

Manual On Recordkeeping



Administrative Office of the Illinois Courts

Third Edition
Effective April 1, 2017

ADDENDUM PAGE

This page lists changes to this manual subsequent to April 1, 2017

<u>Date of Change</u>	<u>Subject Matter</u>	<u>Pages Affected</u>
------------------------------	------------------------------	------------------------------

MANUAL ON RECORDKEEPING

Effective April 1, 2017

TABLE OF CONTENTS

GENERAL ADMINISTRATIVE ORDER	Preface
INSTRUCTIONS RELATING TO RECORDS OF CASES	PART 1
INSTRUCTIONS RELATING TO FINANCIAL RECORDS.....	PART 2
INSTRUCTIONS RELATING TO STATISTICAL REPORTS	PART 3
APPENDIX.....	PART 4

TABLE OF CONTENTS

Preface

General Administrative Order dated May 20, 1968	i
Administrative Order effective January 1, 1971	
Administrative Order effective January 1, 1996, and	
Administrative Order effective September 1, 2016	
Administrative Order effective April 1, 2017	ii
Amendments to the General Administrative Order	
Contained in the 1996 Edition of the Manual	iii
Text of the General Administrative Order	
as it appeared in the 1971 Edition of the Manual	iv

SUPREME COURT OF ILLINOIS

GENERAL ADMINISTRATIVE ORDER ON RECORDKEEPING IN THE CIRCUIT COURTS

M.R. 1218

This order is adopted by the Supreme Court of Illinois pursuant to its general administrative authority, Section 2 of Article VI of the Constitution of Illinois, An Act to revise the law in relation to clerks of courts, approved March 25, 1874, as amended (Ill. Rev. Stat. 1969, Chapter 25, Sec. 16 and 25) and Section 4 of "The Local Records Act" approved August 18, 1961, as amended (Ill. Rev. Stat. 1969, ch. 116, sec. 43.104).

The recordkeeping system provided by this order shall become effective in such counties of the first and second class and at such times as the Director of the Administrative Office shall from time to time specify.

The clerk of the circuit court in each county of the third class shall submit to the Director of the Administrative Office a plan for the maintenance and destruction of records consistent with the minimum standards provided by this order and such system shall go into effect upon approval by the Director.

The Director of the Administrative Office shall prescribe the forms to be used for all records and shall provide the necessary instructions to implement this order.

The Director of the Administrative Office shall establish a program of supervision to assure that the minimum standards provided by this order are correctly and uniformly employed in each county and shall notify the chief judge of the circuit of any unauthorized deviations. The chief judge shall make and enforce such corrective orders as may be necessary.

The Director may authorize changes and exceptions to this Order, as he deems necessary or appropriate. Applications for exceptions may be initiated by a circuit clerk and they shall be in writing. A copy of each application for exception shall be sent to the chief judge of the circuit.

Dated May 20, 1968, as amended.

ADMINISTRATIVE ORDER

Pursuant to the authority vested in me by the General Administrative Order on Recordkeeping in the Circuit Courts adopted by the Supreme Court of Illinois on May 20, 1968, as amended, the following provisions incorporate changes hereby authorized, effective January 1, 1971.

/s/ Roy O. Gulley

Roy O. Gulley, Director
Administrative Office of the Illinois Courts

ADMINISTRATIVE ORDER

Pursuant to the authority vested in me by the General Administrative Order on Recordkeeping in the Circuit Courts adopted by the Supreme Court of Illinois on May 20, 1968, as amended, the provisions contained in this manual incorporate changes hereby authorized, effective January 1, 1996.

/s/Daniel R. Pascale

Daniel R. Pascale, Director
Administrative Office of the Illinois Courts

ADMINISTRATIVE ORDER

Pursuant to the authority vested in me by the General Administrative Order on Recordkeeping in the Circuit Courts adopted by the Supreme Court of Illinois on May 20, 1968, as amended, the provisions contained in this manual incorporate changes hereby authorized, effective September 1, 2016.

/s/Michael J. Tardy

Michael J. Tardy, Director
Administrative Office of the Illinois Courts

ADMINISTRATIVE ORDER

Pursuant to the authority vested in me by the General Administrative Order on Recordkeeping in the Circuit Courts adopted by the Supreme Court of Illinois on May 20, 1968, as amended, the Order establishing the "Electronic Record Standards & Principles," on January 1, 2013, are hereby adopted and integrated into this manual, effective April 1, 2017.

/s/Michael J. Tardy

Michael J. Tardy, Director
Administrative Office of the Illinois Courts

AMENDMENTS TO THE GENERAL ADMINISTRATIVE ORDER ON RECORDKEEPING IN THE CIRCUIT COURTS

Effective January 1, 1996, the General Administrative Order on Recordkeeping in the Circuit Courts is amended as follows:

Part I

A. The Case Number List is abolished in counties using automated recordkeeping systems. (See also F.2.a; F.3.d; and H.1.)

B. 2. The following case categories and code letters are added:

<u>Category of Case</u>	<u>Code Letters</u>
Adoption	AD
Arbitration (Mandatory Arbitration)	AR
Juvenile Abuse and Neglect	JA
Juvenile Delinquent	JD
Order of Protection	OP
Contempt of Court	CC
Driving Under the Influence	DT

The claim amount distinguishing L and LM cases is raised to \$50,000.

D. 2. b. (10) The Additional Record Sheet is optional.

D. 6. Mental Health is added to the group of case categories for which the Basic Record and Index shall be impounded. (See also C.6.)

D. 7. The Basic Record may be removed from the office of the clerk for use in court-annexed Mandatory Arbitration.

F. 2. c. (2) (i) Affidavits and evidence in proof of heirship shall no longer be omitted from the Permanent Record.

F. 3. a. The Permanent Record shall be prepared at whatever time the clerk considers appropriate.

H. 3. a. The Basic Records of terminated traffic, ordinance, and conservation cases may be destroyed two years after filing. The Basic Records of terminated driving under the influence cases are to be retained permanently.

H. 3. c. (1) Dissolution cases—filming and destruction is permitted two years after termination.

H. 3. c. (4) All other non-criminal cases—filming and destruction is permitted two years after termination.

Part II

- B. One checking account shall be established for all receipts and disbursements; at the discretion of the clerk, a separate checking account may be established for maintenance and child support.
- C. A clerk's office may use more than one form of receipt, as long as it contains the minimum data prescribed by the Administrative Director.

GENERAL ADMINISTRATIVE ORDER ON RECORDKEEPING IN THE CIRCUIT COURTS

PART I

RECORD OF THE CASE

The records of the case to be prepared and maintained by the clerk shall be as follows:

A. CASE NUMBER LISTS

- 1. Law Case Number List - containing for each case filed:
 - a. Case number, consecutively;
 - b. Date of filing;
 - c. Name of case - first named plaintiff and first named defendant only;
 - d. Reference to permanent record.
- 2. Chancery Case Number List - containing for each case filed:
 - a. Case number, consecutively;
 - b. Date of filing;
 - c. Name of case - first named plaintiff and first named defendant only;
 - d. Reference to permanent record.
- 3. Miscellaneous Remedy Case Number List - containing for each case filed:
 - a. Case number, consecutively;
 - b. Date of filing;
 - c. Name of case - first named plaintiff and first named defendant only;
 - d. Reference to permanent record.
- 4. Tax Case Number List - containing for each case filed:
 - a. Case number, consecutively;
 - b. Date of filing;
 - c. Name of case - first named plaintiff and first named defendant only;
 - d. Reference to permanent record.
- 5. Municipal Corporation Case Number List - containing for each case filed:
 - a. Case number, consecutively;
 - b. Date of filing;
 - c. Name of municipality;
 - d. Reference to permanent record.
- 6. Mental Health Case Number List - containing for each case filed:
 - a. Case number, consecutively;

- b. Date of filing;
 - c. Name of respondent;
 - d. Reference to permanent record.
- 7. **Divorce Case Number List** - containing for each case filed:
 - a. Case number, consecutively;
 - b. Date of filing;
 - c. Name of case;
 - d. Reference to permanent record.
- 8. **Family Case Number List** - containing for each case filed:
 - a. Case number, consecutively;
 - b. Date of filing;
 - c. Name of case - first named plaintiff and first named defendant only (omit name in impounded cases);
 - d. Reference to permanent record.
- 9. **Juvenile Case Number List** - containing for each case filed:
 - a. Case number, consecutively;
 - b. Date of filing;
 - c. Reference to permanent record.
- 10. **Eminent Domain Case Number List** - containing for each case filed:
 - a. Case number, consecutively;
 - b. Date of filing;
 - c. Plaintiff and first named defendant only;
 - d. Reference to permanent record.
- 11. **Estate Case Number List** - containing for each estate:
 - a. Case number, consecutively;
 - b. Date of filing;
 - c. Name of decedent or ward;
 - d. Nature of estate;
 - e. Reference to permanent record.
- 12. **Felony Case Number List** - containing for each case filed:
 - a. Case number, consecutively;
 - b. Date of filing;
 - c. Name of defendant;
 - d. Offense charged;
 - e. Reference to permanent record.
- 13. **Misdemeanor Case Number List** - containing for each case filed:
 - a. Case number, consecutively;
 - b. Date of filing;
 - c. Name of defendant;
 - d. Offense charged;
 - e. Reference to permanent record.
- 14. **Small Claim Case Number List** - containing for each case filed:
 - a. Case number, consecutively;

- b. Date of filing;
- c. Name of case - first named plaintiff and first named defendant only.

15. **Traffic Case Number List** - containing for each case filed:

- a. Case number, consecutively;
- b. Date of filing;
- c. Name of defendant;
- d. Offense charged.

16. **Ordinance and Conservation Case Number List** - containing for each case filed:

- a. Case number, consecutively;
- b. Date of filing;
- c. Name of defendant;
- d. Offense charged.

