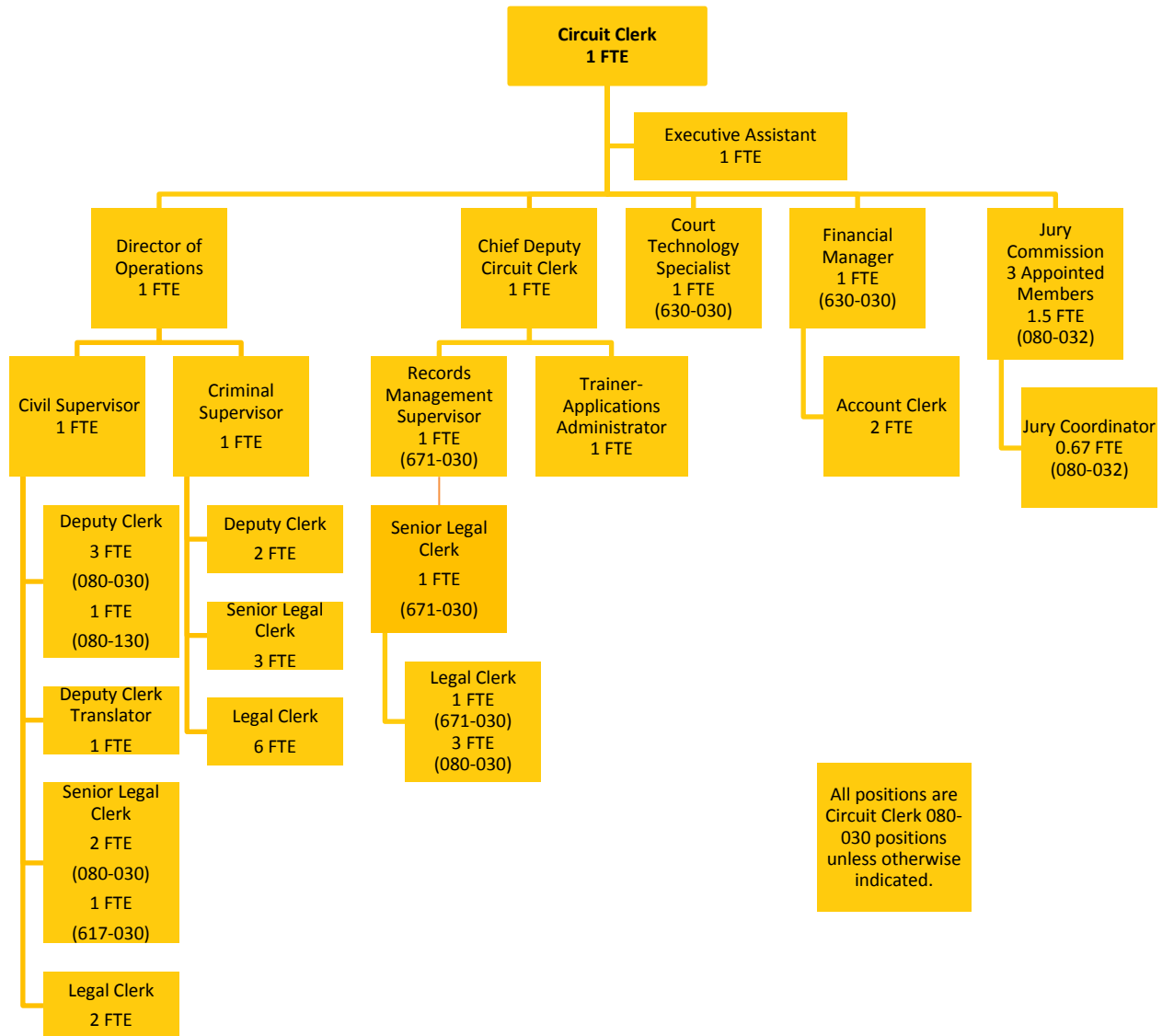


# CIRCUIT CLERK

## Fund 080-030



Circuit Clerk (080-030) positions: 31 FTE  
 Jury Commission (080-032) positions: 2.17 FTE  
 Circuit Clerk Support Enforcement (080-130) position: 1 FTE  
 Child Support Services (617-030) position: 1 FTE  
 Circuit Clerk Operation and Administrative (630-030) positions: 2 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 and criminal cases have reduced significantly, and civil filings continue to decline through 2017. Beginning January 1, 2018, the state of Illinois mandated that all filings in a civil case must be filed electronically. Through the first half of 2018 we have seen a slight increase in the number of civil cases. In 2017, the Circuit Clerk’s office held the first Amnesty Week for anyone who owes past due fines and fees. The office collected a total of \$121,152 for total fines and fees to be distributed between county, local and state agencies. The Circuit Clerk’s office realized \$33,869 in additional Clerk Fees revenue for 2017. In total, Amnesty Week helped 181 individuals pay past due fines and fees and 159 of them were able to renew their driver’s license.

