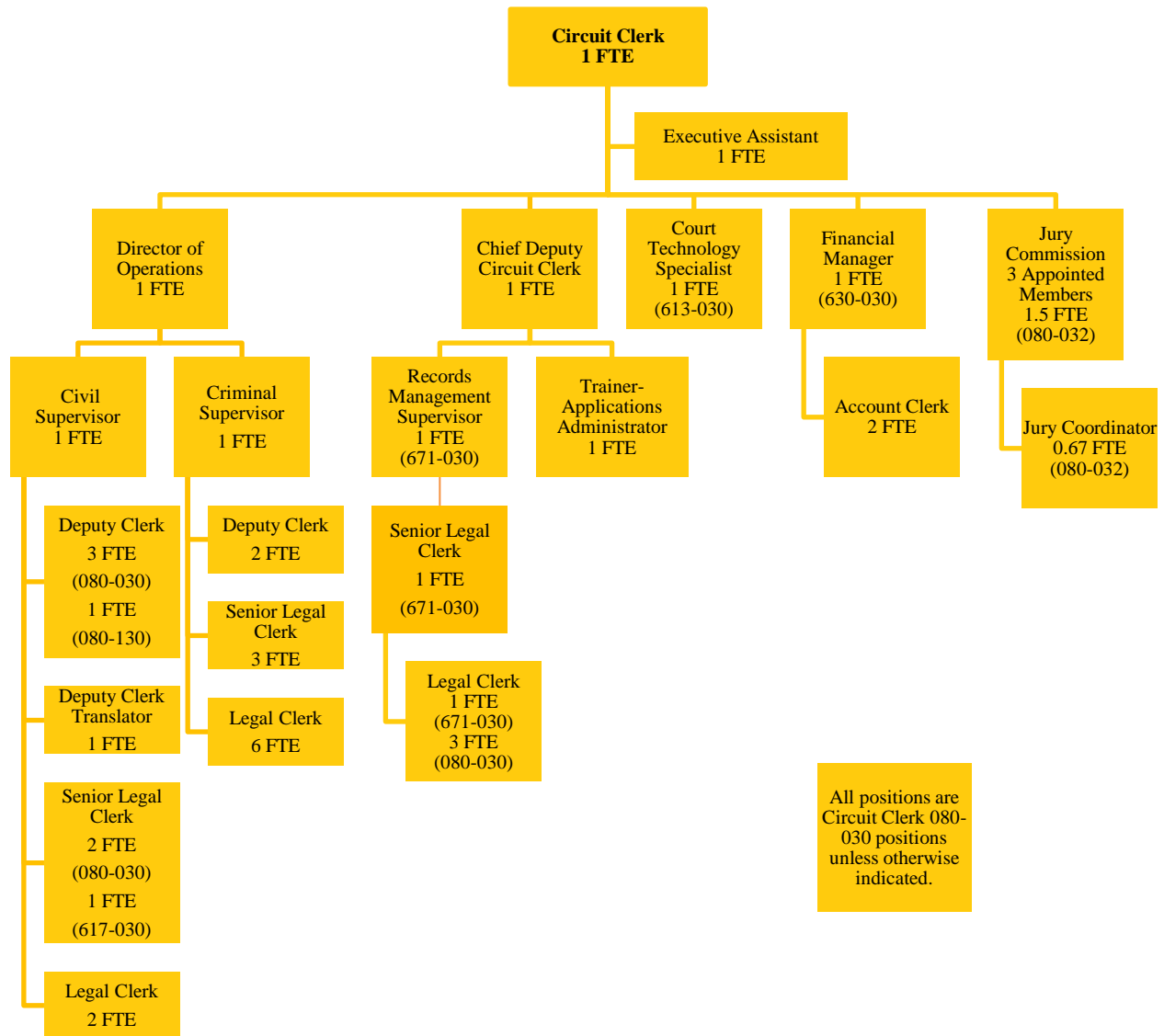


# CIRCUIT CLERK

## Fund 080-030



Circuit Clerk (080-030) positions: 30 FTE  
 Jury Commission (080-032) positions: 2.17 FTE  
 Circuit Clerk Support Enforcement (080-130) position: 1 FTE  
 Court Automation (613-030) position: 1 FTE  
 Child Support Services (617-030) position: 2 FTE  
 Circuit Clerk Operation and Administrative (630-030) positions: 1 FTE  
 Court Document Storage (671-030) positions: 3 FTE

Section 18 of the Illinois Constitution requires the appointment of clerks of courts. The position and duties of the circuit clerk are statutorily defined in the Clerks of Courts Act (705 ILCS 105/).

