATHAM
MUNICIPAL COURT
2007 ANNUAL REPORT**

Dear Mayor and Council Members:

The following information serves as the Municipal Court's Annual Report for the year 2007.

MISSION STATEMENT OF THE NEW JERSEY COURT SYSTEM

We are an independent branch of government constitutionally entrusted with the fair and just resolution of disputes to preserve the rule of law and to protect the rights and liberties guaranteed by the Constitution and laws of the United States and this State.

ROLE OF THE MUNICIPAL COURT

The role of the Municipal Court is to provide quality service that continuously improves, that meets or exceeds public expectations, and that ensures that all are treated with courtesy, dignity, and respect.

COURT VOLUME AND REVENUE

The figures below represent volume, total revenue and amount of monies disbursed to Chatham Borough from January 2007 through December 2007.

TOTAL REVENUE

\$318,549.00

TOTAL DISBURSEMENTS

\$146,770.53

Our total revenue and disbursements have increased from last year. The total revenue given to Chatham Borough increased by \$17,763 which includes monies disbursed to the town from the collection of inspection fines which is explained in this report. Overall total revenue increased from \$283,413.25 collected in 2006 to \$318,549 collected in 2007 which is approximately \$35,000 increase.

An **additional \$2,550.00** was disbursed to Chatham Borough from Div. of Motor Vehicles for Inspection fines of July 2006 through December 2006. **An additional \$3,307.00** was disbursed to Chatham Borough for inspection fines collected from January 2007 through June 2007. In total **\$5,857.00** in additional monies were distributed to Chatham Borough.

TRAFFIC VOLUME

3980

CRIMINAL VOLUME

83 complaints, approx. 61 special
blue complaints, 82 weights/measures

Ticket volume has increased by 122 tickets as compared to year end 2006.

CHANGES AND MODIFICATIONS TO PROCEDURES

I assumed the role of Court Administrator as of September 10, 2001. I have implemented some new procedures in this past year. We maintained a minimal backlog on DWI tickets issued this year. By order of the Supreme Court, DWI cases are to be disposed within 60 days. The grant money received yearly from the State is to be used exclusively for the disposition of these cases.

2008 GOALS OBJECTIVES AND ACHIEVEMENTS

1. Goal: Maintain archived materials according to AOC retention schedule.

Objectives:

- Print the year archived tickets and complaints eligible for destruction report.
- Compile all tickets and complaints on report eligible for destruction
- Compile all financial statements, bank records, directives and all other pertinent paperwork eligible according to AOC retention schedule.
- Obtain permission from auditors and State by indicating on State of New Jersey Judiciary Request and Authorization for Records Disposal.

- Once Judiciary Request and Authorization Form has been returned from State, shred all eligible documents.

Achievement: All records eligible for destruction for the year 2007 were submitted in a timely fashion and shredded. Therefore Chatham Borough Municipal Court is current with its archiving and destruction of records.

2. Goal: Maintain Certification Status as Certified Municipal Court Administrator, C.M.C.A.

Objectives:

- Attend Continuing Education Classes, Workshop Luncheons and seminars as often as possible to ascertain continuing education credits to maintain my certification status which is mandated by The Administrative Office of the Courts.

Achievement: Attained Certified Municipal Court Administrator Status before Supreme Court of the State of New Jersey on February 13, 2007.

3. Goal: Develop training meeting with Chatham Borough Police Department to discuss court procedures. In addition, keeping the lines of communication open with the Court and the Police Department.

Objectives:

- I have already attended a police staff meeting on December 12th, 2007 which proved to be very successful. I reviewed some of the procedures with the new sergeants and asked them to implement these procedures with their squad. I plan to attend these staff meeting from time to time to answer any questions the police might have on new procedures and ones that have been in place for some time that may be confusing to them.

Prepared by: Jo-Ann Musorofiti, C.M.C.A.

BOROUGH OF CHATHAM

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MUNICIPAL COURT

