

LICKING COUNTY MUNICIPAL COURT

2025 ANNUAL REPORT



Mission Statement

To professionally serve the public by administering justice in a fair, impartial, efficient and respectful manner, so as to enhance public trust and community confidence in our municipal court system.

B. Matthew George
Administrative Judge

David N. Stansbury
Judge

Marcia Phelps
Clerk of Court

Teresa Liston
Magistrate

40 West Main Street - Newark, Ohio 43055

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INTRODUCTION

The Licking County Municipal Court was established by the Ohio Legislature, pursuant to Ohio Revised Code Section 1901.01. The Licking County Municipal Court has countywide jurisdiction over all misdemeanor offenses committed within Licking County. Misdemeanor offenses are generally classified as those that carry a fine of \$1,000.00 or less and incarceration for up to one (1) year. The Court also has jurisdiction over traffic offenses, most of which are misdemeanors.

The Court has jurisdiction in civil cases where the amount in dispute is \$15,000.00 or less. Additionally, the Court has jurisdiction to hear Forcible Entry & Detainer actions (eviction), garnishments, bank attachments, replevin, and other miscellaneous matters. The Court operates a Small Claims Division with a part-time magistrate. The jurisdiction of the Licking County Small Claims Court is limited to the recovery of money only and the amount may not exceed \$6,000.00.

The Licking County Municipal Court Clerk's Office is a separate elected office apart from the Judicial Branch of the Court. The Clerk is responsible for maintaining the public records on all court cases, and collecting and distributing fines, court costs, and fees associated with these cases. The Clerk's Office also provides assistance to the public, law enforcement agencies, and attorneys who utilize the services of the Court.

The Clerk's Office is the major processing center through which virtually all court and case documents flow. The Clerk's Office issues, records, and files these documents in accordance with the Ohio Revised Code and Local Rules of Court. It is essential to the efficient and effective operation of the Court system that these documents always be properly and accurately processed on a timely basis.

The Court has established a website for the convenience and education of the public. Individuals charged with minor traffic offenses who do not wish to appear in Court or to utilize the United States Postal Service for paying their fines may access the website and pay electronically. Additionally, the Court has attempted to place on the website information which we hope will be of use to people utilizing the services of the Court. We have tried to make the website as user-friendly as possible. The website address is www.lcmunicipalcourt.com. You may also contact the Judges or the Clerk by accessing this website.

H.O.M.E. Court Program

Launched in May 2025, the Housing Opportunities through Municipal Engagement (H.O.M.E.) Court Program was developed in collaboration with the City of Newark Law Director's Office and Thirty-five (35) existing community service agencies devoted to providing services to unsheltered individuals. H.O.M.E. Court is a dedicated post arrest/summons program for individuals experiencing homelessness in Licking County. Individuals are identified for possible participation by the Newark Law Director if they have been charged with specific nonviolent misdemeanors. Admission to the program is voluntary. Once admitted, a collaboration of government and nonprofit agencies work with the participant to identify and eliminate barriers to housing. Each participant is provided an individualized plan to complete under the supervision of the court. By engaging in a services first approach, H.O.M.E. Court participants are provided with linkages to service providers who provide a continuum of care for their unique needs.

The goals of H.O.M.E. Court are:

- Provide a tool to address issues that led to the participant experiencing homelessness.
- Alleviate barriers to obtaining housing and employment that come from a criminal conviction.
- Restore dignity to our participants.
- Improve community safety through individualized approaches

People Served by the H.O.M.E. Court Program

The individuals served, or who benefit from services provided through H.O.M.E. Court, include those experiencing homelessness in Licking County who have been charged with a non-violent misdemeanor.

As a newly established program, H.O.M.E. Court marked an important milestone on November 7, 2025—its first six months of operation. During this period, the program demonstrated substantial progress and measurable impact on both participants and the broader community. Since its inception, 18 individuals have been admitted into H.O.M.E. Court. The 18 H.O.M.E. Court participants reflect the following demographic characteristics, as identified in the criminal complaint filed in each case:

- 72% male
- 89% white
- 67% over age 40
- 28% over age 60
- 11% veterans

The charging jurisdictions for H.O.M.E. Court cases reflect the program's countywide reach: 44% of cases were filed by the City of Newark, 11% by the Licking County Sheriff's Office, and 44% by the City of Heath.

At year end, twelve (12) participants remain active and continue to make significant progress toward the objectives outlined in their individualized action plans. Two participants successfully graduated after fulfilling all program requirements, one case was dismissed due to the serious health concerns of the participant, and three participants were unsuccessfully terminated from the program.

Significantly, all twelve (12) active participants secured stable housing/shelter, with no participants remaining unsheltered. Placements include three participants in residential treatment programs, four in short-term shelters, two residing in permanent supportive housing, and three residing in permanent homes of their own. This outcome reflects the program's continued success in supporting housing stability and meaningful progress toward long-term self-sufficiency.

At year end, H.O.M.E. Court, with the support of its community partners, achieved a success rate of **82%** among eligible participants, reflecting the program's effectiveness in promoting stability, accountability, and sustainable outcomes for individuals experiencing homelessness.

