



Circuit Clerk's Annual Office Update

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Law & Judicial Committee

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Circuit Clerk's Annual Office Update

Overview

The Clerk of the Circuit Court (Clerk's Office) is, by law, the official keeper of records for all judicial matters brought into the Circuit Court of Lake County.

- Five Locations
- 7 Divisions
- Staffing
 - 137 (3PT, 134FT) budgeted, 124 positions filled
- Total departmental budget from the General Fund: 10.7 million



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Traffic Branches—Cases Processed: About 2,200 Per Week

Mundelein Branch Court—Municipalities (13 Total)

Mundelein, Lake Zurich, Hawthorn Woods, State Police, Riverwoods, Long Grove, Vernon Hills, Buffalo Grove, Libertyville, Lincolnshire, Wauconda, Deer Park, Kildeer

Round Lake Branch Court—Municipalities (13 Total)

Lake County Sheriff, Round Lake Beach, Round Lake Heights, Round Lake Park, Beach Park, Fox Lake, Wadsworth, Lake Villa, Lakemoor, Grayslake, Hainesville, Lindenhurst, Antioch

Park City Branch Court—Municipalities (14 total)

North Chicago, Great Lakes, Waukegan, Highwood, Bannockburn, Lake Bluff, Deerfield, Lake Forest, Highland Park, Winthrop Harbor, Old Mill Creek, Gurnee, Zion, Park City

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Primary Functions



File and maintain official court records for the Circuit Court of the 19th Judicial Circuit



Conduct record searches for immigration, citizenship, employment, and other general purposes



Provide necessary forms, documentation, and general information to attorneys and the public



Process passport applications



Handle payments related to criminal, traffic, and other matters



Disburse funds to municipalities, counties, state agencies, and other entities

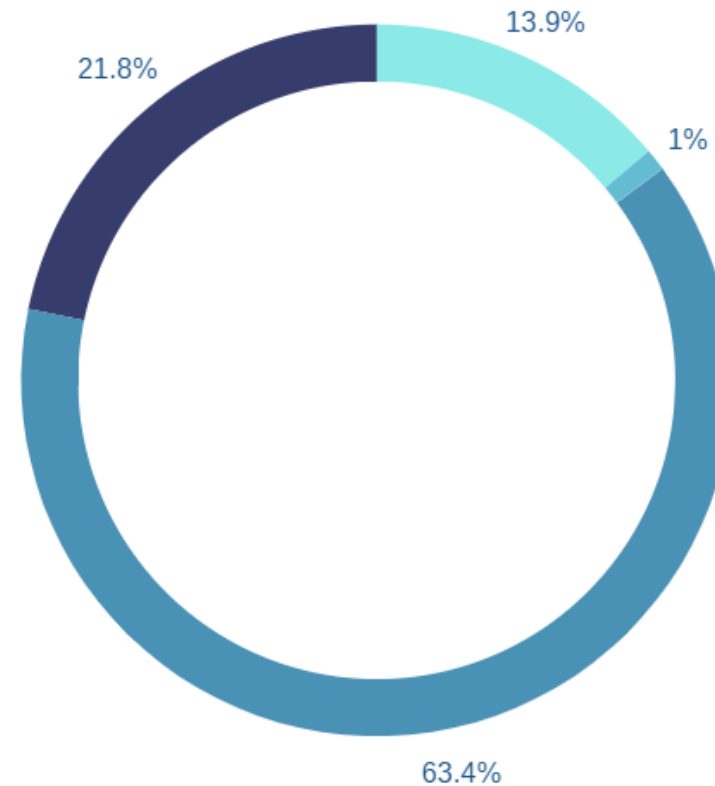
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Total Disbursements

