

TO: Lavon Phillips, Business Administrator
FROM: Camille Elluzzi, Municipal Court Administrator
DATE: July 31, 2025
RE: Monthly Report - Municipal Court

Personnel

Current staff includes two Deputy Court Administrators, Jennifer Mulcahy-Pancza and Hailey Varca, and one Clerk 2, Jasmine Kraus. We have an open spot for a Clerk 1 that was vacated by Victoria Smith on 6/27/2025. Requests to post that job have been made with both Personnel and most recently Administration. Jasmine is currently attending the second level of POMCA (Principles of Municipal Court Administration) classes, sponsored by the NJ Judiciary in Trenton. Classes will last for 6 weeks, she began on July 24th and will continue through August 28th each Thursday. After this class she will be signed up for level three once scheduling is available through the state.

Budgetary

We have had standard monthly operating expenses. Multiple blanket purchase orders have been requested for increase to continue making payments to contracted staff by means of resolution (Public Defenders and Prosecutors) and necessary vendors (language service providers, Cablevision, etc). Once the budget has been fully adopted we will look to restock items for the remainder of the year as necessary (letterhead, general supplies) and get services for shredding to complete the destruction reports required by the state.

Monthly Financials

As discussed, the municipal court reports for the month do not print until after the first full weekend, so financial information provided is for the month prior (June). Copies of the cashbook will be attached via PDF. Total amount collected in the month of June was \$106,657.27. Of that, \$55,173.68 was turned over to the township by way of check # 5503 reflecting the amount owed for Title 39 split, criminal fines, costs, etc. Additionally, \$967.00 was turned over by way of check # 5504 reflecting amounts collected for Public Defender Fees (\$951.00) and Parking Offense Adjudication Act (\$16.00).

Court Sessions

July 3rd - full day in person session beginning at 9:00 am (sessions are 9:00 am, 10:30 am and 12:30 pm trials) which included a visit from our Ocean County Municipal Division Manager, Joseph Sclama, to observe how our sessions operate. This visit occurs yearly and is a "randomly" picked date by the county in each municipality.

July 9th – 4:00 pm virtual first appearance session which includes the assistance of a Spanish Interpreter via zoom to assist with the ever-growing needs of our community of court users.

July 10th – full day in person session beginning at 9:00 am (session times same as above)

July 17th – full day in person session beginning at 9:00 am (session times same as above)

July 23rd - 4:00 pm virtual first appearance session which includes the assistance of a Spanish Interpreter via zoom to assist with the ever-growing needs of our community of court users.

July 24th – full day session – virtual beginning at 9:00 am (one session at 9:00 am with attorneys and one at 10:30 am for pro se first appearances) and continuing to an in person DWI trial beginning at 12:30 pm.

Cases Added vs Disposed June

DWI: 8 added – 12 disposed

Parking Violations: 31 added – 21 disposed

All Other Traffic Violations: 912 added – 937 disposed

Indictable Criminal Offenses: 89 added – all referred to Ocean County Prosecutor's Office

DP & PDP offenses: 40 added – 37 disposed

All Other Non-Traffic: 69 added – 118 disposed

Upcoming Events

In August we will be having a Special DWI session (funded by DWI funds received from the state each year) on August 8th. Session will include an in person Spanish Interpreter to help facilitate resolutions in outstanding cases requiring assistance.

September 12th we will be attending the mandatory Ocean County Municipal Division Conference held annually in Manchester Township. This event includes a day of required CEC's for the Municipal Court Administrators and Deputies, and the CLE's for the Judges. Agenda is not yet available.