## **MISSION STATEMENT**

*The mission of the Office of the Clerk of the Circuit Court is to serve the citizens of Champaign County in a timely, efficient, and ethical manner. All services, information, and court records will be provided with courtesy and cost efficiency.*

## **BUDGET HIGHLIGHTS**

Revenue to the General Corporate Fund has been declining for several years, as the overall volume of cases filed declines. This is a statewide trend, largely due to the economy. Traffic case filings have reduced significantly and civil filings continue to decline.

## **FINANCIAL**

Fund 080 Dept 030			2015 Actual	2016 Original	2016 Projected	2017 Budget
335	71	STATE REV-SALARY STIPENDS	\$6,500	\$6,500	\$6,500	\$6,500
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$6,500	\$6,500	\$6,500	\$6,500
341	36	CIRCUIT CLERK FEES	\$1,559,099	\$1,625,000	\$1,566,076	\$1,650,000
352	15	ABANDONED BAIL BONDS	\$12,662	\$12,000	\$12,000	\$12,000
		FEES AND FINES	\$1,571,761	\$1,637,000	\$1,578,076	\$1,662,000
361	10	INVESTMENT INTEREST	\$2,116	\$4,000	\$4,000	\$4,000
369	41	TELEPHONE TOLL REIMB	\$0	\$15	\$15	\$15
369	90	OTHER MISC. REVENUE	\$0	\$50	\$50	\$50
		MISCELLANEOUS	\$2,116	\$4,065	\$4,065	\$4,065
REVENUE TOTALS			\$1,580,377	\$1,647,565	\$1,588,641	\$1,672,565
511	1	ELECTED OFFICIAL SALARY	\$90,070	\$90,070	\$90,070	\$92,013
511	3	REG. FULL-TIME EMPLOYEES	\$954,421	\$953,479	\$950,000	\$929,663
511	5	TEMP. SALARIES & WAGES	\$0	\$5,000	\$0	\$5,000
511	9	OVERTIME	\$1,136	\$2,500	\$2,000	\$2,500
511	40	STATE-PAID SALARY STIPEND	\$6,500	\$6,500	\$6,500	\$6,500
		PERSONNEL	\$1,052,127	\$1,057,549	\$1,048,570	\$1,035,676
522	1	STATIONERY & PRINTING	\$2,110	\$1,500	\$1,500	\$5,500
522	2	OFFICE SUPPLIES	\$3,870	\$5,000	\$6,000	\$150
522	3	BOOKS,PERIODICALS & MAN.	\$2,234	\$2,215	\$2,215	\$2,400
522	6	POSTAGE, UPS, FED EXPRESS	\$1,592	\$1,700	\$1,350	\$100
522	44	EQUIPMENT LESS THAN \$5000	\$378	\$1,000	\$350	\$0
		COMMODITIES	\$10,184	\$11,415	\$11,415	\$8,150
533	7	PROFESSIONAL SERVICES	\$0	\$200	\$200	\$2,200
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$100	\$100	\$100
533	29	COMPUTER/INF TCH SERVICES	\$0	\$200	\$100	\$200
533	33	TELEPHONE SERVICE	\$268	\$300	\$370	\$300

Fund 080 Dept 030			2015	2016	2016	2017
			Actual	Original	Projected	Budget
533	42	EQUIPMENT MAINTENANCE	\$2,137	\$1,500	\$1,500	\$8,000
533	58	EMPLOYEE PARKING	\$5	\$0	\$0	\$0
533	70	LEGAL NOTICES,ADVERTISING	\$19,071	\$15,000	\$20,000	\$20,000
533	75	COURT-ORDERED COSTS	\$2,508	\$2,500	\$2,500	\$2,500
533	84	BUSINESS MEALS/EXPENSES	\$100	\$50	\$50	\$0
533	93	DUES AND LICENSES	\$530	\$600	\$530	\$530
533	95	CONFERENCES & TRAINING	\$350	\$75	\$0	\$0
534	37	FINANCE CHARGES,BANK FEES	\$1,264	\$600	\$750	\$750
		SERVICES	\$26,233	\$21,125	\$26,100	\$34,580
<b>EXPENDITURE TOTALS</b>			<b>\$1,088,544</b>	<b>\$1,090,089</b>	<b>\$1,086,085</b>	<b>\$1,078,406</b>

