

February 8, 2009  
The Honorable Mayor &  
Council Members of Chatham  
54 Fairmount Avenue  
Chatham, N.J. 07928

**RE: BOROUGH OF CHATHAM  
MUNICIPAL COURT  
2008 ANNUAL REPORT**

Dear Mayor and Council Members:

The following information serves as the Municipal Court's Annual Report for the year 2008.

**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 2008 through December 2008.

**TOTAL REVENUE**

**\$296,503.10**

**TOTAL DISBURSEMENTS**

**\$139,610.69**

An **additional \$1300.00** was disbursed to Chatham Borough from Div. of Motor Vehicles for Inspection fines collected from July 2007 through December 2007. An **additional \$1,850.00** was disbursed to Chatham Borough for inspection fines collected

January 2008 through June 2008. In total **\$3,150.00** in additional monies were distributed to Chatham Borough in the year 2008.

Unclaimed Bail in the amount of \$400.00 has also been turned over to Chatham Borough. We have also received \$803.18 from the Alcohol Education and Rehabilitation Fund for use in Special Dwi Sessions.

### **TRAFFIC VOLUME**

3662

### **CRIMINAL VOLUME**

42 complaints, approx. 24 special  
blue complaints, 70 weights/measures

## **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 2008 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: 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 November 13, 2008 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**

**ANNUAL REPORT**

**2008**

**MUNICIPAL COURT**

