



Circuit Clerk's Office Update

Erin Cartwright Weinstein

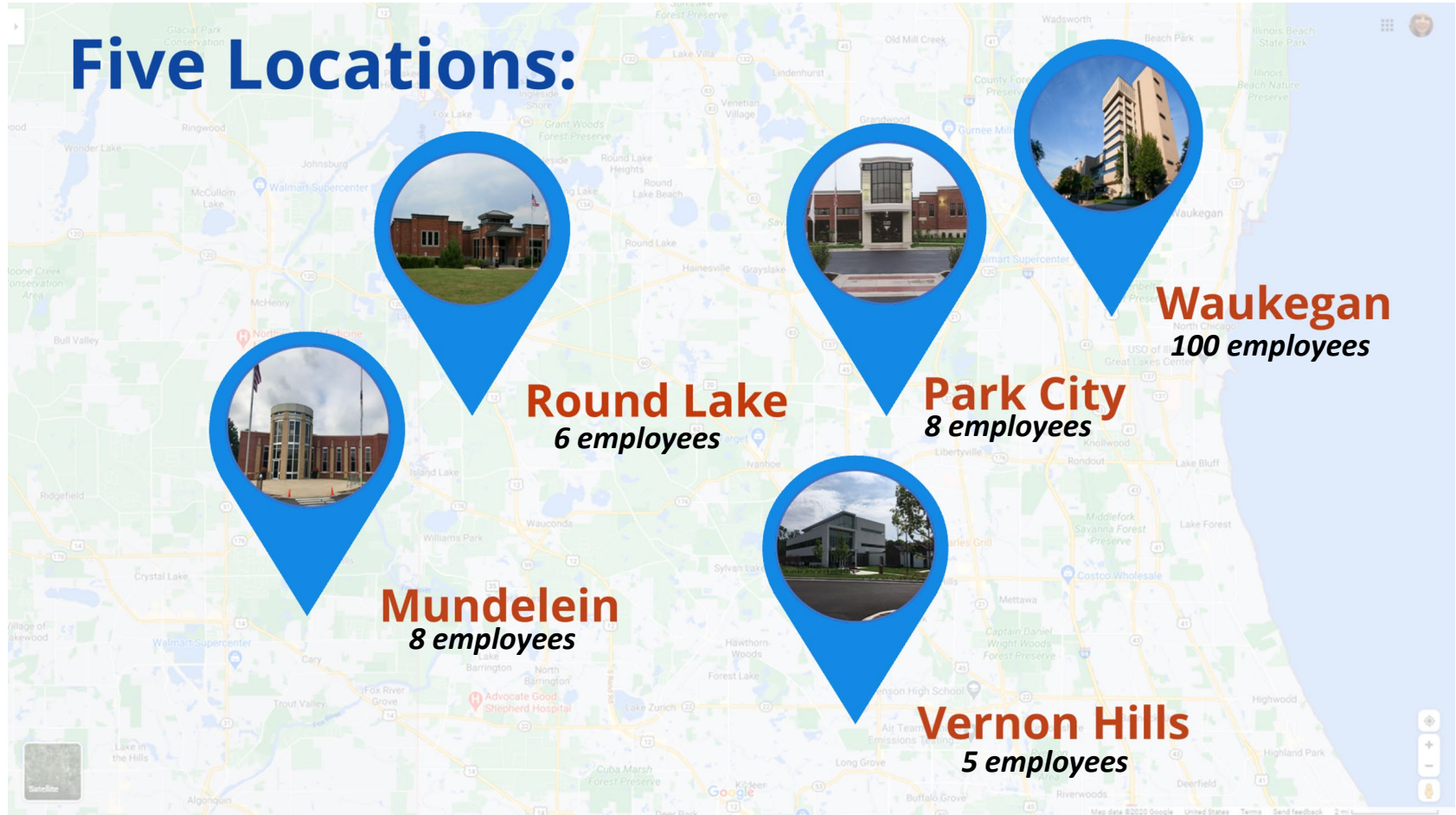
April 5, 2022

Lake County's Mission

Deliver exceptional, financially and environmentally responsive/responsible services that promote a safe, affordable, healthy, and resilient community.