The impact of H.O.M.E. Court is further demonstrated by the proportion of individuals identified in the Point-in-Time (PIT) count who are being served through the program. The U.S. Department of Housing and Urban Development (HUD) conducted the 2025 PIT count of individuals experiencing sheltered and unsheltered homelessness on January 28, 2025. The 2025 PIT count for Licking County identified 140 individuals. During its initial partial year of operation, H.O.M.E. Court served approximately **13%** of total individuals experiencing homelessness in Licking County.

H.O.M.E. Court Program Overview:

- The City of Newark Law Director's Office approves cases/individuals for potential admission to the H.O.M.E. Court Program based on a review of current and past charges. Defendants charged with a Prohibited Camping violation are presumed to be eligible for H.O.M.E. Court.
- The Law Director's Office built and continues to build partnerships with local service providers and organizations who, in collaboration with H.O.M.E. Court, serve program participants.
- Program coordination services are provided through H.O.M.E. Court. These services include developing an individualized action plan with each participant and connecting

participants with local service providers to support achievement of action plan goals and successful program completion.

- If the participant successfully engages in and makes substantial progress on their H.O.M.E. Court Action Plan, their charge(s) will be dismissed and they are eligible to have their record sealed. This eliminates a barrier to obtaining housing and employment arising from a criminal conviction.

H.O.M.E. Court Program Roles:

Staffing of H.O.M.E. Court is provided in the following ways:

- Attorney Representation: Review and prosecution of H.O.M.E. Court cases is provided by the City of Newark Law Director's Office. Court appointed defense attorneys and attorneys serving in a pro bono capacity provide representation to H.O.M.E. Court participants.
- Hearing Officer: The Magistrate of the Licking County Municipal Court serves as the hearing officer for H.O.M.E. Court, overseeing all related proceedings.
- Program Coordinator: H.O.M.E. Court has been able to offer Program Coordination services to our participants through generous support from a partner organization. The Licking County Health Department offered their Community Navigator to provide H.O.M.E. Court Program Coordination services as part of their Navigator role.
- Service Providers: Community Service Providers are a critical component to the success of the H.O.M.E. Court program. The range of services provided through partner organizations includes housing, shelter, behavioral health, substance abuse treatment, benefits administration, health care, workforce development, case management, and other ancillary services. Service providers ensure the provision of services that lead to the resolution of charges and participate in regular status updates to provide a continuum of services to H.O.M.E. Court participants.
- Administrative Support: The Administrative Assistant to the Magistrate maintains the docket and actions for H.O.M.E. Court.

H.O.M.E. Court continues to grow and develop through strengthening community ties, collaborating existing resources and using evidence-based practices to address the multiple root causes contributing to homelessness. This individualized program is designed to create positive, long term housing stability to its participants and by doing so, to promote public safety by building stronger healthier communities.

2025 Municipal Court Staff

Judicial

Administrative Judge	B. Matthew George
Assignment Commissioner	Misty Stevens
Bailiff	Mark George
Court Recorder	Donna Lees
Judge	David N. Stansbury
Assignment Commissioner	Mackenzie Matthews
Bailiff	Carmen Kyle
Court Recorder	Carol Hall
Magistrate	Teresa Liston
Small Claims Administrator	Lee Ettenhofer
Court Administrator/Jury Commissioner	Marie Woods
Court Technology Coordinator	Cliff Brannon

Court Security Personnel

Court Security Bailiff	David Lammert
Court Security Bailiff	Krystal Dailey
Court Security Bailiff	E. Frank Bowen
Court Security Bailiff	Amanda Decker

Clerk of Court

Clerk	Marcia Phelps
Chief Deputy Clerk	Kelle Brush
Office Manager	John Davison
Senior Deputy Clerk	Barb Walker
Senior Deputy Clerk	Megan Morton
Senior Deputy Clerk	John Offenbaker
Deputy Clerk	Deborah Cole
Deputy Clerk	Stephanie Triplett
Deputy Clerk	Patrick Mann
Deputy Clerk	Tara Graham
Deputy Clerk	Julie Kirkbride
Deputy Clerk	Mindy Morton
Deputy Clerk	Heather Cooper
Deputy Clerk	Stacy Ponser
Deputy Clerk	Kara Epifano
Deputy Clerk	Kylie Humphrey
Deputy Clerk	Rita Youel

