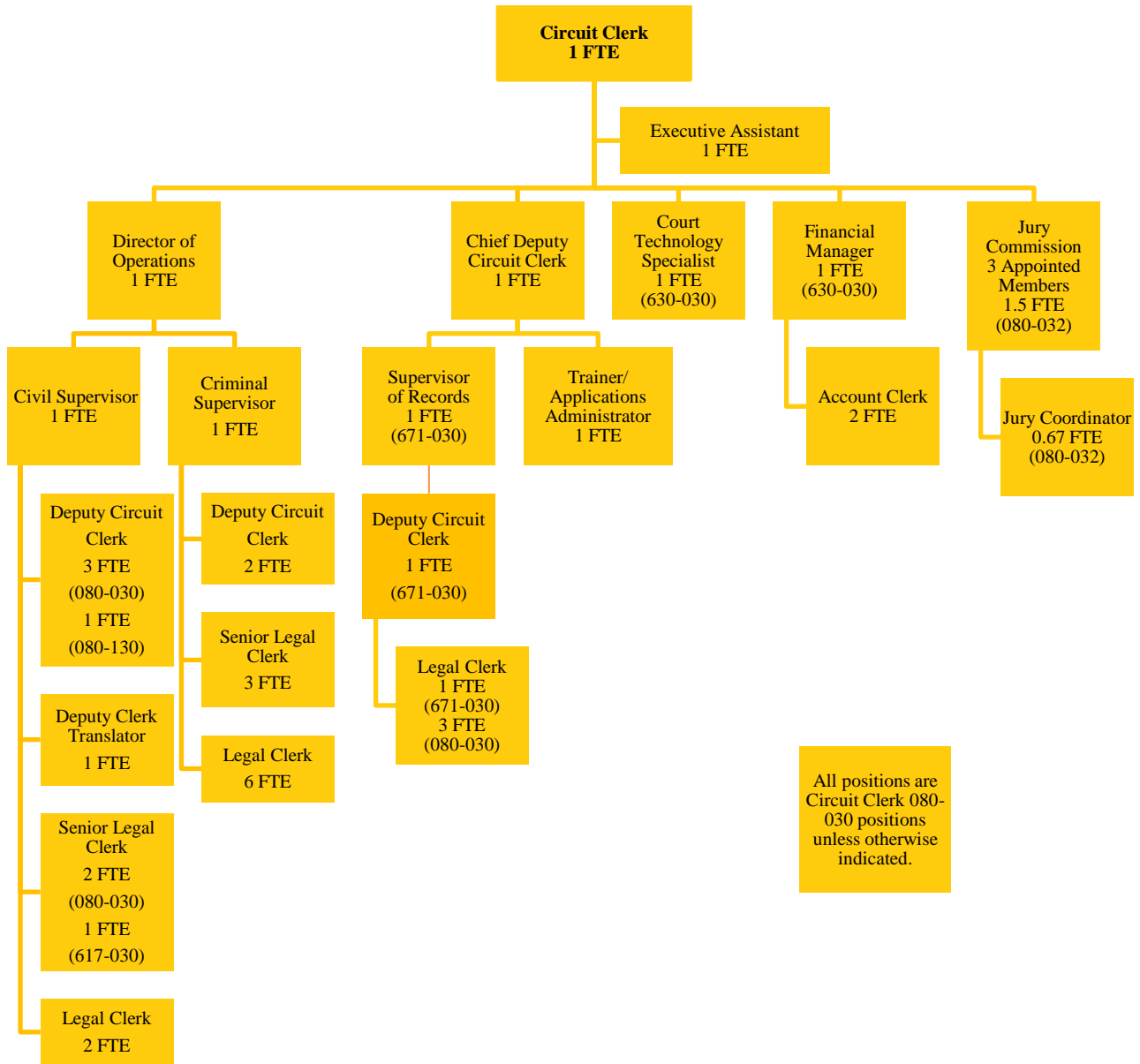


CIRCUIT CLERK

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

Circuit Clerk fees exhibited a declining trend from FY2009-FY2017 – going from \$2.04 million in FY2009 to \$1.36 million in FY2017. Since 2017, this fees revenue has rebounded and appears to be stabilizing at approximately the \$1.5 million level. E-filing for civil cases initiated in 2018 did result in an increase in civil filings and corresponding increase in revenue. The CTAA (Criminal Traffic Assessment Act) implemented on July 1, 2019 does provide an allowance for Judges to grant waivers to individuals based on their financial ability to pay, though it is unknown at this time whether that will have a significant negative impact on the fees revenue moving forward.

In FY2017, the Circuit Clerk held the first Amnesty Week for anyone who owed past due court fees or fines. This is an opportunity for individuals to pay their fees and fines obligations with late fees and interest charges forgiven. Once paid, most of these individuals are then able to renew their driver’s licenses. FY2017 revenue to Circuit Clerk Fees from this initiative was \$33,869; FY2018 was \$38,384, and FY2019 is projected at \$43,000. The total of all revenue collected Amnesty Week was \$121,152 in 2017 and \$137,085 in 2018.