B. CASE NUMBERS AND CODES

1. **All Case Numbers Shall Consist of Three Units:**
 - a. The last two digits of the year of filing;
 - b. The code letter or letters indicating the category of the case;
 - c. The number of the case within its particular category.
2. **The letters indicating the category of the case shall be as follows:**

<u>Category of Case</u>	<u>Code Letters</u>
Law (claim over \$15,000)	L
Law (claim \$15,000 or less)	LM
Chancery	CH
Miscellaneous Remedy	MR
Eminent Domain	ED
Estate	P
Tax	TX
Municipal Corporation	MC
Mental Health	MH
Divorce	D
Family	F
Juvenile	J
Small Claim	SC
Felony	CF
Misdemeanor	CM
Traffic	TR
Ordinance Violation	OV
Conservation Violation	CV

C. INDEXES (Alphabetical except as indicated)

1. **Civil Index** - for all civil cases for which no separate index is provided.
 - a. Names of all parties whether plaintiffs or defendants, excluding:
 - (1) Garnishee defendants;
 - (2) Employer defendants in wage deduction proceedings;

- (3) Respondents in supplementary proceedings under Section 73 of the Civil Practice Act;
- (4) Defendants in annual tax sale cases;
- (5) Other parties as instructed by the Administrative Office;

- b. Identification as plaintiff or defendant;
- c. Case number.

2. **Estate Index**

- a. Name of decedent or ward;
- b. Identification as decedent's estate, guardianship, conservatorship or inheritance tax proceeding;
- c. Case number.

3. **Criminal Index**

- a. Name of defendant;
- b. Case Number;
- c. Alleged offense.

4. **Juvenile Index** - to be impounded

- a. Name of juvenile;
- b. Case number.

5. **Mental Health Index**

- a. Name of respondent;
- b. Case number.

6. **Adoption Index** - to be impounded

The adoption index shall be divided into two sections:

- a. **Adopted children**
 - (1) Name;
 - (2) Case number.
- b. **Adopting parents**
 - (1) Names;
 - (2) Case number.

7. **Marriage License Petition Index** - to be impounded

- a. Name of petitioner;
- b. Case number.

8. **Municipal Corporation Index**

- a. Name of municipality;
- b. Case number.

9. **Small Claim Defendant Index**

- a. Name of defendant or counter-defendant;
- b. Identification as defendant or counter-defendant;
- c. Name of each plaintiff or counterclaimant;
- d. Case number;
- e. Date of disposition;
- f. Disposition - finding or verdict, amount of judgment, if any, transfer or dismissal;

- g. Date judgment released.

10. Traffic, Ordinance and Conservation Index

- a. Name of defendant;
- b. Case number;
- c. Date of filing;
- d. Offense charged;
- e. Plea;
- f. Finding of guilty or not guilty;
- g. Judgment;
- h. Date of Disposition.

11. Wills Deposited Index

- a. Name of testator;
- b. Date Will deposited;
- c. By whom deposited;
- d. Person withdrawing Will;
- e. Date withdrawn;
- f. Case number if probated in county.

12. Money Judgment Index

(Omit small claims, judgments only for cost, judgments on claims in estates, criminal judgments, and tax sale judgments)

- a. Name of judgment debtor;
- b. First named judgment creditor;
- c. Amount of judgment;
- d. Date judgment entered;
- e. Case number;
- f. Release, assignment, satisfaction, opening, or vacation of judgment.

13. Court Administration Index (Not alphabetical)

- a. Item number;
- b. Description of item (Reference to rules of court, administrative orders, appointments of court attaches, grand jury reports, calendar calls and notices, etc.);
- c. Date filed;
- d. Reference to permanent record.

All items filed will be numbered and filed consecutively using the last two digits of the year followed by a dash and the number of the item.

14. Additional Permanent Record Index

- a. Consecutive index number;
- b. Case number;
- c. Reel numbers of permanent records made following post-termination proceedings;
- d. References to further consecutive index numbers.

D. BASIC RECORD

1. **Definition** - The basic record is the original trial court record of a case.
2. **Content** - Except as otherwise provided in this Paragraph D, the basic record shall consist of:
 - a. Everything filed - including pleadings, documents, orders and other papers;
 - b. The record sheet - which shall contain:
 - (1) Case number;
 - (2) First named plaintiff and first named defendant;
 - (3) Names and addresses of all attorneys and parties appearing pro se;
 - (4) The nature of the case;
 - (5) The name of the judge presiding at each hearing;
 - (6) The date an event occurs, a paper is filed, or an order is signed or pronounced –
The action of the judge shall be reflected in a signed order or a minute order. A minute order is an orally pronounced order shown on the record sheet in brief form sufficient to record the action of the judge. When a signed order is filed, that fact shall be noted on the record sheet, briefly indicating its nature. An order otherwise appealable shall not be considered nonappealable because it is in minute form;
 - (7) Objections by any party to the regularity of the proceedings and rulings thereon, unless otherwise recorded;
 - (8) A notation of the proceedings in each trial or hearing or a reference to a memorandum of such proceedings contained in the file;
 - (9) Notation of taxable costs:
 - (a) Clerk's
 - (b) Sheriff's
 - (c) Other;
 - (10) In estates, on an Additional Record Sheet: each claim filed, notation of date of filing, name of claimant, amount of claim, whether allowed or denied, date heard and amount allowed;
 - (11) In estates, a copy of the Will, if any.
3. **Content - Small Claim, Traffic, Ordinance and Conservation Cases** - The basic record of each small claim case, traffic, ordinance and conservation violation shall be the file folder or jacket and its content, including all findings, verdicts, orders and judgments.
4. **Content - Criminal Cases - No Bills** - The basic record of each criminal case shall be the same as provided for civil cases, except as follows:
 - a. If a complaint or information has been filed charging a defendant with an offense mentioned in a No Bill, the No Bill shall be filed and become a part of the basic record of the case in which the complaint or information was filed;

- b. If no complaint or information has been filed charging a person with an offense mentioned in a No Bill which has been received by the clerk, the clerk shall deliver it to the State's Attorney.
- 5. **Content - Wills** - Wills shall be securely kept and separated from other files. They shall be kept in two groups:
 - a. Those for which a petition to admit to probate has been filed;
 - b. Those for which no petition to admit to probate has been filed.
- 6. **Impounding** - The Basic Record of adoption cases, juvenile cases and petitions for marriage license orders shall be impounded.
- 7. **Removal of Basic Records** - Except for use in court or by a judge basic records shall be removed from the office of the clerk of the court only:
 - a. When transferred on a change of venue;
 - b. When used in the record on appeal; or
 - c. Upon receiving permission of the clerk and leaving with him a signed receipt for the record. Unless specific permission is granted by the clerk any basic record removed shall be returned on the day it is withdrawn. The clerk shall not permit the removal of impounded records.
Before allowing a file to be removed from the clerk's office, except for use in court or by a judge, the clerk shall prepare a security record of any portion of the basic record of which the permanent record has not been made. No fee shall be charged for preparing the security record.

E. SECURITY RECORD

- 1. **Definition** - The security record is a copy of specified portions of the basic record.
- 2. **Preparation** - A security record shall be prepared only when required by paragraph D7 above.
- 3. **Content** - The security record shall contain the following items:
 - a. A photocopy of the record sheet and, in estates, the additional record sheet;
 - b. Photocopies of the following items from the basic record:
 - (1) In Civil Cases:
 - (a) Bonds
 - (b) Judgments
 - (c) Release or assignment of judgments
 - (2) In Estates:
 - (a) Bonds
 - (b) Wills
 - (c) Inventories
 - (d) Receipts for distribution or deposit of assets
 - (e) Appearances and consents to: (1) the admission of a Will to probate, (2) issuance of letters and (3) any accounting or distribution of the estate.
 - (f) Assignments

- (g) Renunciation of Will by spouse
- (h) Judgments, other than on claims
- (i) Orders declaring heirship
- (3) In Criminal Cases:
 - (a) Informations
 - (b) Indictments
 - (c) Complaints
 - (d) Judgments
 - (e) Commitments
 - (f) Orders
 - (g) Bonds
- (4) In Traffic, Ordinance, Conservation and Small Claim cases, the entire file.
- (5) Such other items as may be required by court order in individual cases or by instructions of the Administrative Office.

F. PERMANENT RECORD

1. **Definition** - The permanent record is a microfilm reproduction of the record of the case and shall be deemed to be an original court record except as hereinafter provided.
2. **Content** - The permanent record shall include:
 - a. All case number lists, except small claims, traffic, and ordinance and conservation;
 - b. All indexes;
 - c. The basic records of cases except the following items which may be omitted:
 - (1) Civil and Criminal cases:
 - (a) Affidavit of witness fee;
 - (b) Affidavits attached to or a part of any document designated in this list;
 - (c) Correspondence;
 - (d) Transcript of evidence and report of proceedings;
 - (e) Briefs and memoranda of law;
 - (f) Opinion of Appellate or Supreme Court;
 - (g) Praeclipe or request to the clerk to issue citation, subpoena, summons, etc.;
 - (h) Subpoena;
 - (i) Duplicate of record on appeal;
 - (j) Covenant not to sue;
 - (k) Attorney's notice of hearing, or deposition or filing of deposition;
 - (l) Fee bill;
 - (m) Juror's certificate;
 - (n) Jury instructions;
 - (o) Jury verdict and findings (except criminal);
 - (p) Bonds on probation;
 - (q) Discovery and evidence depositions;

- (r) Recognition;
- (s) Record on appeal (certified);
- (t) Exhibits;
- (u) Affidavit for wage deduction order, non-wage garnishment and interrogatories and answers;
- (v) Jury demand;
- (w) Oaths or acceptant of office;
- (x) Report of commissioners in partition and in probate.
- (2) Estates (in addition to the items listed under Civil and Criminal above):
 - (a) Absolute discharge from a mental hospital;
 - (b) Citation for removal;
 - (c) Clerk's certificate that all vouchers or receipts are on file;
 - (d) List of personal property set off to the spouse or child;
 - (e) Monthly reports of receipts and disbursements from decedent's business;
 - (f) Receipts and vouchers for claims paid;
 - (g) Report of sale of personalty;
 - (h) Selection of chattels by widow or child;
 - (i) Affidavits and evidence in proof of heirship;
 - (j) Appraisals;
 - (k) Affidavit of attesting witness;
 - (l) Inheritance tax returns.
- (3) Adoptions - no exceptions; microfilm entire file;
- (4) Mental Health - no exceptions; microfilm entire file;
- (5) Juvenile cases - no exceptions; microfilm entire file;
- (6) Petition for marriage license order - no exceptions; microfilm entire file;
- (7) Small Claims, Traffic, Ordinance and Conservation Cases - make no microfilm record; the index shall become the permanent record when the file is destroyed;
- (8) Wills deposited for the probate of which no petition has been filed - no permanent record;
- (9) No Bills which are not preceded by complaints for informations - no permanent record.

