

February 1, 2010  
The Honorable Mayor &  
Council Members of Chatham  
54 Fairmount Avenue  
Chatham, N.J. 07928

**RE: BOROUGH OF CHATHAM  
MUNICIPAL COURT  
2009 ANNUAL REPORT**

Dear Mayor and Council Members:

The following information serves as the Municipal Court's Annual Report for the year 2009.

**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 2009 through December 2009.

**TOTAL REVENUE**

**\$240,673.29**

**TOTAL DISBURSEMENTS**

**\$105,430.64**

An **additional 1,353.75** was disbursed to Chatham Borough from Div. of Motor Vehicles for Inspection fines collected from July 2008 through December 2008. An **additional \$600.00** was disbursed to Chatham Borough for inspection fines collected January 2009 through June 2009. In total **\$1,953.75** in additional monies were distributed to Chatham Borough in the year 2009.

We have also received **\$278.46** from the Alcohol Education and Rehabilitation Fund for use in Special Dwi Sessions.

### **TRAFFIC VOLUME**

2548

### **CRIMINAL VOLUME**

51 complaints, approx. 36 special blue complaints, 64 county weights and measures, 8 state weights and measures

## **CHANGES AND MODIFICATIONS TO PROCEDURES**

I assumed the role of Court Administrator as of September 10, 2001. I have implemented some new procedures since I have assumed the role of court administrator. 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.

## **2010 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 2009 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. This also pertains to my Deputy Court Administrator who has attained her certification in 2008. She will also need to maintain her certification by obtaining continuing education credits which is mandated by the AOC.

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

**Achievement: Deputy Court Administrator attained certification status on July 2, 2008.**

**3. Goal: Keep lines of communication open between Chatham Borough Police Department and the court.**

Objectives:

- Attend Police Staff meetings to keep sergeants informed of new procedures so that they may share the information with their respective squads.
- Find out any concerns police may have with court procedures or questions.

**Achievement: Attended police staff meeting on September 24, 2009 and shared information and answered any concerns of police department.**

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

**BOROUGH OF CHATHAM**

**ANNUAL REPORT**

**2009**

**MUNICIPAL COURT**