Deputy Clerk
Deputy Clerk

Morgan Shaner
Andrew Lockett

Probation

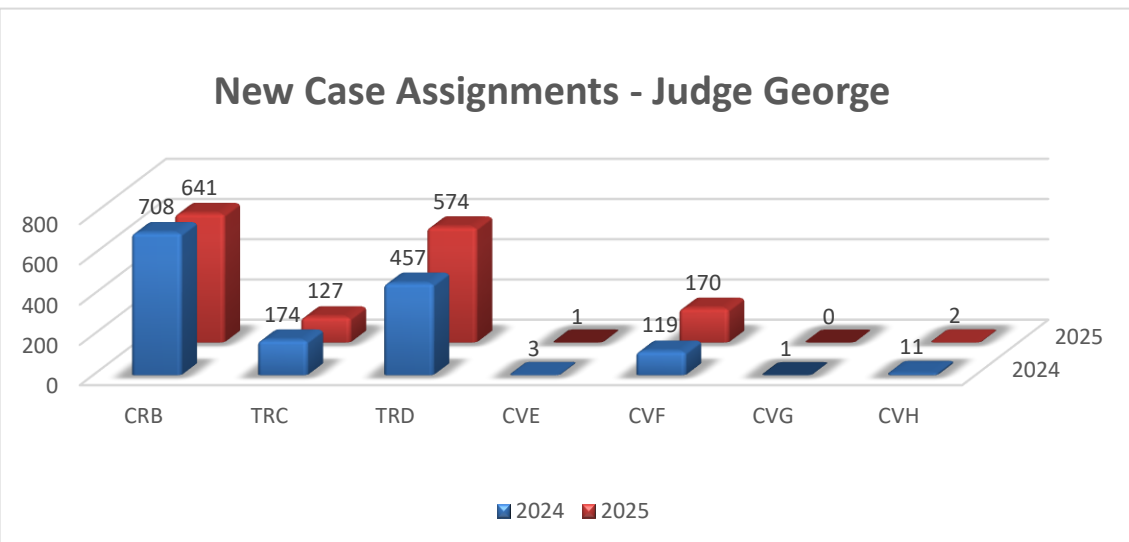
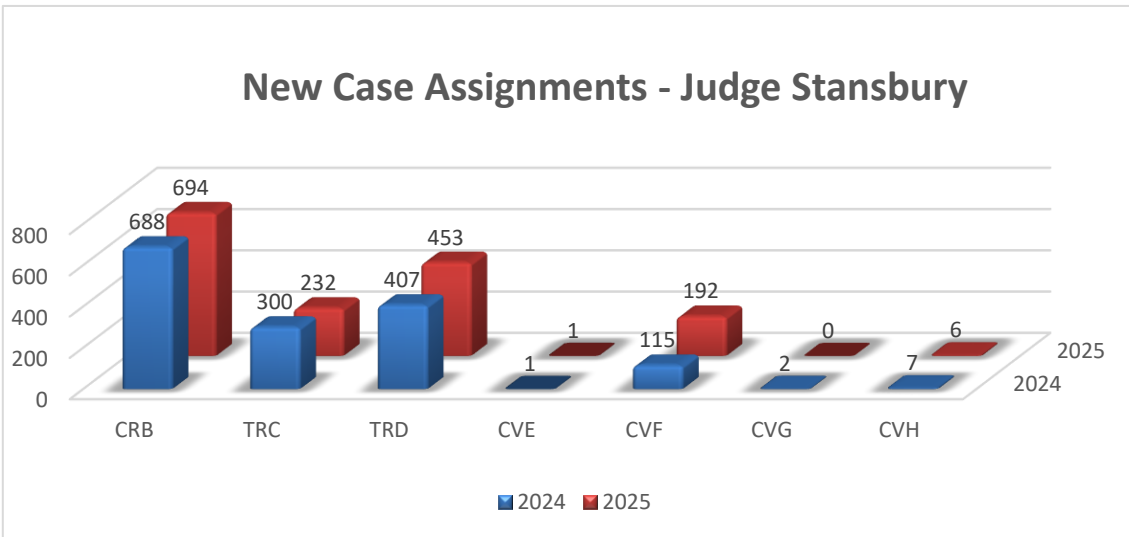
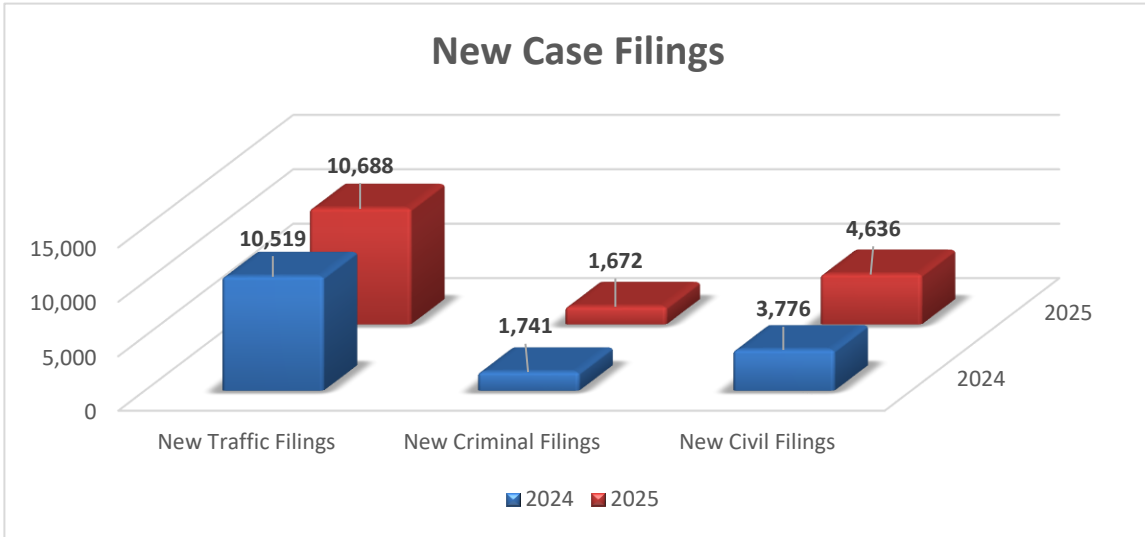
Director	Kevin Saad
Senior Probation officer	Vanessa Stalnaker
Probation Officer	Clayton Foster
Probation Officer	Olivia Dutro
Probation Officer	Jordan Barnard
Probation Officer	Faith Pecek
Probation Officer	Danielle Butcher
Probation Officer	Ashley Weaver
Probation Officer	Richard Bennett
Secretary I	Kelly Clark
Secretary 2	Haley Akers