3. Preparation -

- a. The permanent record of cases shall be made as soon as possible, but no more than one year, after the case is terminated, except that in proceedings of a continuing nature (for example, trust administration, municipal corporations, guardianships, etc.) it shall be made annually, or more frequently if directed by a judge;
- b. Items in the basic record which cannot be microfilmed and are not within the above exceptions shall be kept in their original form;
- c. When a basic record which has been removed from the clerk's office has not been returned as required, or when a basic record has been transferred on change of venue, the security record shall be microfilmed in place of the missing basic record;

- d. The permanent record of case number lists and indexes shall be made when directed by instructions of the Administrative Office;
- e. Two copies of the permanent record shall be made. One copy, either negative or positive microfilm, together with all items which cannot be microfilmed, shall be kept in the office of the clerk for public use, and a negative microfilm shall be deposited with the State Archivist.

G. EXHIBITS

Unless otherwise ordered, and excluding those criminal offenses referred to in 725 ILCS 5/116-4, exhibits received in evidence shall be:

- 1. **Retained by the clerk while the right of appeal exists.** In criminal, traffic, ordinance, and conservation cases in which the defendant has been found guilty exhibits shall also be retained until the defendant has paid the fine, served his sentence, or has been released from probation or parole.
- 2. **Released by the Clerk:**
 - a. When the time for appeal has passed, provided that, in criminal, traffic, ordinance and conservation cases in which the defendant has been found guilty, exhibits shall not be released until the defendant has paid the fine, served his sentence or has been released from probation or parole.
 - b. At any time by order of the judge who presided at the trial of the case, or by order of the chief judge.

H. DESTRUCTION OF THE RECORD OF THE CASE

- 1. **Case Number Lists –**
Pages from the small claims, traffic, and ordinance and conservation case number lists may be destroyed one year after the most recent filing dates on such pages. All other case number lists are to be retained permanently.
- 2. **Indexes –**
All indexes are to be retained permanently.
- 3. **Basic Record -**
 - a. The basic records of terminated traffic, ordinance and conservation cases may be destroyed three years after filing, except the basic records of convictions of driving while intoxicated or under influence of drugs (violations of Chapter 95 1/2, Sec. 11-501 of the Illinois Revised Statutes) which may be destroyed five years after filing;
 - b. The basic record of each small claim case may be destroyed three years after the case is terminated;
 - c. The basic record of all other cases, except those items which cannot be microfilmed, may be destroyed as follows, provided that the permanent record has been made:
 - (1) Divorce cases - five years after the entry of the latest order;
 - (2) Criminal cases - at any time after the permanent record is made, provided that no record may be destroyed while the defendant is serving a sentence or is on probation or parole;

- (3) Trust administration cases and estates in which deposits have been made under Section 323a of the Probate Act - only on order of the court;
- (4) All other cases - five years after termination.
- d. Items which cannot be microfilmed may be destroyed or withdrawn on order of the chief judge;
- e. No Will shall ever be destroyed.

On motion and for good cause a judge may order a longer period of preservation of any basic record.

4. Security Record –

The security record may be destroyed when the basic record which has been withdrawn from the clerk's office has been returned or, in the event of a missing basic record or a change of venue, when the permanent record has been made.

5. Permanent Record –

The permanent record shall never be destroyed.

6. Exhibits –

Exhibits, the release of which is permitted by paragraph G2 of this order, which for any reason cannot be returned to the party entitled thereto, may be destroyed only by order of the chief judge.

PART II

FINANCIAL RECORDS

- A.** The clerk of the circuit court in each county of the first and second class shall maintain records and accounting procedures which will separate all accounting transactions into two categories:
 - 1.** Revenue earned by him and expenditures incurred in the performance of his function;
 - 2.** Amounts received for others, held by him in a trust or agency capacity, and distributed as required by statute, rule or order.
- B.** One checking account shall be established for all receipts and disbursements.
- C.** One form of receipt voucher shall be used to record all receipts. One form of check voucher shall be used for all disbursements.
- D.** Two journals shall be used to record all accounting transactions, one for cash receipts and one for cash disbursements. Double entry journals shall be maintained.
- E.** A General Ledger shall be maintained.

PART III

STATISTICAL RECORDS

The clerks of the circuit court shall file reports containing information and statistical data with the Administrative Office of the Illinois Courts on forms and according to instructions of the Director of the Administrative Office.

PART IV

RECORDS DISPOSAL

- A.** The provisions of this Part IV refer to court records created in each county before the record system provided by Part I becomes effective in such county.
- B.** The Director of the Administrative Office shall establish policies with respect to the disposal of court records and the retention of copies of such records, which policies shall be designed to permit the destruction of the maximum possible quantity of records consistent with the preservation of enforceable rights and duties of parties.
- C.** The Director shall provide instructions for compiling and submitting schedules of court records proposed for disposal, for the physical destruction or other disposition of such records, and for the reproduction of records, where required.
- D.** Upon receipt by the Director of a notice from a clerk of a circuit court of the clerk's intention to destroy court records, the Director shall review the schedule of items proposed to be destroyed, shall notify the appropriate Local Records Commission as required by Ill. Rev. Stat. Ch. 116, §43.104 and, if the Local Records Commission does not within 90 days undertake to photograph or microphotograph such records or to remove the same to the State Archives or other storage, the Director may authorize the clerk to dispose of any of the scheduled items.
- E.** Whenever photographic or microphotographic copies are made one copy shall be retained by the clerk and one copy shall be delivered to the State Archives.
- F.** The Director may provide instructions requiring notice of proposed destruction of court records and for the transfer of such records to the State Historical Museum, historical societies, museums or libraries or other appropriate institutions or organizations.

MANUAL ON RECORDKEEPING

Effective April 1, 2017

Table of Contents

Part 1

INSTRUCTIONS RELATING TO RECORDS OF CASES

Part 1 Introduction	<u>Introduction</u>
Section A – Document Maintenance	<u>Section A</u>
1. Type of Folder	Page 1
2. Arrangement of Documents	Page 1
3. Manuscript Covers.....	Page 1
4. Case Markings	Page 2
5. Color Coding	Page 2
Section B - Case Number Assignment.....	<u>Section B</u>
1. Format	Page 1
2. When Assigned.....	Page 1
3. Instructions for Civil and Juvenile Case Categories	Page 1
4. Instructions for Criminal, DUI, Traffic, Ordinance, Conservation and Civil Law Case Categories	Page 4
5. Instructions for Selected Documents and Case Subcategories.....	Page 6
Section C - Case Code Letter and Category Outline	<u>Section C</u>
1. Civil and Juvenile.....	Page 1
2. Criminal, DUI, Traffic, Ordinance, Conservation, Civil Law	Page 4
Section D - Indexes.....	<u>Section D</u>
1. Number and Types of Indexes Required.....	Page 1
2. Firms and Public Officials.....	Page 1
3. Procedure For Using An Index.....	Page 1
4. Data Required For All Cases.....	Page 1
5. Wills	Page 5
Section E - Record Sheet	<u>Section E</u>
1. Definition.....	Page 1
2. Format	Page 1
3. Data Required.....	Page 1
4. Names and Addresses of Attorneys and Pro Se Parties	Page 2
5. Notation of Costs.....	Page 2
6. Additional Record Sheet	Page 3
7. Annual Tax Sale	Page 3
8. Municipal Corporation	Page 3
9. Minutes.....	Page 3

Section F - Basic Record.....	<u>Section F</u>
1. Definition.....	Page 1
2. Judgment	Page 1
3. Prompt Preparation.....	Page 1
4. Microfilmed Copy	Page 1
Section G - Removal of Records From The Clerk's Office	<u>Section G</u>
1. Basic Record.....	Page 1
2. Impounded, Sealed, and Expunged Records	Page 1
3. Permanent Record	Page 1
4. Wills	Page 1
Section H - Security Record	<u>Section H</u>
1. Definition.....	Page 1
2. Fee	Page 1
3. When Required.....	Page 1
4. When Not Required.....	Page 1
5. Storage.....	Page 1
6. Content	Page 2
Section I - Permanent Record.....	<u>Section I</u>
1. Definition.....	Page 1
2. Content	Page 1
3. Exceptions Not Allowed	Page 1
4. Exceptions Allowed	Page 1
5. Estates.....	Page 3
6. Wills	Page 3
7. Security Record	Page 3
Section J - Permanent Record: Copying Procedures	<u>Section J</u>
1. When Copy Should Be Made.....	Page 1
2. Indexes.....	Page 1
3. Items Which Cannot Be Copied.....	Page 1
4. Microfilming	Page 1
Section K - Retention-Destruction.....	<u>Section K</u>
1. Definition of Disposition.....	Page 1
2. Schedule One Applies to DT and CM Cases Retroactive to 1986.....	Page 2
3. Destruction of Older Court Records.....	Page 2
4. Destruction of Scanned Documents	Page 2
5. Extension of Retention Period.....	Page 2
6. Notice of Intent to Destroy or Otherwise Dispose of Records.....	Page 2
7. Destruction of Impounded, Sealed or Expunged Records	Page 3
8. Records Damaged or Destroyed	Page 3
Schedule One: Case Records	Page 4
Summary of Schedule One.....	Page 7-a
Schedule Two: Bound Volumes	Page 8
Summary of Schedule Two	Page 11-a
Schedule Three: Non-Record Materials.....	Page 12
Summary of Schedule Three	Page 14-a