**FINANCIAL**

Fund 080 Dept 030			2017	2018	2018	2019
			Actual	Original	Projected	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	\$1,359,761	\$1,450,000	\$1,500,000	\$1,500,000
341	57	PAST-DUE COURT FEES	\$33,870	\$0	\$40,000	\$50,000
352	15	ABANDONED BAIL BONDS	\$30,846	\$20,000	\$12,000	\$12,000
		FEES AND FINES	\$1,424,477	\$1,470,000	\$1,552,000	\$1,562,000
361	10	INVESTMENT INTEREST	\$11,743	\$6,500	\$12,000	\$7,500
369	41	TELEPHONE TOLL REIMB	\$0	\$15	\$0	\$0
369	90	OTHER MISC. REVENUE	\$150	\$50	\$50	\$50
		MISCELLANEOUS	\$11,893	\$6,565	\$12,050	\$7,550
<b>REVENUE TOTALS</b>			<b>\$1,442,870</b>	<b>\$1,483,065</b>	<b>\$1,570,550</b>	<b>\$1,576,050</b>
511	1	ELECTED OFFICIAL SALARY	\$92,013	\$93,709	\$93,709	\$93,709
511	3	REG. FULL-TIME EMPLOYEES	\$883,908	\$1,051,999	\$1,051,999	\$1,048,006
511	5	TEMP. SALARIES & WAGES	\$0	\$5,000	\$0	\$5,000
511	9	OVERTIME	\$3,553	\$2,500	\$2,500	\$2,500
511	40	STATE-PAID SALARY STIPEND	\$6,500	\$6,500	\$0	\$6,500
		PERSONNEL	\$985,974	\$1,159,708	\$1,148,208	\$1,155,715
522	1	STATIONERY & PRINTING	\$4,101	\$2,000	\$1,849	\$2,000
522	2	OFFICE SUPPLIES	\$4,532	\$250	\$250	\$250
522	3	BOOKS,PERIODICALS & MAN.	\$3,100	\$500	\$788	\$250
522	6	POSTAGE, UPS, FED EXPRESS	\$18	\$50	\$50	\$50

Fund 080 Dept 030			2017	2018	2018	2019
			Actual	Original	Projected	Budget
522	44	EQUIPMENT LESS THAN \$5000 COMMODITIES	\$82 \$11,833	\$0 \$2,800	\$0 \$2,937	\$50 \$2,600
533	7	PROFESSIONAL SERVICES	\$2,354	\$250	\$250	\$250
533	12	JOB-REQUIRED TRAVEL EXP	\$142	\$100	\$100	\$100
533	29	COMPUTER/INF TCH SERVICES	\$20	\$200	\$200	\$100
533	33	TELEPHONE SERVICE	\$19	\$300	\$300	\$300
533	42	EQUIPMENT MAINTENANCE	\$8,605	\$1,000	\$802	\$1,000
533	58	EMPLOYEE PARKING	\$30	\$50	\$50	\$30
533	70	LEGAL NOTICES,ADVERTISING	\$17,308	\$20,000	\$20,000	\$20,000
533	75	COURT-ORDERED COSTS	\$1,775	\$3,000	\$3,000	\$3,000
533	84	BUSINESS MEALS/EXPENSES	\$178	\$50	\$50	\$50
533	93	DUES AND LICENSES	\$530	\$530	\$530	\$530
533	95	CONFERENCES & TRAINING	\$122	\$0	\$61	\$50
534	37	FINANCE CHARGES,BANK FEES SERVICES	\$2,335 \$33,418	\$1,500 \$26,980	\$1,500 \$26,843	\$1,500 \$26,910
<b>EXPENDITURE TOTALS</b>			<b>\$1,031,225</b>	<b>\$1,189,488</b>	<b>\$1,177,988</b>	<b>\$1,185,225</b>

**EXPENSE PER CAPITA and FULL TIME EMPLOYEE HISTORY** information is included in the General Corporate Fund Budget Summary.

**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 FY2017, the Clerk’s Office distributed \$5,228,893.90 in revenue for Champaign County and County municipal governments and townships: \$1,276,254.90 for the State of Illinois. The Office also distributed \$926,359.75 in child support payments.

**OBJECTIVES**

Accurate posting and distribution of all court related money.

**PERFORMANCE INDICATORS**

Indicator	FY2017 Actual	FY2018 Projected	FY2019 Budgeted
Annual audit of the Clerk’s Office	1	1	1
Revenue collected on behalf of County	\$5,228,893.90	\$4,550,000	\$4,500,000

**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.

On March 31, 2017, the Circuit Clerk’s office began permissibly accepting electronically filed civil case filings. This is part of the Illinois Supreme Court’s mandate to begin statewide e-filing as of January 1, 2018. The Illinois Supreme Court also released a new Manual on Recordkeeping that was effective April 1, 2017. The new Manual provided many new changes due to e-filing and included the ability to destroy all filings, civil and criminal, 30 days after filing. This would remove the need to store files in the office and the delivery of files to the Circuit Court. By not storing files in the office and in the basement storage, the office would be able to make better use of our space and eliminate the annual expense of repairs on the storage cabinets. Eliminating the need for files and the delivery of files, the Circuit Clerk could cease purchasing new files and labels, reassign several staff members to new duties, and save much needed staff time in searching for and delivering files. If allowed to go paperless, the Circuit Clerk’s office estimates that this could save as much as \$70,000 in the 2018 and as much as \$126,000 a year starting in 2019.

**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>FY2017 Actual</b>	<b>FY2018 Projected</b>	<b>FY2019 Budgeted</b>
Total cases opened	30,147	30,000	30,000
Total cases closed	30,636	30,000	32,500
Pending cases	37,041	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**

Indicator	FY2017 Actual	FY2018 Projected	FY2019 Budgeted
Website specific case requests	8,941,814	8,700,000	8,500,000