Cases Summary

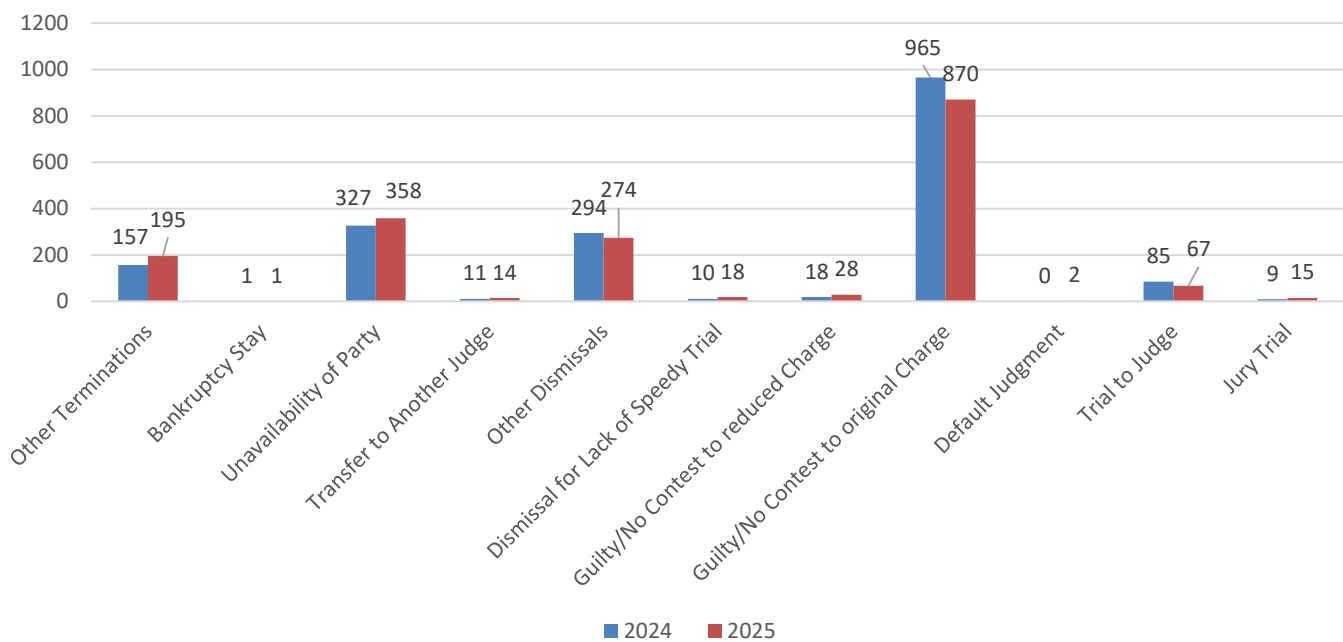
New traffic case filings in 2025 increased by 169 from 2024 for a total of 10,688, new criminal case filings decreased by 69 with a total of 1,672 and new civil case filings increased by 860 with a total of 4,636.

For 2025 new case assignment, Judge Stansbury heard a total of 1,379 criminal and traffic cases and 199 civil cases. Out of all cases heard in 2025, which include cases from previous years, there were 1,842 terminations, and at the end of calendar year 2025 a total of 407 cases were pending.