Section L - Impounding, Sealing, and Expunging	<u>Section L</u>
1. Case Categories or Subcategories	Page 1
2. Basic Record.....	Page 3
3. Index.....	Page 4
4. Microfilmed Cases	Page 5
5. Examination of Records.....	Page 6
6. Impounding, Sealing, or Expunging An Individual Document.....	Page 6
7. Statutes Restricting Access To Individual Documents	Page 7
Section M - Wills	<u>Section M</u>
1. When Deposited	Page 1
2. Secure Storage.....	Page 1
3. Arrangement In Storage Unit	Page 1
4. Removal of Wills.....	Page 1
Section N - Exhibits.....	<u>Section N</u>
1. Procedure For Release or Other Disposition	Page 1
2. Release Schedule	Page 1
3. Release By Court Order	Page 1
Section O - Court Administration File.....	<u>Section O</u>
1. Documents To Be Included	Page 1
2. Numbering.....	Page 1
3. Procedure For Filing.....	Page 1

PART 1

INSTRUCTIONS RELATING TO RECORDS OF CASES

Introduction

The instructions in Part 1 are intended to provide uniform procedures in the following areas: creation and maintenance of the case file; case numbering; indexing; and retention-destruction. Topics relating to the case file include the document maintenance, the record sheet, removal of the Basic Record from the clerk's office, impounding, sealing, and expunging. Part 1 also includes instructions relating to records that are not part of the case file: Wills; exhibits; the court administration file; and retention-destruction of bound volumes and non-record materials.

These instructions are written with the assumption that the clerk's case management system is automated. Counties that are not automated, or are only partially automated, should continue to follow applicable instructions from the 1971 Manual on Recordkeeping in the following areas: case number lists, indexes, and record sheet.

Because of differences in size and organizational structure among circuit clerks' offices, as well as the different automation systems in use, these instructions include options that clerks may exercise depending upon the needs of their jurisdictions. Exceptions to these instructions may be granted by the Administrative Director upon application by a clerk.

PART 1

SECTION A

DOCUMENT MAINTENANCE

1. Type of Folder

Documents conventionally filed in a case shall be stored in a flat file folder. The clerk has the option of using an envelope for Small Claim and Misdemeanor cases, and for the Security Record; the clerk has the option of using a jacket for Traffic, Ordinance, Conservation and Civil Law cases.

If a clerk requires an exception to the instructions regarding type of folder, application should be made to the Administrative Office.

2. Arrangement of Documents

Documents stored conventionally in file folders shall be fastened in filing date order, earliest on top or latest on top; this is left to the discretion of the clerk although there should be uniformity within any case category. All documents should be placed on one side of the file folder.

Unless local practice or procedure provides otherwise, claims in estate cases may be placed together on one side of the file folder, with all other documents placed together on the opposite side of the folder. If the clerk chooses to separate claims in this manner, it should be done uniformly in all estate cases.

Documents received conventionally which are scanned and converted to an electronic format may be stored in a document storage receptacle and destroyed as provided in Section K. All records scanned or converted to electronic format must be a minimum of 300 Dots per Inch (DPI) or higher to ensure the document is an exact representation of the original.

Documents stored electronically shall be maintained with the latest appearing first or the earliest appearing first; this is left to the discretion of the clerk although there should be uniformity within any case category.

3. Manuscript Covers

Manuscript covers should be removed from documents before filing, but not from Wills or other instruments when the covers might have some importance.

4. Case Markings

The case number shall be clearly indicated on the outside of file folders or by the case management system. Other markings may be made on the folder or electronically in the case management system to note such information as the status of the case (disposed, warrant issued, etc.) or data relating to the case processing (fine amount, future court setting, etc.). Such markings are left to the discretion of the clerk.

When a juvenile case is designated an extended jurisdiction juvenile prosecution, or when an adult criminal sentence is executed in an extended jurisdiction juvenile prosecution, or when juvenile proceedings are instituted in an excluded jurisdiction criminal case, in order to facilitate case processing clerks may indicate such status on the case jacket or electronically in the case management system: e.g. "extended juvenile jurisdiction"; "adult criminal sentence executed"; "juvenile proceedings instituted."

5. Color Coding

For the Purpose of identifying case categories on file folders, color coding of file folders or file tabs shall be as follows:

Adoption	AD	Light Orange
Arbitration (Mandatory Arbitration).....	AR	Light Purple
Chancery	CH	Yellow
Contempt of Court	CC	Light Pink
Dissolution	D	Orange
Driving Under the Influence	DT	Purple
Eminent Domain	ED	Maroon
Family	F	Light Green
Felony	CF	Dark Red
Juvenile	J	Dark Blue
Juvenile Abuse and Neglect.....	JA	Brown
Juvenile Delinquent	JD	Gold
Law (claim over \$50,000).....	L	Black
Law (claim \$50,000 or less).....	LM	Manila (no color)
Mental Health.....	MH	Light Blue
Miscellaneous Remedy	MR	Gray
Misdemeanor.....	CM	Light Red
Municipal Corporation.....	MC	Pink
Order of Protection	OP	Light Gold
Probate	P	Green
Small Claim	SC	Buff Kraft
Tax	TX	Light Brown

PART 1

SECTION B

CASE NUMBER ASSIGNMENT

1. Format

A case number shall consist of three parts:

- The last two digits of the year;
- The code letter(s) indicating the category of the case—code letters are assigned according to the Case Code Letter and Category Outline which appears in the following section of this manual;
- The number of the case within its category—in each category, a new series of numbers beginning with 1 starts on January 1 of each year.

2. When Assigned

Except for the Annual Tax case (see subsection 5 below), a case number is assigned at the time the first document in a case is filed in the clerk's office.

3. Instructions for Civil and Juvenile Case Categories

If a complaint in a civil case contains two or more counts that appear to fall under more than one case category, the clerk shall determine which case category to use in assigning the case number.

- **AD**
An Adoption case number shall be assigned to every adoption case.
- **AR**
An Arbitration case number shall be assigned to every arbitration-eligible case at the time it is filed; the case shall retain the AR number even if it subsequently is assigned to a civil court call. NOTE: This case category shall be used only by counties that have initiated Mandatory Arbitration as defined by Supreme Court Rules 86 through 95.
- **CH**
A Chancery case number shall be assigned to a complaint for equitable relief in matters such as foreclosures, trusts, and title to real property. If any equitable relief is sought in a complaint, the case shall be classified as a CH case unless the action is included under another category of the Case Code Letter and Category Outline.

- **D**
A Dissolution case number shall be assigned to a complaint for dissolution of marriage or civil union, declaration of invalidity (annulment), or separate maintenance.
- **ED**
An Eminent Domain case number shall be assigned to proceedings involving compensation to an owner for property taken for public use.
- **F**
A Family case number shall be assigned to a variety of matters including proceedings to establish the parent-child relationship, notice to putative fathers, and certain actions relating to child support. NOTE: Petitions for Orders of Protection filed as separate cases are filed under the OP category.
- **J**
A Juvenile case number shall be assigned to any proceeding initiated under the Juvenile Court Act of 1987 (705 ILCS 405/1-1 et seq.) except those defined by the JA and JD categories below. Where multiple counts are alleged, if any of those counts include JD matters the case shall be filed as a JD case; however, a J case shall not contain abuse, neglect or dependency matters.
- **JA**
A Juvenile Abuse and Neglect case number shall be assigned to all cases involving a neglected or abused minor as defined by the Juvenile Court Act of 1987 (705 ILCS 405/2-3(1) and (2)), or a dependent minor as defined by the Juvenile Court Act of 1987 (705 ILCS 405/2-4). A JA case shall include only abuse, neglect and dependency matters. A separate JA case number shall be assigned to each minor respondent.
- **JD**
A Juvenile Delinquency case number shall be assigned to all cases involving a delinquent minor as defined by the Juvenile Court Act of 1987 (705 ILCS 405/5-120). If a petition contains multiple counts under the juvenile act, the case shall nonetheless be assigned a JD case number; however, a JD case shall not contain abuse, neglect, or dependency matters.

Extended jurisdiction juvenile case: execution of adult criminal sentence. If in an extended jurisdiction juvenile case the court orders execution of the adult criminal sentence pursuant to 705 ILCS 405/5-810(6), no new case number shall be assigned unless the court orders otherwise. The impounding provisions for juvenile cases in Section L (Impounding, Sealing and Expunging) shall continue to apply unless the court orders otherwise. However, the retention provisions for criminal cases in Section K (Retention-Destruction) shall now apply.

NOTE: J, JA, & JD Cases - when an order is entered in a juvenile case for transfer to another county and subsequently ordered transferred back to the originating county,

the case shall not be assigned a new case number, but shall be filed in the original case.

- **L**
A Law case number shall be assigned to tort, contract, and a variety of other actions in which the damages sought are greater than \$50,000. The amount of damages contained in the complaint pursuant to Supreme Court Rule 222, excluding interest and costs, determines the category, not the amount of the verdict or judgment. If no specific amount is claimed, an L number shall be assigned.
- **LM**
A Law Magistrate case number shall be assigned to tort, contract, and a variety of other actions in which the damages sought are \$50,000 or less. The amount of damages contained in the complaint pursuant to Supreme Court Rule 222, excluding interest and costs, determines the category, not the amount of the verdict or judgment. Note that tort, contract, or tax collection case in which the damages sought are \$10,000 or less is assigned an SC number.
- **MC**
Each municipal corporation shall have one permanent case number and file folder for routine matters to be considered by the court. This file will contain such matters as organization, appointment of officers, approval of bonds, and routine orders confirming annexation. A new case number and file folder should not be created when additional documents of this nature are filed.

