



# MEDINA COUNTY

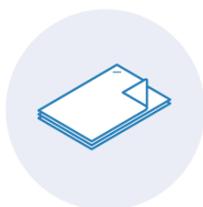
## OHIO PROBATE/JUVENILE COURTS VIRTUALIZING FINANCIAL RECORDS

### Problem

Balancing and reporting financials are part of the Medina County Probate and Juvenile Courts' daily routine. However, they spend precious time on their financial reports...



Printing



Collating



Binding



Storing

### Mission

Building on a project that the court's Fiscal/HR Manager had already launched, they set out to simplify their overall financial records process with the goal to:



Reduce labor



Reduce costs



Reduce frustration



Improve organization



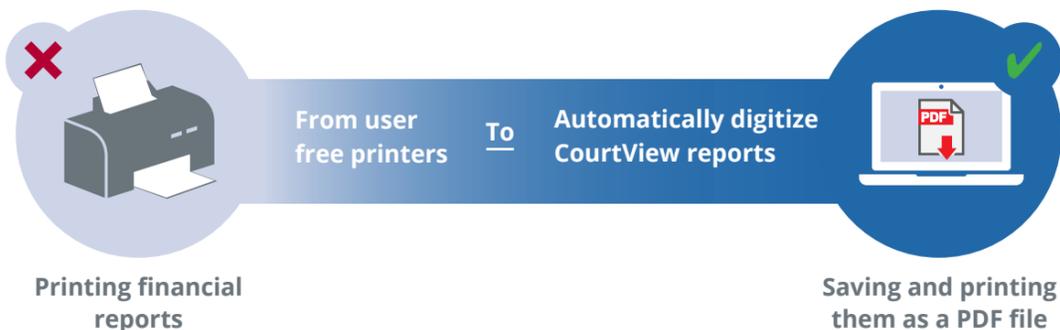
Improve accessibility



Improve consistency

### Implementation

To achieve their mission, they had to implement a new method of saving and printing digitized CourtView reports through PDF filing.



In fact, we implemented this entire new process with zero investment in equipment or software and lots less staff time. Support documents such as bank statements and auditor receipts, are easily scanned using the existing scanners already used for processing court documents. Data is stored virtually on our file server, which is then backed up to a separate location."

**Karen Sliwinski,**  
Deputy Clerk at  
Medina County  
Probate/Juvenile Courts

### Outcome

Through this initiative, the court has realized savings in a number of ways including:



A reduction of binders, dividers, paper, toner, printing maintenance costs, and time spent collating materials



Repurposing of the physical space that was used to store records



Time savings that result from writing to a data file rather than printing, punching holes, creating tabs, and compiling the records



The overall ease of gathering information for reference and audits

In the first year using this new process at the Probate and Juvenile Courts,

**SAVED \$1000**  
IN MATERIALS & ASSEMBLY TIME

**REDUCED THE TIME SPENT BY 25%**  
ON THEIR ANNUAL FINANCIAL AUDIT

What's more, by collaborating across courts and with other departments like Fiscal Management and Information Technology, Medina County has successfully implemented a consistent, reliable process and format for their Probate and Juvenile Courts.