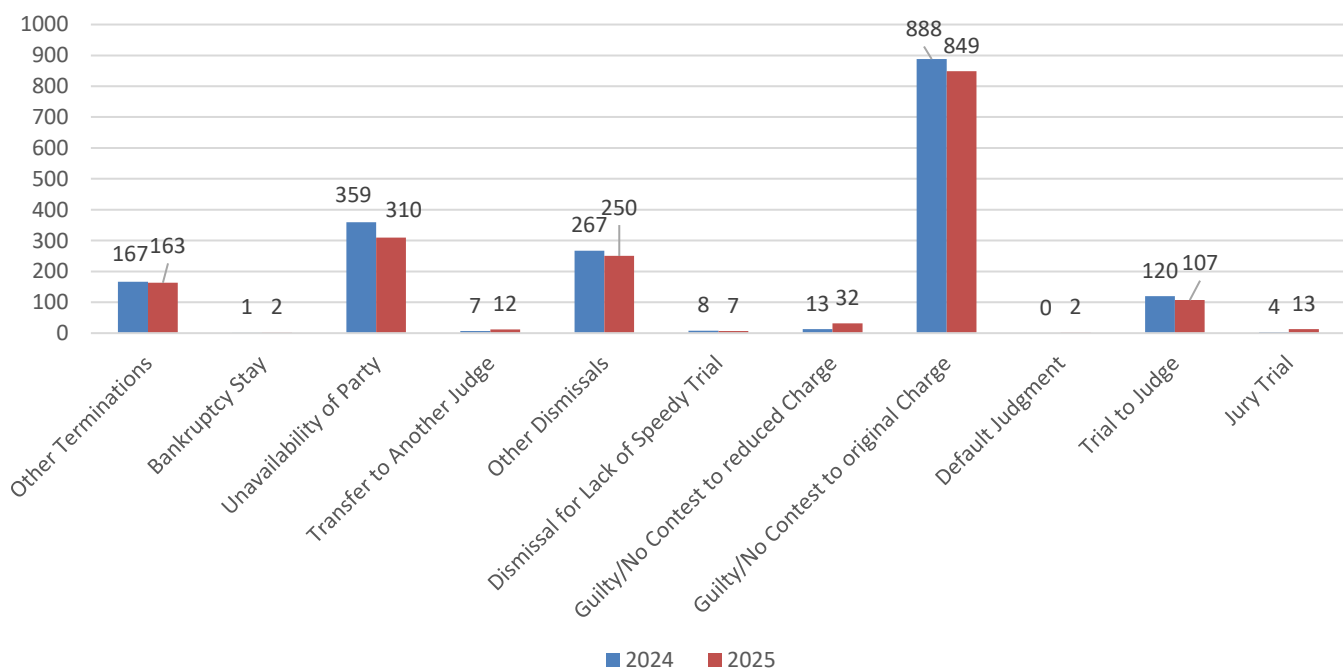
Judge George heard a total of 1,342 criminal and traffic cases and 173 civil cases. Out of all cases heard in 2025, which include cases from previous years, there were 1,747 terminations, and at the end of calendar year 2025 a total of 296 cases were pending.