Excluded from the MC file will be matters which require more than routine consideration by the court. For example, a local improvement or drainage assessment proceeding will have its own TX case number and file; a petition for the conduct of an election regarding an annexation will be placed in an MC file with its own MC case number. Also excluded from the MC file is litigation involving the municipal corporation as a party such as a suit against a city for personal injuries—such cases will have their own L, LM, or SC case numbers.
- **MH**
A Mental Health case number shall be assigned to proceedings involving commitment, discharge, or restoration to legal status. When a proceeding relative to a resident of Illinois is held in a county other than the county in which the person resides and a transcript of such proceeding is received by the circuit clerk of the county of such person's residence, the clerk shall create a case file and assign it an MH number. Change of status reports will also be placed in this file.

A petition for discharge or restoration is a new case if filed in a county other than the county from which the petitioner was committed; if filed in the same county, it is a post-termination proceeding.

- **MR**
A Miscellaneous Remedy case number shall be assigned to complaints seeking review of administrative decisions (other than of a tax commission) and a variety of other actions that include change of name, habeas corpus, and extradition.
- **OP**
An Order of Protection case number shall be assigned to any petition for an order of protection, petition for stalking no contact order, or any petition for a civil no contact order that is filed separately from an existing case. NOTE: If it is the practice of a county or circuit not to file these petitions in existing criminal or civil cases, that practice may be continued and these petitions should be given an OP number.
- **P**
A Probate case number shall be assigned to estates of decedents and guardianship matters.
- **SC**
A Small Claim case number shall be assigned to "...a civil action based on either tort or contract for money not in excess of \$10,000, exclusive of interest and costs, or for the collection of taxes not in excess of that amount" (Supreme Court Rule 281).
- **TX**
A Tax case number shall be assigned to the annual tax sale and a variety of other actions relating to the collection of taxes. Petitions for tax deeds and objections are part of the annual tax sale proceeding and will be assigned sub-numbers of the annual tax sale case number.

4. Instructions for Criminal, DUI, Traffic, Ordinance, Conservation and Civil Law Case Categories

- **CC**
A Contempt of Court case number shall be assigned to any proceeding for contempt of court initiated against a person who is not a party to the action in which the contemptuous conduct allegedly occurred. The CC category may be used in both civil and criminal contempt proceedings against non-parties.
- **CF**
A Felony case number shall be assigned when a complaint, information or indictment is filed in which at least one count charges a felony.

Excluded jurisdiction: reduction of charge, or finding that minor committed offense not covered by excluded jurisdiction provisions. If, either before or after trial or plea, the court orders proceedings in an excluded jurisdiction case to be conducted as juvenile proceedings pursuant to any provision of 705 ILCS 405/5-130 (Excluded jurisdiction), no new case number shall be assigned unless the court orders otherwise. However, the retention and

impounding provisions for juvenile cases in Sections K (Retention-Destructions) and L (Impounding, Sealing and Expunging) shall apply.

Statewide Grand Jury: Indictments received pursuant to an order establishing venue for trying a case as provided by the Statewide Grand Jury Act (725 ILCS 215/1 et seq.), shall be assigned a CF case number.

- **CL**

A Civil Law case number shall be assigned to all cases for civil law violations charged under paragraph (a), Section 4 of the Cannabis Control Act (720 ILCS 550/4(a)), or Paragraph (c), Section 3.5 of the Drug Paraphernalia Control Act (720 ILCS 600/3.5(c)).

In accordance with Supreme Court Rule 589, each Uniform Civil Law Citation form shall be assigned a separate case number.

- **CM**

A Misdemeanor case number shall be assigned when a case is filed in which the most serious charge carries a penalty of less than one year imprisonment. However, this does not apply to CC, CV, DT, OV, and TR cases, which are defined elsewhere in this section.

- **CV**

A Conservation case number shall be assigned to any case defined by Supreme Court Rule 501(c).

In accordance with Supreme Court Rule 552, each Uniform Citation and Complaint form and conservation complaint shall be assigned a separate case number.

- **DT**

A Driving Under the Influence case number shall be assigned to any case charging a violation of a statute, ordinance, or regulation governing driving under the influence of alcohol, other drug, or combination thereof. If, however, the offense is punishable upon conviction by imprisonment in a penitentiary, the case shall be assigned a CF number in accordance with Supreme Court Rule 501(f).

If charges of driving under the influence of alcohol and driving with a blood alcohol concentration greater than the legal limit are filed as a result of the same incident, the two charges shall be assigned separate counts of a single DT case number. NOTE: Refusal to submit to a chemical test pursuant to 625 ILCS 5/11-501.1 shall not be assigned a separate count of a DT case.

- **OV**

An Ordinance Violation case number shall be assigned to any case in which violation of a local ordinance is charged. However, violation of a traffic ordinance as defined by Supreme Court Rule 501(f) shall be given a TR or DT number, as appropriate.

- **TR**

A Traffic case number shall be assigned to any case defined by Supreme Court Rule 501(f), except DUI cases. Note that a violation of a traffic ordinance as defined by Rule 501(f) is given a TR number.

The following offenses are excluded by Rule 501(f) and should be assigned the appropriate CF, CM, OV or CV case number:

- Cases in which a ticket is served by "tie-on," "hang-on," or "appended" methods;
- Reckless homicide (720 ILCS 5/9-3);
- Reckless conduct (720 ILCS 5/12-5);
- Illinois Vehicle Code anti-theft laws (625 ILCS 5/4-100 et seq.);
- Any charge punishable upon conviction by imprisonment in a penitentiary;
- "Jay walking" ordinances of any unit of local government;
- Any conservation offense (see Supreme Court Rule 501(c)).

In accordance with Supreme Court Rule 552, each Uniform Citation and Complaint form and conservation complaint shall be assigned a separate case number.

5. Instructions for Selected Documents and Case Subcategories

- **Annual Tax Case**

The annual tax sale case ("County Collector vs. Delinquent Taxpayers") shall be assigned a TX number each year. Objections and petitions for issuance of a tax deed shall be included under the TX number of the annual tax sale case using sub-numbers.

The clerk may elect to assign the first TX case number each year to the annual tax case; this may be done before any document is filed. Note that an objection may be filed before the annual tax case is filed.

- **Arbitration and Award**

Petitions to enforce arbitration awards under the Alternative Dispute Resolution - Uniform Arbitration Act (710 ILCS 5/1 et. seq.) shall be filed in a Law case if the amount of the award is over \$50,000 or a Law Magistrate case if the award is \$50,000 or less.

- **Building Code Violation**

Proceedings to obtain a judgment on a hearing officer's findings pursuant to 65 ILCS 5/11-31.1-11.1 shall be assigned an MR number.

- **Certificate of Good Conduct**

A certificate of good conduct issued by the court (730 ILCS 5/5-5.5-30) and all applications, certificates, and orders of revocation (730 ILCS 5/5-5.5-40) shall be filed in the related criminal case.

- **Certificate of Innocence**
A petition for certificate of innocence (735 ILCS 5/2-702(b)) is filed in the case to which it relates. If the case has been expunged, assign an MR number.
- **Certificate of Relief from Disabilities**
A certificate of relief from disabilities issued by the court (730 ILCS 5/5-5.5-15) and all applications, certificates, and orders of revocation (730 ILCS 5/5-5.5-40) shall be filed in the related criminal case.
- **Confidential Intermediary**
Any petition for appointment of a Confidential Intermediary under the Adoption Act shall not be filed in the Adoption case to which it relates, but shall be assigned an F number.
- **Disclaimer of Interest in Property**
If a disclaimer of interest in property is filed relating to an estate for which a Will has been deposited but no Probate estate case has been opened, the disclaimer should be stored with the Will. If a Probate estate case is later opened, the disclaimer should be included in the case file.

If a disclaimer of interest in property is filed and no Will or Probate estate case has been opened, the disclaimer should be indexed as a Will.
- **Eavesdropping; Electronic Criminal Surveillance**
Any application for authorization to conduct eavesdropping under 725 ILCS 5/108A-1 et seq. or electronic criminal surveillance under 725 ILCS 5/108B-1 et seq. Which is filed with the clerk shall be assigned an MR number.
- **Emancipation of Minor**
If a petition for emancipation of a minor is filed, it shall be assigned an F number. However, if the minor is a ward of the court under the Juvenile Court Act of 1987, the petition shall be filed in the relevant juvenile case. Note also that according to the Emancipation of Mature Minors Act, the court may join the petition for emancipation with any other pending litigation affecting the minor (750 ILCS 30/10).
- **Expunge**
A petition to expunge is filed in the case to which it relates. If no case exists, assign an MR number.
- **Extradition**
The Uniform Criminal Extradition Act (725 ILCS 225/1 et seq.) requires that persons arrested be brought before a judge and advised of their rights. Any record relating to such proceedings should be assigned an MR number. If the person subsequently applies for a writ of habeas corpus, use the same MR case.

- **Facsimile Documents**
Documents transmitted by facsimile are not authorized to be filed with the clerk. However, Supreme Court Rule 11(b)(5) – Manner of Serving Documents provides for facsimile transmissions between parties.
- **Grandparent(s), Great-Grandparent(s), and Sibling(s) Visitation**
A petition for visitation made by a grandparent(s), great-grandparent(s), or sibling(s) (750 ILCS 5/607) shall be filed in the case to which it relates. If no case exists, assign an F number.
- **Indictment**
If an indictment is returned against a defendant for an offense not mentioned in a complaint or information already on file, the indictment shall be assigned a new case number. If an indictment is returned against a defendant (or defendants) for an offense which has been charged in a complaint or information in a case currently on file, and the defendant (or defendants) and charges are identical in both the indictment and complaint or information, the indictment shall be filed in the case currently on file; otherwise the clerk shall give the indictment a new case number and notify the state's attorney.
- **Interstate and Intrastate Probationer Transfer**
When a form, indicating a probationer transfer, is filed by a probation department, the probationer will be assigned an MR case.
- **Judicial Waiver of Notice Under the Parental Notification of Abortion Act**
When a Petition for Judicial Waiver of Notice Under the Parental Notification of Abortion Act is filed, the time of filing shall be recorded along with the file stamp to commence the expedited proceeding requirements under Supreme Court Rule 303A.
- **Juror Protection Act**
Petitions filed by a defendant seeking to contact a juror under the Juror Protection Act (705 ILCS 320/1 et seq.) shall be filed in the case in which the defendant was convicted.
- **Juvenile Case Transfers**
When an order is entered in a juvenile case for transfer to another county and subsequently ordered transferred back to the originating county, the case shall not be assigned a new case number, but shall be filed in the original case.
- **No Bill**
When a No Bill is returned for an offense which has been charged in a complaint or information, it is filed in the case containing the complaint or information. Otherwise, a No Bill is not filed but is retained by the state's attorney.