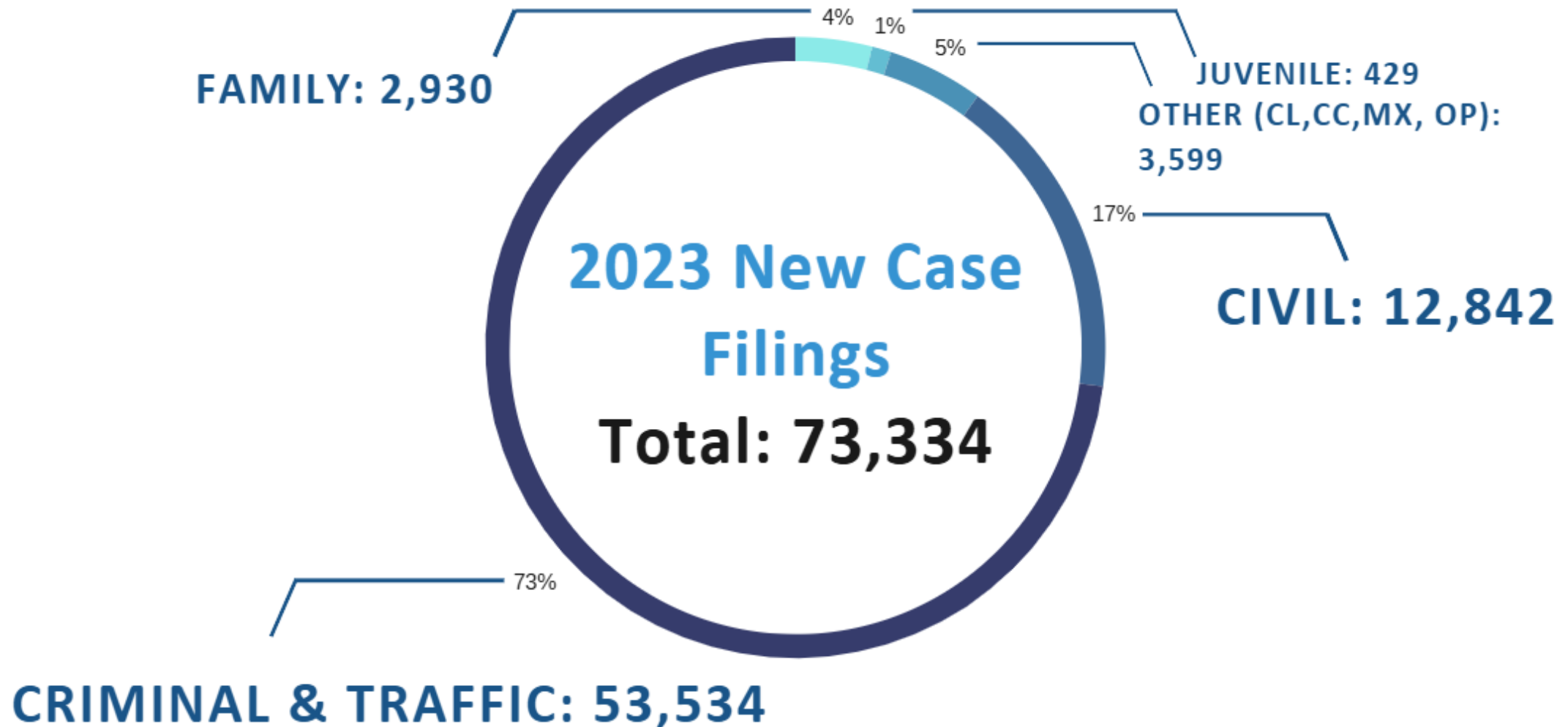
FY24 Projected Revenues

\$19,759,974 Total—Almost 20 Million

- FUNDS TO MUNICIPALITIES
\$4,397,392
- FUNDS TO AGENCIES (BUILDING AND ZONING, SHERIFF, CLERK, COURTS, PROBATION, STATE'S ATTORNEY, AND PUBLIC DEFENDER): \$12,611,574
- COURT ORDERED CONTRIBUTIONS:
\$76,551
- STATE OF ILLINOIS (INCLUDING STATE POLICE): \$2,674,457



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Mobile Passport Events



- A great opportunity to engage with the community while generating revenue
- Survey results show communities strongly agree this service is valuable to the community
- Offered one Saturday a month
- Libraries, Township Centers, and other community facilities may request to host a mobile passport event
- Information on our upcoming mobile passport events is available on our [website](#) and through the community/Park District Newsletter or website

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Goals

- Enhance public access to services while saving resources
- Advance the document digitization project with OCR for searchable text
- Implement new technology and improve existing systems
- Monitor expenses to stay within budget
- Strengthen recruitment and retention strategies

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Previous 12 Months

- Survived our first year with the new ICMS
 - Continued collaboration with justice partners to streamline services
 - Developed numerous training materials for our Knowledge Base
 - Maintained communication with staff regarding eCourt updates
- Authorized by the State to begin reporting electronically via ADR
- Implemented a new [help desk ticket](#) system for both our internal and external users

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Upcoming 12 Months

- Developing interfaces for the Sheriff's Office's new RMS and JMS
- Implementing e-Citation with the Sheriff and other agencies
- Enhancing the Public Portal
- Starting a project with TriData for eCertify to provide online certified records
- Progressing towards Criminal eFiling implementation
- Expanding AI bot capabilities in eFiling
- Collaborating with CivicPlus to modernize our website



Questions