FINANCIAL

Fund 080 Dept 030			2018	2019	2019	2020
			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	\$1,424,394	\$1,500,000	\$1,500,000	\$1,500,000
341	57	PAST-DUE COURT FEES	\$0	\$50,000	\$43,000	\$45,000
352	15	ABANDONED BAIL BONDS	\$0	\$12,000	\$6,000	\$12,000
		FEES AND FINES	\$1,424,394	\$1,562,000	\$1,549,000	\$1,557,000
361	10	INVESTMENT INTEREST	\$26,368	\$7,500	\$36,275	\$35,000
369	90	OTHER MISC. REVENUE	\$0	\$50	\$0	\$0
		MISCELLANEOUS	\$26,368	\$7,550	\$36,275	\$35,000
		REVENUE TOTALS	\$1,457,262	\$1,576,050	\$1,591,775	\$1,598,500
511	1	ELECTED OFFICIAL SALARY	\$93,709	\$93,709	\$93,709	\$93,872
511	3	REG. FULL-TIME EMPLOYEES	\$988,794	\$1,048,006	\$1,048,006	\$1,127,023
511	5	TEMP. SALARIES & WAGES	\$2,735	\$5,000	\$5,000	\$5,000
511	9	OVERTIME	\$4,936	\$2,500	\$2,500	\$2,500
511	40	STATE-PAID SALARY STIPEND	\$6,500	\$6,500	\$6,500	\$6,500
		PERSONNEL	\$1,096,674	\$1,155,715	\$1,155,715	\$1,234,895

Fund 080 Dept 030			2018	2019	2019	2020
			Actual	Original	Projected	Budget
522	1	STATIONERY & PRINTING	\$384	\$2,000	\$1,500	\$1,750
522	2	OFFICE SUPPLIES	\$220	\$250	\$250	\$250
522	3	BOOKS,PERIODICALS & MAN.	\$2,370	\$250	\$2,448	\$2,525
522	6	POSTAGE, UPS, FED EXPRESS	\$0	\$50	\$0	\$0
522	44	EQUIPMENT LESS THAN \$5000	\$649	\$50	\$150	\$350
		COMMODITIES	\$3,623	\$2,600	\$4,348	\$4,875
533	7	PROFESSIONAL SERVICES	\$48	\$250	\$125	\$250
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$100	\$100	\$100
533	29	COMPUTER/INF TCH SERVICES	\$0	\$100	\$0	\$0
533	33	TELEPHONE SERVICE	\$113	\$300	\$0	\$0
533	42	EQUIPMENT MAINTENANCE	\$0	\$1,000	\$0	\$0
533	58	EMPLOYEE PARKING	\$0	\$30	\$5	\$25
533	70	LEGAL NOTICES,ADVERTISING	\$20,995	\$20,000	\$15,750	\$19,000
533	75	COURT-ORDERED COSTS	\$825	\$3,000	\$4,500	\$2,500
533	84	BUSINESS MEALS/EXPENSES	\$0	\$50	\$50	\$50
533	93	DUES AND LICENSES	\$1,564	\$530	\$705	\$725
533	95	CONFERENCES & TRAINING	\$213	\$50	\$50	\$50
534	37	FINANCE CHARGES,BANK FEES	\$2,068	\$1,500	\$1,875	\$2,000
		SERVICES	\$25,826	\$26,910	\$23,160	\$24,700
EXPENDITURE TOTALS			\$1,126,123	\$1,185,225	\$1,183,223	\$1,264,470

ALIGNMENT to STRATEGIC PLAN

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

- Through the maintenance of an effective website, the Circuit Clerk’s Office provides transparency with statistical and financial reports available to the public.

DESCRIPTION - FINANCIALS

In FY2018, the Clerk’s Office distributed \$4,124,286 in revenue for Champaign County and County municipal governments and townships; \$1,158,402 for the State of Illinois; and \$670,367 in child support payments for a total of just under \$6 million in total distributions.

OBJECTIVES

Accurate posting and distribution of all court related money.

PERFORMANCE INDICATORS

Indicator	FY2018 Actual	FY2019 Projected	FY2020 Budgeted
Annual audit of the Clerk’s Office	1	1	1
Revenue collected on behalf of County	\$4,124,286	\$4,250,000	\$4,250,000

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.

Pursuant to an Illinois Supreme Court Mandate, the filing of all civil cases is now done electronically through e-filing since January 1, 2018, and we began accepting eFiled documents in criminal cases on July 15th, 2019. E-filing also changed Supreme Court requirements on recordkeeping including the ability to destroy all documents, civil and criminal, 30 days after filing. This mandate 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 office space and allow the Circuit Clerk to use the entire basement storage for evidence collection, storage and distribution – where there is currently a shortage of appropriate space. At this time, only one of the eleven judges in Champaign County has agreed to fully utilize the benefits of e-filing by running a paperless courtroom.

Eliminating the need for files and the delivery of files, the Circuit Clerk could cease purchasing \$38,000 a year in files and labels, reassign several staff members to new duties, and save much needed staff time in searching for and delivering files. The Records department would be able to spend time getting documents scanned that were not previously scanned when filed in the office, notably before 2013. If allowed to go paperless, the Circuit Clerk's office estimates that this could save as much as \$88,000 in FY2019 and as much as \$126,000 per year starting in FY2020.

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

Indicator	FY2018 Actual	FY2019 Projected	FY2020 Budgeted
Total cases opened	31,498	38,000	35,000
Total cases closed	49,048	35,000	35,000
Pending cases	28,638	31,638	31,638

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	FY2018 Actual	FY2019 Projected	FY2020 Budgeted
Website specific case requests	1,141,814	1,188,132	1,200,000