- **Non-standard Transaction**
It may be necessary to record on the automated case management system transactions that are not related to current cases or not otherwise provided for in this manual (e.g. receipt of bond upon arrest on out-of-county warrant, copy fees for very old cases, Notice of Lien). The clerk should create a uniform "non-standard" category to use for all of these transactions, for example "NS." Depending upon the computer system used in the office, it may be necessary for the clerk to have two non-standard categories, one for financial transactions and one for other transactions.
- **Notice of Lien**
When a notice of lien is filed pursuant to either the Sale of Unclaimed Property Act (770 ILCS 90/3) or the Liens Against Railroads Act (770 ILCS 55/4), no case number shall be assigned. A non-standard transaction number should be assigned if a number is required for entering the automated case management system. Any documents should be placed in the Court Administration File.
- **Registration of Foreign Judgment (includes Foreign-country Judgment)**
When a foreign judgment is filed, assign the appropriate civil case number.
- **Rendition**
Acts relating to rendition in Illinois include:
 - The Uniform Act to Secure the Attendance of Witnesses from Within or Without a State in Criminal Proceedings (725 ILCS 220/1 et seq.);
 - The Uniform Rendition of Accused Persons Act (725 ILCS 230/1 et seq.);
 - The Uniform Rendition of Prisoners as Witnesses in Criminal Proceedings Act (725 ILCS 235/1 et seq.).
 Records relating to proceedings under rendition acts shall be assigned MR numbers.
- **Seal**
A petition to seal is filed in the case to which it relates. If no case exists, assign an MR number.
- **Search Warrant**
If a search warrant relates to a pending criminal case, it is filed in that case. If a search warrant is not related to a pending criminal case, it is assigned an MR number.
- **Small Claim Tax Case**
Small Claim tax cases are suits for collection of taxes of \$10,000 or less. They should be assigned SC numbers rather than TX numbers.

- **Small Estates: Agent for Service of Process**
If a circuit clerk functions as agent for service of process in a Small Estate pursuant to Article XXV of the Probate Act of 1975 (755 ILCS 5/25-1 et seq.), no case number shall be assigned. A non-standard transaction number should be assigned if a number is required for entering the automated case management system. Any documents should be placed in the Court Administration File.
- **Venue**
If a case is transferred into a jurisdiction on Change of Venue or Change of Place of Trial, assign the appropriate case number from the Case Code Letter and Category Outline.
- **Wills**
If the clerk elects to assign a number to deposited Wills, a Will number category such as "WI" should be used.

PART 1

SECTION C

CASE CODE LETTER AND CATEGORY OUTLINE

Some of the case categories in the outline below are followed by lists of subcategories. These lists of subcategories are not intended to be comprehensive; rather, they are intended to illustrate the kinds of actions that are to be filed under the various categories.

1. Civil and Juvenile

- **AD Adoption**
- **AR Arbitration (Mandatory Arbitration)**
- **CH Chancery**
 - Construction of inter vivos trust
 - Construction of testamentary trust (after P case has been disposed)
 - Exhume a body
 - Foreclosure of security interest in personal property
 - Injunction (except in Tax and Dissolution cases)
 - Interpleader
 - Mechanic's lien foreclosure
 - Partition
 - Partnership dissolution
 - Quiet title
 - Real estate mortgage foreclosure
 - Recision of contract
 - Restraining order
 - Specific performance
 - Structured settlement, original action to assign
 - Trust administration
- **D Dissolution**
 - Invalidity
 - Dissolution
 - Legal separation
 - Dissolution of civil union
- **ED Eminent Domain**
- **F Family**
 - Civil actions to compel support
 - Delayed record of birth
 - Emancipation of minor
 - Notice to putative father under the Adoption Act (750 ILCS 50/12a) and Juvenile Court Act (705 ILCS 405(2-30, 3-31, and 4-28))

Parentage
 Petition for confidential intermediary
 Petition for custody
 Petition for Judicial Waiver of Notice Under the Parental Notification of Abortion Act
 Petition for order to issue marriage license
 Registration of foreign child-custody determination
 Registration of foreign support order

- **J Juvenile**
- **JA Juvenile Abuse and Neglect**
- **JD Juvenile Delinquent**
- **L Law: Damages over \$50,000**
 - Arbitration and award
 - Contract - money damages
 - Confession of judgment
 - Detinue
 - Distress for rent
 - Ejectment
 - Forcible Entry and Detainer
 - Replevin
 - Statutory action by a state or political subdivision to recover support or contribution
 - Tort - money damages
 - Trover
 - Wrongful death
- **LM Law: Damages \$50,000 or less (other than SC)**
 - Arbitration and award
 - Contract - money damages over \$10,000
 - Confession of judgment
 - Detinue
 - Distress for rent
 - Ejectment
 - Forcible Entry and Detainer
 - Replevin
 - Statutory action by a state or political subdivision to recover support or contribution
 - Tort - money damages over \$10,000
 - Trover
 - Wrongful death
- **MC Municipal Corporation**
 - Petition for the creation of a drainage district
 - Petition to change form of government
 - Petition to disconnect from fire district
 - Petition to dissolve municipal corporation

Petition to organize municipal corporation
 Other routine matters relating to municipal corporations and not listed under another category

- **MH Mental Health**
 Petition for hospitalization
 Petition for discharge
 Petition for restoration
 Petition to administer treatment
- **MR Miscellaneous Remedy**
 Abatement of Nuisance
 Administrative Subpoena
 Application for order authorizing eavesdropping or electronic criminal Surveillance
 Appointment of receiver
 Attachment (original action)
 Burnt records
 Certificate of innocence (if criminal case is expunged)
 Certiorari
 Change of name
 Corporation dissolution
 Declaratory judgment
 Demolition
 Eavesdropping
 Election contest
 Escheat
 Extradition
 Fictitious Vital Record
 Forfeiture of seized property
 Forfeiture of seized property, preliminary review
 Habeas corpus (civil or criminal)
 Interstate and intrastate probationer transfer (each transfer is assigned a separate case number)
 Lost goods or money
 Mandamus
 Ne exeat (original action)
 Peace Bond complaint
 Petition for discovery or to depose
 Prohibition
 Quo warranto
 Rendition
 Review of administrative proceedings (other than tax commission)
 Search Warrant (complaint for search warrant not related to pending case; each search warrant is assigned a separate case number)
 Sexually transmissible disease control proceeding
 Sexually violent person commitment proceeding
 Statewide Grand Jury proceedings (prior to determination of venue for Prosecution)
 Statutory Summary Suspension (if no DT case is filed)

- **OP Order of Protection**
 - Order of Protection
 - Civil No Contact Order
 - Stalking No Contact Order
- **P Probate**
 - Construction of testamentary trust (during pendency of P case)
 - Construction of Will
 - Estates of decedents
 - Guardianship of person and/or estate
 - Will contest
- **SC Small Claim**
 - Contract - money damages \$10,000 or less
 - Tax collection \$10,000 or less
 - Tort - money damages \$10,000 or less
- **TX Tax**
 - Annual tax sale
 - Drainage assessment
 - Foreclosure of lien for special assessment
 - Petition for tax deed
 - Retailer's occupation tax
 - Sale in error
 - Scavenger tax sale
 - Special assessment
 - Suit to restrain collection of special assessment or to change special Assessment
 - Tax commission, review of decision
 - Tax foreclosure
 - Tax injunction
 - Tax objection
 - Tax refund (petition for)

2. Criminal, DUI, Traffic, Ordinance, Conservation, Civil Law

- **CC Contempt of Court**
- **CF Felony**
- **CL Civil Law Violation**
- **CM Misdemeanor**
- **CV Conservation Violation**
- **DT Driving Under the Influence**
- **OV Ordinance Violation**
- **TR Traffic Violation**

PART 1
SECTION D
INDEXES

1. Number and Types of Indexes Required

Subject to the exceptions given in this section below, a clerk's office shall index each case under the name of each party. As noted below, indexing requirements differ for various case categories. The clerk may maintain a single index if it meets all the requirements of this section; or the clerk may maintain more than one index. This decision is left to the discretion of the clerk and will depend upon such factors as the type of automated case management system used, the case category, and the year the case was filed.

2. Firms and Public Officials

A party to a suit named as an individual and under a firm name shall be indexed under both names. A public official who is a party to a suit shall be indexed by the name of the office (e.g. "County Collector").

3. Procedure for Using an Index

The procedure for using an index will vary depending upon the type of automated case management system used in a particular county. The procedure may require making an inquiry to a terminal, referring to a copy printed on paper or maintained on a storage medium, or some combination of any of these. Inquiry to a terminal may require calling up more than one screen.

Indexes must be made available for public use free of charge; the clerk must provide assistance to those who are unable to use a computer terminal.

4. Data Required for all Cases

A response to an inquiry to a name index shall provide, at a minimum, the following data:

- Case number;
- Designation of the party who is the subject of the inquiry (plaintiff, defendant, or other appropriate designation);
- Information required to access records maintained on microfilm or other storage medium;
- Any additional data prescribed below for specific case categories.

a. Civil

All parties shall be indexed except for the following which may be omitted:

- Garnishee defendants;
- Employer defendants in wage deduction proceedings;
- Respondents in supplementary proceedings under the Code of Civil Procedure (735 ILCS 5/2-1402); Part 1
- Defendants in annual tax sale and scavenger tax sale cases.