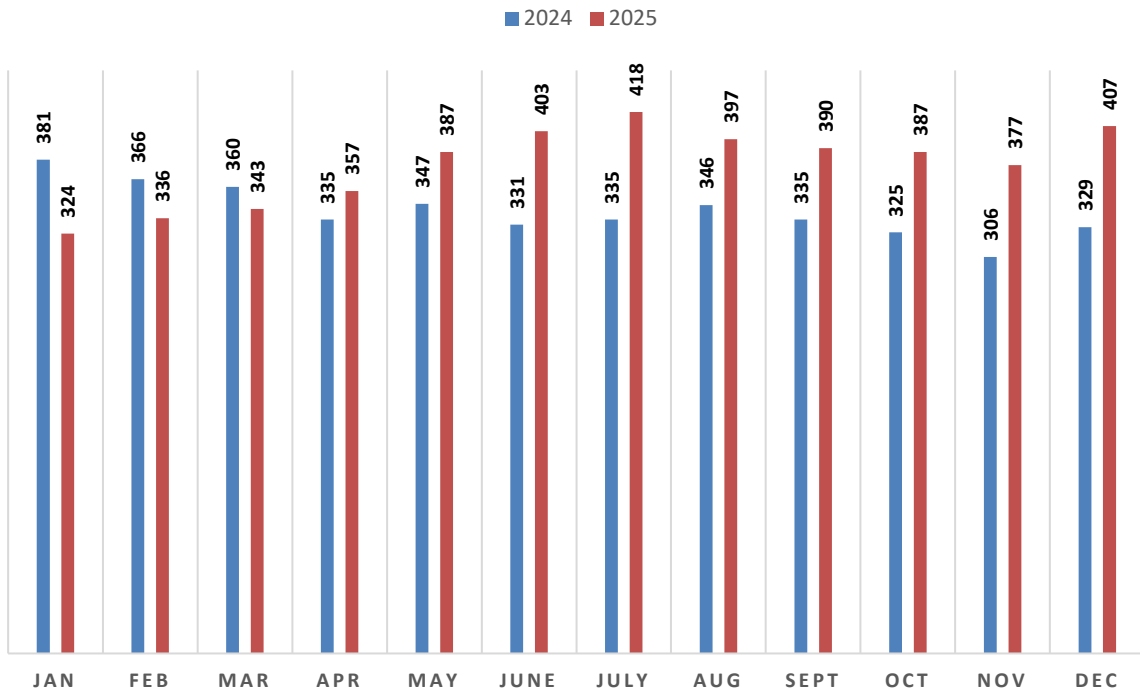
Case Terminations - Judge Stansbury



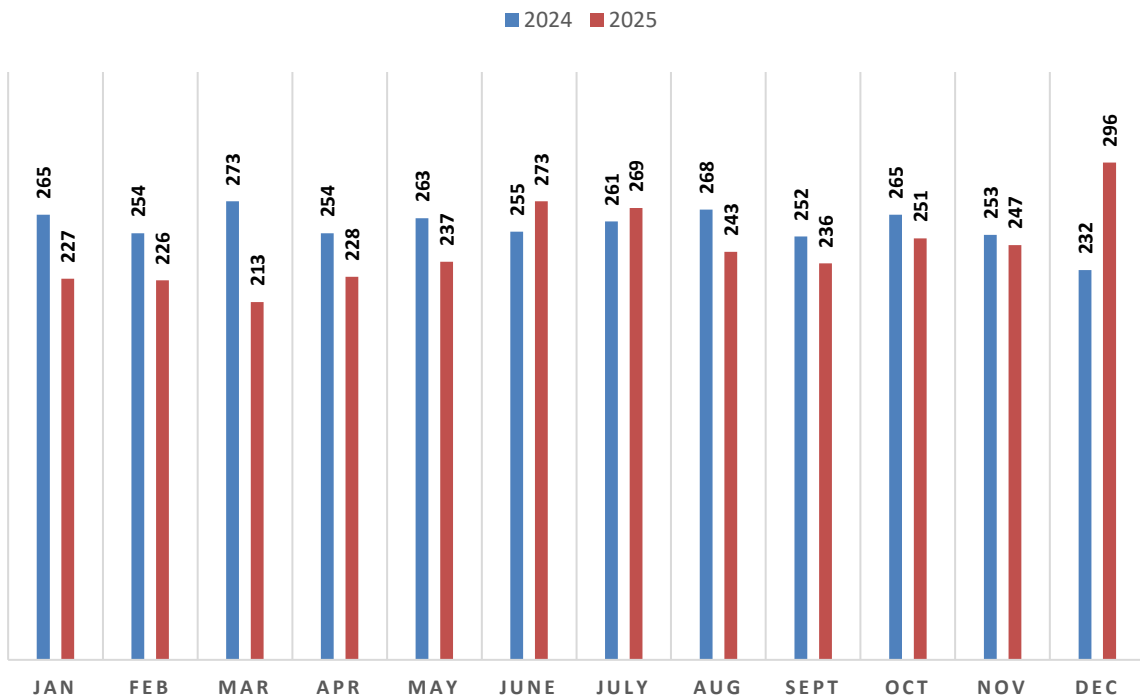
Case Terminations - Judge George



Pending Cases - Judge Stansbury



Pending Cases - Judge George



Summary of the receipts and expenditures of the civil and criminal branches

Activity levels in the Court continued to be busy with 16,996 new filings. This is an increase of 960 new cases from 2024.

The total caseload for all divisions for the year of 2025 was 17,283. There were 1,672 new criminal filings, 10,688 new traffic filings, 4,636 new civil cases filed and there were 287 new parking ticket filings.

The City of Newark received the sum of \$725,495.88 from the Civil Division of the Clerk's Office and \$1,242,365.19 from the Traffic/Criminal Division for a grand total of \$1,967,861.07. The State of Ohio received \$559,876.24 from the Clerk of Courts. Licking County collected \$322,284.00. The surrounding villages and cities collected \$27,079.58.

Complete listings on the operation of the Civil and Traffic/Criminal Division of the Licking County Municipal Court for the year of 2025 and comparison figures from 2024 are provided in detail on the following pages.

Civil Revenue Collected

	2024	2025
Court Costs	\$442,420.10	\$600,007.95
Court Costs- State Tax to City	\$860.88	\$1,250.92
Interest in Escrow Fund	\$1,452.13	\$1,161.75
Miscellaneous Fund	\$0.00	\$0.00
Judicial Computer Fund	\$10,314.00	\$14,721.00
Clerk Computer Fund	\$34,380.00	\$49,070.00
Capital Improvement	\$5,157.00	\$7,360.50
Landlord/Tenant	\$128.42	\$391.72
Security Poundage	\$0.00	\$0.00
Special Project Fund	\$36,099.00	\$51,523.50
Trusteeship	\$2,170.70	\$8.54
State of Ohio Tax	\$85,227.12	\$123,841.08
Total	\$618,209.35	\$849,336.96

Traffic/Criminal Revenue Collected

	2024	2025
Paid to City of Newark	\$1,352,658.70	\$1,242,365.19
Paid to State of Ohio	\$613,930.42	\$559,876.24
Paid to Licking County	\$329,280.08	\$322,284.00
Miscellaneous Payments	\$103,098.04	\$90,209.68
Paid to Villages/Cities	\$18,708.95	\$27,079.58
Total	\$2,417,676.19	\$2,241,814.69