Circuit Clerk's Office Overview





Circuit Clerk's Office Overview



- **7 Divisions**
- **Staffing**
 - 127 filled positions
 - 11 available positions
- **Total departmental budget for FY21**
 - Approximately \$9.8 Million



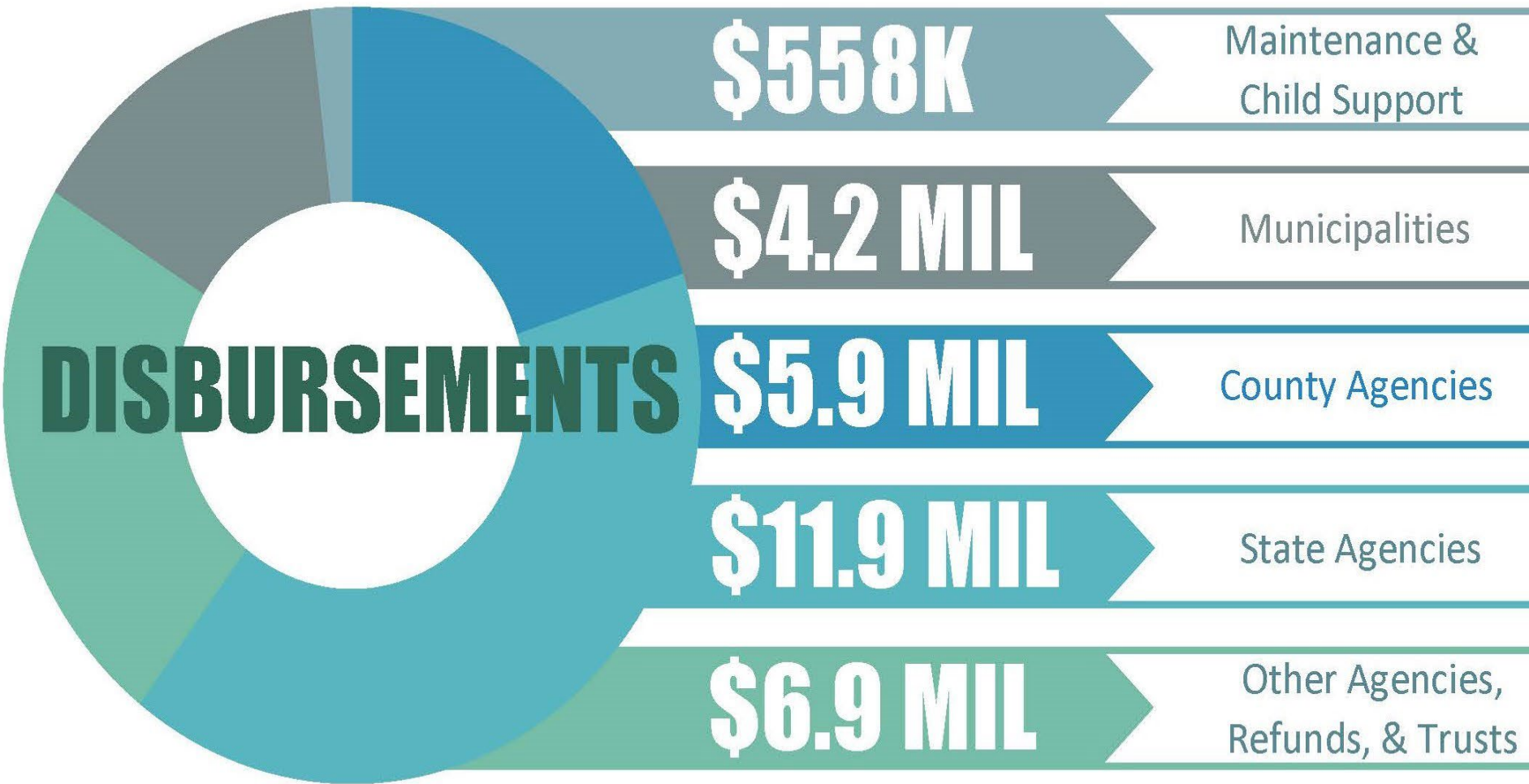
Circuit Clerk's Office Overview



- **Primary functions and tasks**
 - **File and maintain official court records for the Circuit Court of the 19th Judicial Circuit**
 - **Process Record searches for immigration/citizenship, employment and other general purposes**
 - **Provide necessary forms, documentation and other general information to attorneys and to the public**
 - **Process passport applications**
 - **Process payments for Criminal, Traffic, Child support and other matters and disburse funds**



Circuit Clerk's Office Overview





Previous 12 Months



- **Working with Journal Technologies along with our justice partners on the Integrated Case Management System**
- **Completed the digitization of all closed records and began on-site scanning for active and new cases**
- **Updated our passport services to appointment only**
- **Added new case types and modified existing case types in compliance with the changes to the Manual on Recordkeeping**
- **Held our annual Amnesty week August 23rd -27th**