If, however, a money judgment is entered against a party listed in these exceptions, the party shall be included in the Money Judgment Index or Small Claim Index.

b. Criminal

The index shall include the name of the offense originally charged (e.g. "battery").

c. Adoption

Index the names of adopted children and adopting parents. Use the names of the children before adoption.

d. Juvenile

In order to maintain a record of financial obligations and payments by parents and guardians of juvenile respondents, it may be necessary to include parents and guardians as parties to a juvenile case.

e. Petition for Marriage License Order

Index the name of each of the petitioners.

f. Small Claim

Index all defendants and counter-defendants; plaintiffs may be omitted.

The index to a Small Claim case is the only permanent record of the case and must completely and accurately record each judgment or other final order. The information in this index must be in standard English, understandable without reference to a code list. A name index inquiry shall provide, at a minimum, the following data relating to disposition where applicable:

- Date of disposition;
- Party(s) finding or verdict is for;
- Party(s) finding or verdict is against;
- Amount of judgment;

- Amount of costs;
- Type of dismissal (e.g. motion of plaintiff);
- Case number transferred to;
- Date of release.

g. Traffic, Ordinance, and Conservation

The index to a Traffic, Ordinance, or Conservation case is the only permanent record of the case and must completely and accurately record the disposition. The information in this index must be in standard English, understandable without reference to a code list. A name index inquiry shall provide, at a minimum, the following data relating to disposition where applicable:

- Offense charged (the name of the offense);
- Date of filing;
- Initial plea;
- Finding;
- If a judgment is entered under Supreme Court Rule 556(b), record "ex parte;"
- Offense convicted of, if different from offense charged (the name of the offense);
- Sentence, which shall include all of the following that apply:
 - Fine amount;
 - Total of all additional penalties, fees, costs, etc.; or a breakdown of the individual amounts; or both;
 - Jail term;
 - Probation term;
 - Court supervision term;
 - Driving school requirement;
 - Forfeiture amount;
 - Restitution amount;
 - Any other portion of a sentence not provided for in the list above;
- Type of dismissal (e.g. motion of State);
- Date of disposition.

h. Money Judgment

The Money Judgment Index shall include all judgments and decrees which impose upon parties the obligations to pay fixed amounts of money which are enforceable by execution, levy and sale. This index should include foreign judgments only after they have become final judgments. Judgments which are enforceable only by other means are not included.

An inquiry using the name of a judgment debtor shall provide, at a minimum, the following data:

- First-named judgment creditor;
- Amount of judgment;
- Date judgment entered;
- Case number;
- Release, assignment, satisfaction, opening or vacation of judgment;
- Date of release, assignment, satisfaction, opening or vacation.

A judgment for past due maintenance or support should be entered, but a decree for periodic payments should not. A judgment in an ED case fixing the amount to be paid by the petitioner as a condition of taking the property condemned should not be entered; but a judgment for the defendant landowner for the amount of the costs, expenses and attorneys fees to which the landowner is entitled in the event of the failure of the petitioner to pay for the property should be shown. A judgment for foreclosure of mortgage should not be entered, but a judgment for personal deficiency following a foreclosure sale should be entered.

The following shall be omitted from the Money Judgment Index:

- Small Claim judgments;
- Judgments for costs only;
- Judgments on claims in estates;
- Criminal judgments, except restitution;
- Tax sale judgments;
- Traffic, Ordinance and Conservation case judgments.

i. Civil Law

The index to a Civil Law case is the only permanent record of the case and must completely and accurately record the disposition.

The information in this index must be in standard English, understandable without reference to a code list. A name index inquiry shall provide, at a minimum, the following data relating to disposition where applicable.

- Offense charge (the name of the offense);
- Date of filing;
- Initial plea;
- Finding;
- If a judgment is entered under Supreme Court Rule 590, record "default judgment;"
- Sentence, which shall include all of the following that apply:
 - Fine amount;
 - Total of all additional penalties, fees, costs, etc.; or a breakdown of the individual amounts; or both;
 - Any other portion of a sentence not provided for in the list above;
- Date of disposition;
- Date of expungement.

5. Wills

An inquiry using the name of a testator shall provide, at a minimum, the following data:

- Will number, if used;
- Date Will deposited;
- Person depositing Will;
- Person withdrawing Will;
- Date Will withdrawn;
- Probate (P) case number if probated in this county.

Note: If a disclaimer of interest in property is filed and no Will or Probate estate case has been opened, the disclaimer should be indexed as a Will.

PART 1
SECTION E
RECORD SHEET

1. Definition

The Record Sheet is a chronological register of all documents filed, all orders entered, and all proceedings held in a case. The record sheet may be maintained in one of two ways:

- a. On the automated case management system, updated by inputting data to the automated case management system. However, in instances where on-line access to an inquiry terminal is not available, a printed copy shall be printed on demand.
- b. On a sheet fastened inside the file folder, updated by hand or typewriter or printed from the automated case management system at the discretion of the clerk; in TR, OV, CV and CL cases, the record sheet may be maintained on the case jacket itself.

For any case category, the clerk shall use option "a" or option "b", but not both. A printed copy of the final record sheet shall be included in the case file of disposed cases conventionally stored.

2. Format

The format of the Record Sheet will depend to some extent upon the type of automated case management system used in a clerk's office. If the Record Sheet is maintained on an automated case management system, more than one screen may be required to make an inquiry to all data.

3. Data Required

The Record Sheet shall contain the following data:

- Case number.
- First-named plaintiff and first-named defendant only.
- The nature of the case:
 - For civil cases, the appropriate subcategory from the Case Code Letter and Category Outline;
 - For criminal cases, the name of the offense—the description from the Offense Code Table may be used.

- For each document filed:
 - Type of document;
 - Date of filing.
- For each proceeding:
 - Date of proceeding;
 - Name or initials of the judge presiding;
 - Name or initials of the court reporter, if any is present;
 - A record of the proceeding or a reference to a memorandum of the proceeding placed in the file. The purpose of this record or memorandum is to demonstrate the regularity of the proceeding. It should include the following:
 - Parties present in person or by attorney, guardian ad litem, or otherwise;
 - The purpose of the proceeding;
 - A concise statement of what was done.
- Objections by any party to the regularity of the proceedings and rulings thereon, unless otherwise recorded.
- If a printed record sheet is produced by an automated case management system, every page should contain the date it was printed.

4. Names and Addresses of Attorney and Pro Se Parties

If the clerk's automated case management system maintains this data somewhere other than on the Record Sheet, this data may be omitted from the Record Sheet. Otherwise, it shall be included.

5. Notation of Costs

Any financial obligation specifically imposed or waived by the court must be included on the Record Sheet. However, if the clerk's automated case management system maintains such data somewhere other than on the Record Sheet, this data may be omitted from the Record Sheet. Otherwise, any financial obligation shall be included on the Record Sheet regardless of the fact that the clerk may not be responsible for its collection.

6. Additional Record Sheet

If the clerk elects to separate claims from other documents in an estate file folder, an Additional Record Sheet shall be created. The Additional Record Sheet shall maintain the following information for each claim filed as applicable:

- Name of claimant;
- Amount of claim;
- Date of filing;
- Date claim is heard;
- Amount allowed;
- Denied.

7. Annual Tax Sale

The Record Sheet of the Annual Tax Sale Case shall make a reference, including case number, to each objection or petition for tax deed relating to that case.

8. Municipal Corporation

On the record sheet of a municipality's MC file, include references to separate cases relating to assessments, annexations, disconnections, etc.

9. Minutes

If practicable, entries may be made in the courtroom directly to either an automated or manual Record Sheet. Otherwise, the Record Sheet shall be updated after a court proceeding from minutes made in court by the clerk or judge. Minutes are not part of the Basic Record.

PART 1
SECTION F
BASIC RECORD

1. Definition

The Basic Record is the original trial court record of a case. It has two components:

- All the documents filed in the case, whether filed electronically or conventionally; and
- The Record Sheet and, if used in estates, the Additional Record Sheet.

The clerk shall ensure that documents received or maintained electronically are safeguarded against loss. The *Emergency Preparedness Standards for the Illinois Circuit Courts* shall govern maintenance procedures for electronic documents.

2. Judgment

As defined in Supreme Court Rule 2(b)(2), the term "judgment" also includes decree, determination, decision, order, or portion thereof.

According to Supreme Court Rule 272, a judgment becomes a part of the trial court record in one of two ways:

- When the signed judgment has been filed, by noting it on the Record Sheet and placing it in the file folder; or
- If no signed judgment is to be filed, when the clerk or judge records the orally pronounced judgment on the Record Sheet.

3. Prompt Preparation

The Basic Record should be completely up to date not later than one working day after a document is filed or an event occurs.

4. Microfilmed Copy

If there is a post-termination proceeding and the Basic Record has already been microfilmed and destroyed, make a new file folder and Record Sheet for the new material relating to the post-termination. Place in this file folder such print-outs from the microfilm record as may be directed by the judge.

PART 1

SECTION G

REMOVAL OF RECORDS FROM THE CLERK'S OFFICE

1. Basic Record

Except for use in court or by a judge, the Basic Record shall be removed from the clerk's office only:

- By order of court; or
- When transferred on change of venue or change of place of trial; or
- When used in the record on appeal; or
- When used in court-annexed arbitration or mediation; or
- Upon receiving permission of the clerk and leaving with the clerk a signed receipt for the record; unless specific permission is granted by the clerk, any Basic Record removed shall be returned on the day it is withdrawn.

2. Impounded, Sealed, and Expunged Records

Except for use in court or by a judge, the clerk shall not permit the removal of impounded, sealed, or expunged records unless by court order.