### ***EXPENSE PER CAPITA (IN ACTUAL DOLLARS)***

<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>
\$5.51	\$5.86	\$5.77	\$5.58	\$5.76

### ***FULL TIME EMPLOYEE HISTORY***

<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>
30.5	31.5	31	31	30

### ***ALIGNMENT to STRATEGIC PLAN***

*County Board Goal 1 – Champaign County is committed to being a high performing, open and transparent local government organization*

- With the launch of the new Circuit Clerk office website, continue to increase transparency by providing statistical and financial reports to the public.

### ***DESCRIPTION - FINANCIALS***

In FY2015, the Clerk's Office distributed \$4,534,294.19 in revenue for Champaign County: \$1,598,544.63 for the State of Illinois and \$1,025,867.98 on behalf of Champaign County municipal governments and townships. The Office also distributed \$ 1,005,798.88 in child support payments.

### ***OBJECTIVES***

Accurate posting and distribution of all court related money.

### ***PERFORMANCE INDICATORS***

<b>Indicator</b>	<b>FY2015 Actual</b>	<b>FY2016 Projected</b>	<b>FY2017 Budgeted</b>
Annual audit of the Clerk's Office	1	1	1
Revenue collected on behalf of County	\$4,534,297	\$4,250,000	\$4,300,000

## ***DESCRIPTION – PROCESSING COURT CASES***

Traditionally, processing court cases includes initializing the case, assigning case numbers, sending notices, accepting filings, entering disposition information, posting court costs and fees, making sure that files get to court for hearings in a timely manner, and compiling case load statistical information for the Supreme Court.

There are twenty-four types of court cases ranging from adoptions through felonies. Each of the case types follows a different path through the legal system. There are over 700 statutes that directly impact the processes of the Clerk's Office.

Processing court cases is the most time-consuming yet most critical activity of the Circuit Clerk's Office. Most files go back and forth to court numerous times before and after final dispositions are entered. It is incumbent upon staff to ensure the correct court cases are delivered to the courtrooms the day before scheduled hearings. All court filings are currently being scanned in anticipation of when the Judiciary agrees to use the digital images in the courtroom rather than the paper file.

The Clerk's Office is also frequently required to provide notice to all parties of scheduled court events, processes which have become automated with technology over the past several years. The Clerk's Office is also required to provide quarterly reports to the Supreme Court regarding the status of cases in Champaign County Circuit Court.

## ***OBJECTIVES***

1. To accurately process court filings and provide files to the Circuit Court and Circuit Court clerks in a timely manner
2. Compile statistical information for the Illinois Supreme Court
3. Accurately enter court costs and fees, process payments, and disburse funds to related governments

## ***PERFORMANCE INDICATORS***

<b>Indicator</b>	<b>FY2015 Actual</b>	<b>FY2016 Projected</b>	<b>FY2017 Budgeted</b>
Total cases opened	31,083	30,060	30,000
Total cases closed	30,636	29,144	32,500
Pending cases	38,045	37,500	35,000

## ***DESCRIPTION-PRESERVE ALL COURT RECORDS WHILE PROVIDING PUBLIC ACCESS***

The Circuit Clerk's Office is mandated to preserve court records, which are primarily public records. Public access to those records is an important consideration and is largely provided through the Clerk's website which provides indexes of public record court cases from 1992 to present. The Clerk's Office also provides a file viewing room where the public can access the website or view files upon request.

Microfilming court cases is required by law before permission to destroy old cases will be granted. For some years now, the company that does our microfilming also scans each file, providing much easier retrieval and access to old court cases. At the same time we are scanning all current court cases.

**OBJECTIVES**

1. To provide access to public records in a timely manner
2. To maintain a website providing remote access to court files
3. To maintain and preserve court files in accordance with the State retention schedule
4. To organize and maintain evidence and exhibits entered as part of court proceedings

**PERFORMANCE INDICATORS**

<b>Indicator</b>	<b>FY2015 Actual</b>	<b>FY2016 Projected</b>	<b>FY2017 Budgeted</b>
Website specific case requests	8,511,048	8,122,777	8,300,000