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Clerk of the Circuit Court

New Case Types		
New Case Type	Previous Case Type	Additional Information
DV (Domestic Violence)	CF or CM (Criminal Felony or Criminal Misdemeanor)	While CM will still exist for other offenses, the Domestic Violence offenses will now receive their own case type.
EV (Eviction)	L or LM (Law or Law Magistrate)	Any residential or commercial Eviction
FC (Foreclosure)	CH (Chancery)	Any residential or commercial foreclosure.
GC (Government Corporation)	MC (Municipal Corporation)	Each governmental corporation shall have one permanent case number containing such matters as organization, appointment of officers, approval of bonds, and routine orders confirming annexation. A new GC case shall be assigned to each petition filed seeking consideration by the court on new matters. For example, a petition for the conduct of an election regarding an annexation shall be assigned a new GC case number. Excluded from the GC file is litigation involving the municipal corporation as a party such as a suit against a city for personal injuries—such cases shall be assigned the appropriate L, AR, LM, or SC case number.
GR (Guardianship)	P (Probate)	Any guardianship of a minor, person with a disability or an estate of any person under the Probate Act of 1975, as amended.
MT (Major Traffic)	TR (Traffic)	A Major Traffic case number shall be assigned to any case defined by Supreme Court Rule 501(f)(1)(i), except DUI cases. An MT Case number shall be assigned to local ordinances in accordance with Rule 501.
MX (Miscellaneous Criminal)	MR (Miscellaneous Remedy)	An MX number will be assigned to civil processes relating to criminal proceedings, such as search warrants, forfeiture/seizures, fugitive from justice, etc., in lieu of an MR number, as is currently assigned.
QC (Quasi-Criminal)	CM (Criminal Misdemeanor)	A Quasi-Criminal Case number shall be assigned to any offense classified as Petty or Business as defined in the Unified Code of Corrections (730 ILCS 5/5-1 et seq.), which is not otherwise defined as a DT, MT, TR, or CV case.



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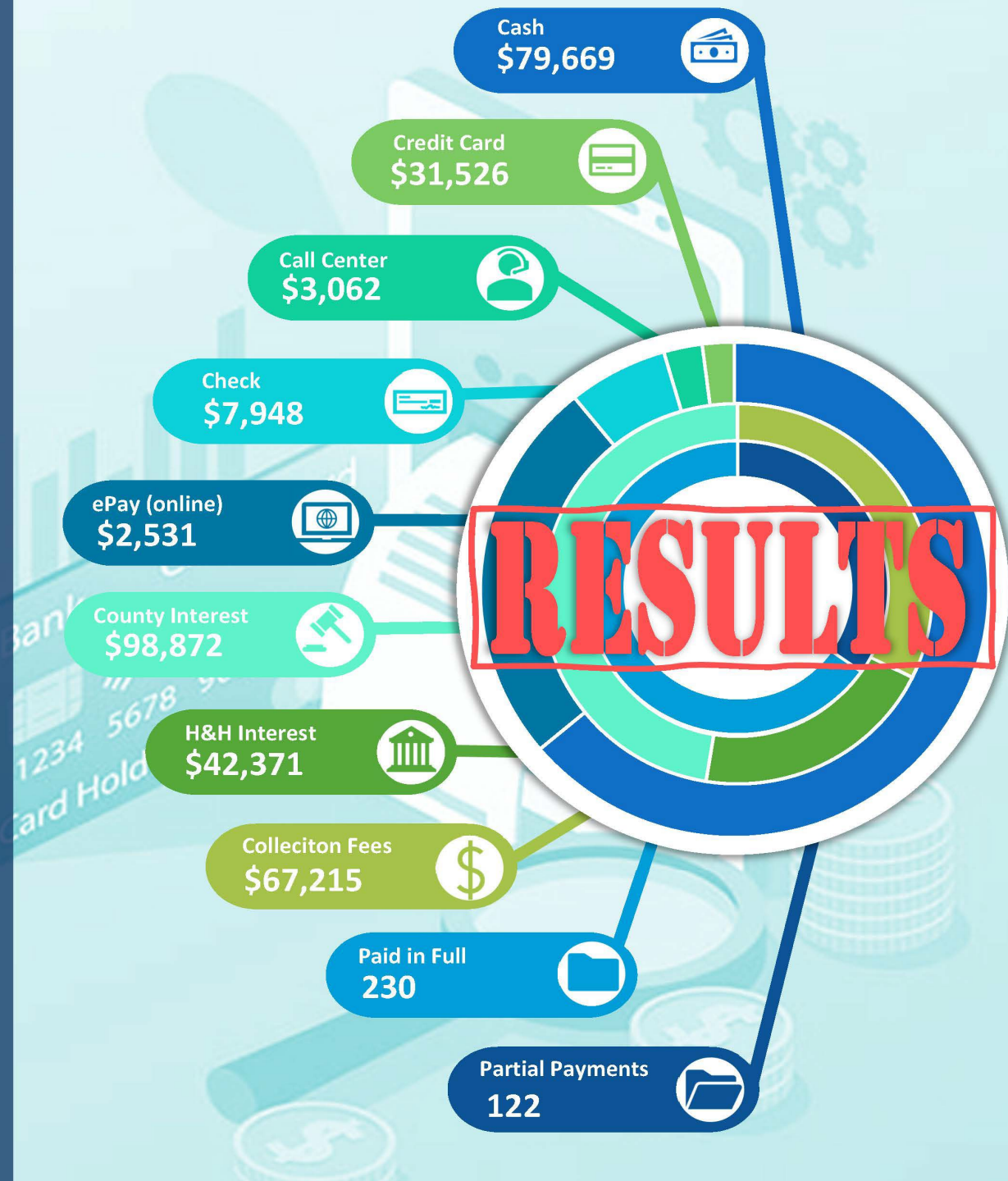
Modification to Existing Case Types:

Current Case Type to be Retired	New Case Type	Additional Information
D (Dissolution)	DN (Dissolution No Children) or DC (Dissolution with Children)	Took the single character case type and made two 2-character case types
F (Family)	FA (Family)	Made the case type 2 characters
J (Juvenile)	JV (Juvenile)	Made the case type 2 characters
L (Law)	LA (Law)	Made the case type 2 characters
P (Probate)	PR (Probate)	Made the case type 2 characters and pulled Guardianship out as its own case type – see GR below
MC (Municipal Corporation)	GC, LA, LM, AR, CH or SC, as applicable	
TD (Tax Deed)	TX (Tax)	The annual tax sale case ("County Collector vs. Delinquent Taxpayers") shall be assigned the first TX case number each year (Example: 2020-TX-00000001). Objections and petitions for issuance of a tax deed filed in response to the annual tax sale shall be assigned a separate TX case number. The clerk shall include copy of or link to the annual tax sale case filed by the County Collector shall be included in each case for which a petition for tax deed or objection is filed. Any petition for sale in error shall be assigned a separate TX case number. A copy of or a link to the annual tax sale case filed by the County Collector shall be included in each case for which a petition for sale in error is filed.



2021 Lake County AMNESTY WEEK

Lake County Amnesty Week was a joint initiative with Lake County State's Attorney Eric Rinehart, which allowed for the removal of collection fees and interest from criminal and traffic cases. Harris and Harris, Lake County's collection agency, agreed to waive collection fees during the initiative, giving individuals the opportunity to pay off their fines and court costs without penalty of the additional fees. The campaign ran from August 23, 2021 through August 27, 2021. During the weeklong period we collected nearly \$125,000 and waived over \$200,000 in collection costs.





Next 12 Months



- **Implement a new case management system along with a new public portal (August 2022)**
- **Continue to digitize new and active case filings**
- **Continue Community outreach services**
 - **Reinstating Mobile Passport Events**
 - **Amnesty Week**
- **Explore new AI technology**



Mobile Passport Events



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Clerk of the Circuit Court



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Clerk of the Circuit Court

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MOBILE PASSPORT EVENT

Please join the Lake County Circuit Clerk's Office Mobile Passport Team

Saturday, April 30, 2022
9:00 am – 1:30 pm

Aspen Drive Library

701 Aspen Drive, Vernon Hills, IL 60061

For more information, including helpful passport checklists, please visit:
www.lakecountycircuitclerk.org

EASY & CONVENIENT

- ✓ Apply for your passport
- ✓ Renew your passport
- ✓ Get your passport photos

No Appointment Necessary

www.lakecountycircuitclerk.org [facebook.com/lakecountyilcircuitclerk](https://www.facebook.com/lakecountyilcircuitclerk) [@lccircuitclerk](https://twitter.com/lccircuitclerk)

- Offered one Saturday a month
- Libraries, Township Centers, and other community facilities may request to host a mobile passport event, in which our team of select agents will go and process applications on-site, bringing our services conveniently to them.
- Currently have events scheduled through August 2022
- Information on our upcoming mobile passport events are available on our website



Questions