



Circuit Clerk's Office Update

Erin Cartwright Weinstein

May 30, 2023

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



Five Locations:

Mundelein

Round Lake

Park City

Vernon Hills

Waukegan



Circuit Clerk's Office Overview



- **7 Divisions**
- **Staffing**
 - **128 filled positions**
- **Total departmental budget for FY22**
 - **Approximately \$13.8 Million**



Circuit Clerk's Office Overview



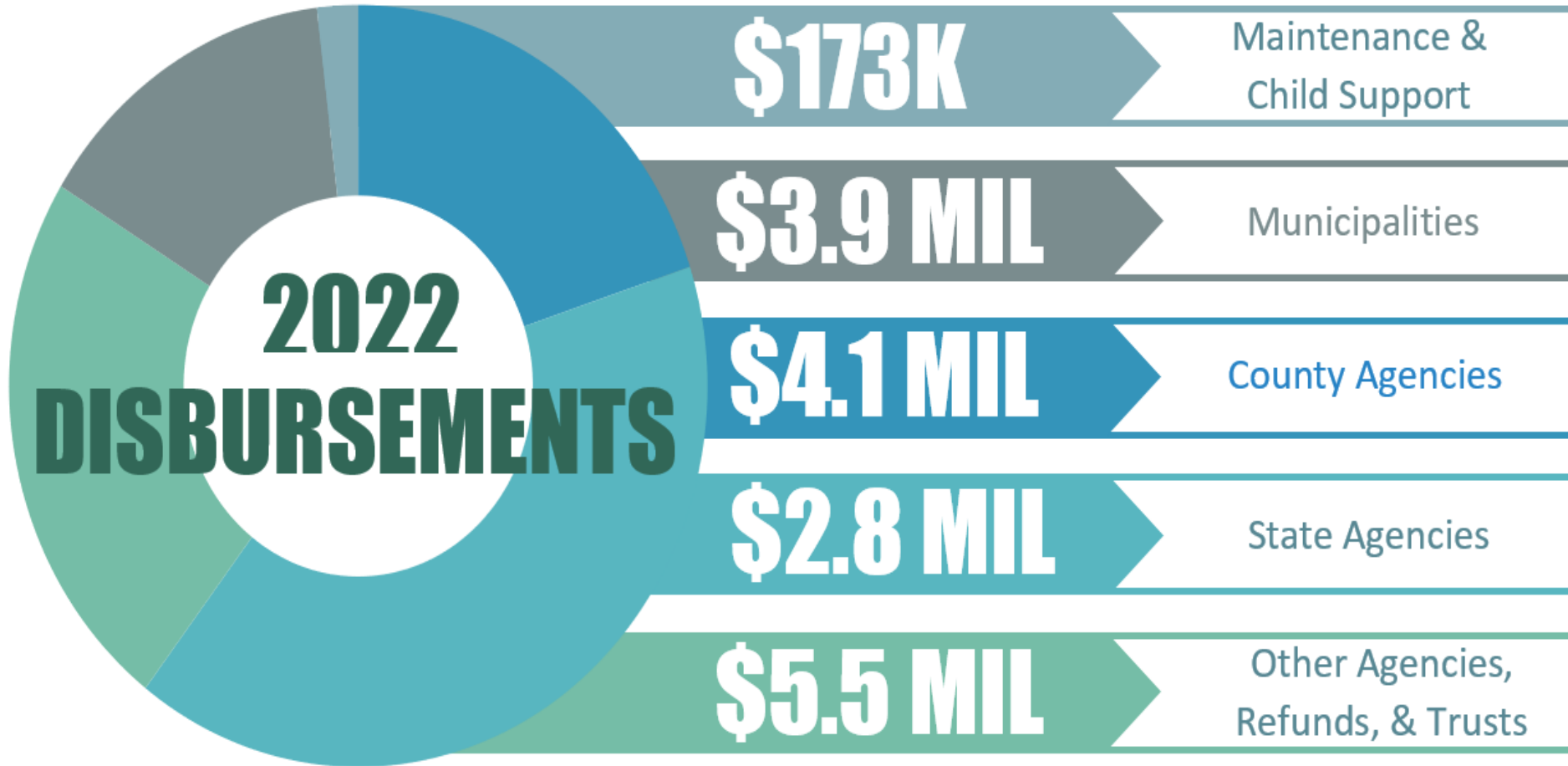
- **Primary functions and tasks**
 - **File and maintain official court records for the Circuit Court of the 19th Judicial Circuit**
 - **Process Record searches for immigration/citizenship, employment and other general purposes**
 - **Provide necessary forms, documentation and other general information 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



Erin
Cartwright
Weinstein
Clerk of the Circuit Court





Previous 12 Months



- **Continued working with Journal Technologies along with our justice partners on the Integrated Case Management System**
- **We have digitized most of our court records.**
- **Working on implementing AI in the office to assist with e-filing**
- **Passport services are again open for walk-ins (appointments available for families of 3 or more)**
- **We have resumed our Mobile Passport Events**
- **Held our annual Amnesty week August 1st - 5th**



Next 12 Months



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- **Implement a new case management system along with a new public portal (September 25th 2023)**
 - **Digitization project slated to be completed 10/4/2023**
 - **We will be implementing AI to assist with e-filing review queues**
 - **As of 6/1/23 we will no longer be processing child support payments in our office.**



Mobile Passport Events



Erin Cartwright Weinstein
Clerk of the Circuit Court

18 N. County Street
Waukegan, IL 60085
(847) 377-3380
circuitclerk@lakecountyil.gov

MOBILE PASSPORT EVENT

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

Saturday, June 10, 2023
9:00 am -1:30 pm
Wauconda Area Public Library
801 N. Main St., Wauconda, IL 60084

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 October 2023
- Information on our upcoming mobile passport events are available on our website



Questions