Detailed List of Revenue Paid to City of Newark

	2024	2025
Court Costs	\$704,989.60	\$676,449.42
Ohio State Patrol Traffic Fines - City Share	\$60,718.55	\$47,357.99
Ohio State Patrol Law Library – City Share	\$60,718.40	\$47,357.98
City Ordinance Fines	\$2,582.25	\$1,778.00
Computerization (Judicial)	\$31,964.50	\$30,894.00
Witness/Jury Fees	\$84.00	\$1.25
City of Newark Expungements	\$1,300.00	\$780.00
Parking Violations	\$17,945.00	\$5,535.00
Handicapped Parking Violations	\$2,872.50	\$800.00
Interest in Escrow	\$1,483.08	\$1,126.52
Interest in Escrow - Bail Bonds	\$487.64	\$251.59
CB Special Projects	\$210.00	\$140.21
Indigent Alcohol Treatment Fund	\$18,606.46	\$13,300.50
Indigent Drivers Interlock	\$20,709.85	\$23,502.90
Law Enforcement Fund	\$1,396.00	\$1,262.81
City Drug Fees	\$125.00	\$0.00
Computerization (Clerk)	\$106,647.03	\$102,939.45
Probation Fees	\$121,606.09	\$109,960.64
Capital Improvement Fund	\$16,033.00	\$15,442.00
Court's Special Project Fund	\$111,873.04	\$107,942.33
Bond Posted (10%)	\$15,857.00	\$14,326.00
Community Service Fee	\$1,292.00	\$841.70
Diversion Supervision Fee	\$26,843.70	\$28,580.36
Indigent Alcohol Treatment Fund	\$12,310.09	\$11,794.54
Total	\$1,352,658.70	\$1,242,365.19
Minus OSP Law Library Pass Through Account	(\$60,718.40)	(\$47,357.98)
Total	\$1,291,940.30	\$1,195,007.21

Detailed List of Revenue Paid to State of Ohio

	2024	2025
Ohio State Patrol Traffic Fines	\$151,594.27	\$118,383.77
Seat Belt Fines	\$41,272.00	\$40,280.75
Victim/Witness Fund	\$81,424.35	\$77,828.75
General Revenue Fund	\$832.00	\$509.00
Wildlife Fund	\$2,778.00	\$4,678.00
Wildlife Drug Fund	\$100.00	\$0.00
Liquor Code Violation Fund	\$757.03	\$430.00
Drug Violations (Pharmacy Fund)	\$2,588.00	\$2,131.64
Watercraft Fund	\$511.00	\$118.00
State Share of Expungement Fee	\$1,860.00	\$870.00
Law Enforcement Fund	\$7,862.00	\$4,215.00
State Drug Fines	\$555.00	\$525.00

Child Highway Safety Fund	\$1,156.25	\$485.00
Indigent Defense Support Fund	\$247,956.70	\$229,173.12
Treatment & Prevention Fund	\$0.00	\$11,286.00
Ohio License Forfeiture Fund	\$2,183.00	\$1,616.75
Ohio Vehicle Registration Blocks	\$616.45	\$417.25
State Highway Fund/Interlock	\$127.21	\$92.50
Drug Enforcement Fund	\$28,723.54	\$27,520.59
Indigent Defense Support Fund	\$41,033.62	\$39,315.12
Total	\$613,930.42	\$559,876.24

Detailed List of Revenue Paid to Licking County

	2024	2025
Ohio State Patrol Fines (County Share)	\$30,414.57	\$23,677.74
County Share of Fines	\$64,449.29	\$58,233.74
Traffic Fines	\$141,560.59	\$157,428.78
Overload Fines (County Engineer)	\$26,315.50	\$27,433.50
Dog Fines	\$5,059.21	\$6,464.77
Litter Control Fines	\$1,050.00	\$600.00
County Witness Fees	\$4,554.38	\$5,631.28
County Liquor Fines	\$757.02	\$430.00
Law Enforcement Fund	\$2,283.80	\$2,680.00
Political Subdivision (DUI-Jail)	\$31,764.00	\$22,924.60
County Jury Fees	\$2,745.55	\$2,025.00
County Drug Fees	\$484.00	\$500.00
Court Appointed Attorney Fund	\$17,842.17	\$14,254.59
Total	\$329,280.08	\$322,284.00

Detailed List of Revenue Paid of Miscellaneous Payments

	2024	2025
Licking County Sheriff	\$10.00	\$0.00
Restitution	\$9,276.22	\$12,022.47
Overpayments	\$4,813.76	\$4,030.17
Franklin County Sheriff	\$222.73	\$292.58
Knox County Sheriff	\$106.00	\$0.00
Fairfield County Sheriff	\$32.00	\$125.00
Perry County Sheriff	\$491.00	\$31.00
Muskingum County Sheriff	\$67.00	\$63.00
Clark County Sheriff	\$0.00	\$46.00
Delaware County Sheriff	\$0.00	\$22.00
Licking County Common Pleas	\$0.00	\$28.00
Guernsey County Sheriff	\$0.00	\$16.00
Morrow County Sheriff	\$124.00	\$0.00
Administrative Fees	\$0.00	\$11,649.43
Crime Stoppers	\$777.09	\$739.00
Ashtabula County Sheriff	\$0.00	\$62.00
Noble County Sheriff	\$56.00	\$35.00

Capital Recovery Fee	\$87,122.24	\$61,048.03
Total	\$103,098.04	\$90,209.68

Detailed List of Revenue Paid to Villages/Cities

	2024	2025
Heath Fines	\$7,259.00	\$12,816.00
Alexandria Fines	\$49.00	\$0.00
Hartford Fines	\$0.00	\$198.00
Hebron Fines	\$25.00	\$0.00
Granville Fines	\$1,628.45	\$2,508.00
Buckeye Lake Fines	\$200.00	\$834.00
Pataskala Fines	\$4,263.50	\$999.00
Utica Fines	\$1,048.00	\$4,985.00
New Albany Law Enforcement	\$25.00	\$50.00
Johnstown Fines	\$159.00	\$240.00
Heath Witness/Jury Fees	\$42.00	\$12.00
Buckeye Lake Witness/Jury Fees	\$0.00	\$6.00
Granville Witness/Jury Fees	\$0.00	\$18.00
Hebron Witness/Jury Fees	\$0.00	\$6.00
Johnstown Witness/Jury Fees	\$0.00	\$12.00
Pataskala Witness/Jury Fees	\$0.00	\$41.58
Utica Witness/Jury Fees	\$12.00	\$12.00
New Albany Fines	\$484.00	\$550.00
Heath Law Enforcement	\$638.00	\$620.00
Pataskala Law Enforcement	\$1,126.00	\$936.00
Granville Law Enforcement	\$243.00	\$295.00
Buckeye Lake Law Enforcement	\$233.00	\$125.00
Reynoldsburg Fines	\$495.50	\$513.50
Kirkersville Law Enforcement	\$35.00	\$0.00
Johnstown Law Enforcement	\$95.00	\$75.00
Reynoldsburg Law Enforcement	\$75.00	\$150.00
Hebron Law Enforcement	\$25.00	\$185.00
Utica Law Enforcement	\$85.00	\$75.00
Heath Drug Fines	\$307.50	\$317.50
Pataskala Drug Fines	\$50.00	\$150.00
Hebron Drug Fines	\$100.00	\$200.00
Buckeye Lake Drug Fines	\$0.00	\$150.00
Reynoldsburg Witness/Jury Fee	\$6.00	\$0.00
Total	\$18,708.95	\$27,079.58

Civil Division Non-Revenue Escrow Account End of Year Balances

	Judgment Funds	Landlord/ Tenant	Security	Trusteeship	Witness Fee	Sheriff Fee	Total
2024	\$28,453.58	\$8,143.74	\$61,994.81	\$1,330.66	\$3,702.00	\$0.00	\$103,624.79
2025	\$32,438.33	\$2,574.99	\$79,091.32	\$2,496.86	\$3,708.00	\$0.00	\$120,309.50

Criminal Non-Revenue Escrow Account End of Year Balance

	Bail Bond
2024	\$64,825.50
2025	\$70,610.50

Licking County Municipal Clerk of Court Expenses
Paid by the City of Newark

	2024	2025
Salaries	\$1,007,876.40	\$1,054,268.56
Overtime	\$5,225.99	\$791.82
PERS	\$141,851.01	\$147,207.94
Health Insurance Waived	\$6,150.00	\$6,825.00
Health Insurance	\$214,713.47	\$299,327.98
Health Insurance Non-Afscme Employee Dental	\$6,077.40	\$5,860.35
Health Insurance Life Insurance	\$2,307.68	\$2,307.92
Medicare	\$14,141.67	\$14,496.17
Workers Compensation	\$12,752.56	\$17,617.56
Termination	\$0.00	\$0.00
Sick Leave	\$6,235.68	\$5,273.76
Lease Equipment	\$14,954.41	\$17,101.32
Travel/Lodging	\$592.83	\$1,203.97
Memberships	\$500.00	\$500.00
Services General	\$9,845.00	\$0.00
Court Costs	\$0.00	\$0.00
Witness/Juror	\$0.00	\$0.00
Maintenance Buildings/Grounds	\$0.00	\$0.00
Maintenance of Machines	\$2,347.95	\$3,159.80
Postage	\$68,000.00	\$88,000.00
Advertising/Printing	\$0.00	\$0.00
Miscellaneous	\$1,500.00	\$1,500.00
Office Supplies	\$19,327.31	\$25,512.89
Computer Supplies	\$0.00	\$0.00
Reproduction/Printing/Photocopy	\$0.00	\$0.00
Computer Maintenance	\$0.00	\$0.00
Refund of Revenue	\$0.00	\$25.00
Judgments	\$0.00	\$0.00
Total	\$1,534,399.36	\$1,690,980.04

Paid by Licking County

	2024	2025
Salary of Clerk	\$51,468.86	\$52,369.52
PERS – Employer’s for Clerk	\$7,205.64	\$7,331.73
Hospitalization	\$21,492.05	\$22,426.99
Medicare	\$746.30	\$759.36
Witness Fees	\$35,000.00	\$35,000.00
Total	\$115,912.85	\$117,887.60