3. Permanent Record

Except for use in court or by a judge, the clerk shall not permit the removal of any Permanent Record unless by court order.

4. Wills

A deposited Will is to be released from the clerk's custody only under one of the following conditions:

- For probate in another county. If it is represented to the clerk that a deposited Will is to be filed for probate in another county, the clerk shall make a copy of the Will and file it in place of the Will with the other deposited Wills. The original Will should be sent by registered or certified mail to the clerk of the court in which the petition for probate is to be filed.
- On written order of the court. If a deposited Will is to be removed by order of court, a copy of the Will and the court order should be filed in place of the Will with the other deposited Wills.

PART 1
SECTION H
SECURITY RECORD

1. Definition

The Security Record is a copy of specified portions of the Basic Record to guard against loss or destruction of irreplaceable documents. Any copying process may be used which produces legible black-on-white copies. Documents provided by lawyers or litigants may not be used.

2. Fee

No fee shall be charged for preparation of the Security Record.

3. When Required

A Security Record shall be prepared when the Basic Record is removed from the clerk's office in these instances:

- By order of court;
- On change of venue or change of place of trial;
- For use in an appeal;
- With the permission of the clerk.

4. When Not Required

A Security Record is not required when the Basic Record is removed from the clerk's office in these instances:

- Use in court;
- Use by a judge—the clerk shall, however, maintain a record of files in the custody of judges;
- Use in court-annexed arbitration or mediation;
- For any portion of the Basic Record of which a copy has been made on microfilm or an imaging system and is stored off-site.

5. Storage

The Security Record shall be inserted in the file storage unit in place of the Basic Record for the period during which the Basic Record is removed from the clerk's office.

6. Content

The Security Record shall contain the following items:

a. Civil Cases

- Bonds;
- Judgments which determine the rights of the parties or grant to any party affirmative relief;
- Mandate or order of a reviewing court;
- Record Sheet—if the Record Sheet is maintained on the clerk's automated case management system, it does not need to be included in the Security Record;
- Release, assignment or other satisfaction of a judgment.

b. Estates

- Appearances and consents to:
 - The admission of a Will to probate;
 - Issuance of letters;
 - Any accounting or distribution of the estate;
- Assignments;
- Bonds;
- Inventories;
- Judgments which determine the rights of the parties or grant to any party affirmative relief—judgments on claims do not need to be included;
- Orders declaring heirship;
- Receipts for distribution or deposit of assets;
- Record Sheet and the Additional Record Sheet—if these Record Sheets are maintained on the clerk's automated case management system, they do not need to be included in the Security Record;
- Renunciation of Will by spouse;
- Wills;
- Mandate or order of a reviewing court.

c. Criminal and Driving Under the Influence Cases

- Bonds;
- Commitments;
- Complaints;
- Indictments;
- Informations;
- Judgments;
- Mandate or order of a reviewing court;
- Orders;
- Record Sheet—if the Record Sheet is maintained on the clerk's automated case management system; it does not need to be included in the Security Record.

d. Juvenile

- Orders, judgments and findings of the court;
- Petition;
- Mandate or order of a reviewing court;
- Record Sheet—if the Record Sheet is maintained on the clerk's automated case management system, it does not need to be included in the Security Record.

e. Traffic, Ordinance, Conservation, Small Claim, Civil Law Cases

- Record Sheet—if the Record Sheet is maintained on the clerk's automated case management system, it does not need to be included in the Security Record;
- The entire case file.

f. Other

Such other items as may be required by court order in individual cases.

PART 1
SECTION I
PERMANENT RECORD

1. Definition

The Permanent Record is a copy of the original record on a medium authorized by the Supreme Court. If no copy is made, the original record becomes the Permanent Record at the time authorized for destruction of the Basic Record. Any documents listed below as exceptions to the Permanent Record may be destroyed at the time permitted for destruction of the Basic Record, provided authorization is first obtained from the Administrative Office.

2. Content

The Permanent Record of a case consists of:

- All Indexes required by this manual;
- The Basic Record of each case.

3. Exceptions Not Allowed

For the following case categories and subcategories, the entire Basic Record shall be included in the Permanent Record with no exceptions:

- Adoption;
- Juvenile;
- Mental Health;
- Petition for Marriage License Order;
- Petition for Judicial Waiver of Notice Under the Parental Notification of Abortion Act.

4. Exceptions Allowed

Except for the specific case categories and subcategories listed in the preceding paragraph, the Permanent Record may omit the following items:

- Affidavits attached to or a part of any document designated in this list;
- Affidavit for wage deduction order, non-wage garnishment and interrogatories and answers;
- Affidavit of witness for witness fee;

- Evaluation reports, such as alcohol, drug, mental, etc.;
- Attorney's notice of hearing, or deposition or filing of deposition;
- Bonds on probation;
- Briefs and memoranda of law;
- Correspondence;
- Covenant not to sue;
- Discovery and evidence depositions;
- Driver's abstract;
- Duplicate of record on appeal;
- Exhibits;
- Fee bill;
- Juror's certificate;
- Jury demand;
- Jury instructions;
- Jury verdict and findings (except criminal);
- Notes, drafts, and work products prepared by a judge or for a judge by court staff or individuals working for the judge related to cases before the court;
- Oaths or acceptance of office;
- Opinion of Appellate or Supreme Court;
- Praecipe or request to the clerk to issue citation, subpoena, summons, etc.;
- Presentence investigation report—NOTE: such reports may be returned to Court Services, if requested;
- Pretrial release report;
- Recognizance;
- Report of commissioners in partition and in probate;
- Subpoena;
- Transcript of evidence and report of proceedings.

5. Estates

In addition to the items listed in the preceding paragraph, estates may also omit the following items from the Permanent Record:

- Absolute discharge from a mental hospital;
- Affidavit of attesting witness;
- Appraisals;
- Citation for removal;
- Clerk's certificate that all vouchers or receipts are on file;
- Inheritance tax returns;
- List of personal property set off to spouse or child;
- Monthly reports of receipts and disbursements from decedent's business;
- Receipts and vouchers for claims paid;
- Report of sale of personality;
- Selection of chattels by widow or child.

6. Wills

The original Will shall be retained permanently.

7. Security Record

If a Basic Record which has been removed from the clerk's office has not been returned as required, or if a Basic Record has been transferred on change of venue or change of place of trial, the Security Record shall be copied in place of the Basic Record to make the Permanent Record.

PART 1

SECTION J

PERMANENT RECORD: COPYING PROCEDURES

1. When Copy Should be Made

Before submitting a Notice of Intent to Destroy or Otherwise Dispose of Records, all required copying for the creation of the Permanent Record shall be completed, including deposit of a security copy of microfilm with State Archives. Such copying is to be done at the expense of the county and in compliance with the instructions contained in this manual.

2. Indexes

All indexes required by this manual shall be retained either in original form or on a microfilm copy.

3. Items Which Cannot be Copied

If an item cannot be copied because of its size or physical form and is required to be included in the Permanent Record, it shall be retained in its original form under the original case number. The copy made for the Permanent Record should explain the omission with a reference at the appropriate point.

4. Microfilming

Reel-type microfilm is authorized for making a copy of the Basic Record to serve as the Permanent Record.

The following provisions apply to microfilming:

a. Reader-printer

A clerk may not submit a Notice of Intent to Destroy or Otherwise Dispose of Records for records requiring microfilming unless the clerk's office has equipment which will permit the microfilm images to be read and reproduced on paper in approximately their original size.

b. Technical Standards

Microfilming must comply with the technical standards contained in Sections 4400.50 and 4400.60 of the Rules of the State Records Commission (44 Illinois Administrative Code, Subtitle C, Ch. IV, Sec. 4400.50-4400.60). The following topics are covered by these Rules:

- Background density;
- Camera operator's certification;
- Explanation of documents omitted;
- Exposure and processing;
- Expungement;
- Inspection;
- Integrity of original records;
- Labeling film cartons;
- Preparation of documents for filming;
- Quality of film stock;
- Retakes;
- Targets at beginning and end of film rolls.

c. Two Copies to be Made

The clerk shall make two copies of each roll of microfilm, one for use in the clerk's office, and one (a negative copy) to be deposited with State Archives as a security copy.

PART 1

SECTION K

RETENTION-DESTRUCTION

1. Definition of Disposition

For the purpose of computing the time periods contained in the schedules in this section, the following definitions of "disposition" apply:

a. Civil

A case is disposed upon the filing of the last order disposing of all parties and all issues.

b. Civil Law

In a case disposed of by dismissal, discharge, or finding in favor of defendant, the case is disposed upon the filing of the last order disposing of the defendant and charge. If judgment is imposed, the time for destruction of records in Schedule One below is upon the final satisfactory disposition.

c. Criminal, Driving Under the Influence, Traffic, Ordinance, Conservation

In a case disposed of by dismissal, discharge, or not guilty finding, the case is disposed upon the filing of the last order disposing of all defendants and all charges. If sentence is imposed, the time period for destruction of records in Schedule One below will depend upon the terms of the sentence.

d. Juvenile

As defined in the Juvenile Court Act of 1987, a Juvenile case is disposed:

- after an adjudication proceeding: by an order dismissing the petition and discharging the minor; or
- after a dispositional proceeding: by court order or by the minor's attainment of age 19 (or age 21 if ordered by the court).

e. Appealed Cases

If a case is appealed, the time periods in Schedule One below shall be computed from the date the mandate or other dispositional order of the reviewing court is filed in the circuit court.

2. Schedule One Applies to DT and CM Cases Retroactive to 1986

Effective January 1, 1996, Clerks should destroy case records according to Schedule One regardless of the year in which a case was filed. In most instances, the provisions of Schedule One are less restrictive than the original schedule promulgated in 1971. However, Schedule One is more restrictive for two case categories, Driving Under the Influence and Misdemeanor. Schedule One requires both of these case categories to be filmed. For cases filed through the end of 1985, clerks may continue to destroy Driving Under the Influence and Misdemeanor case files as they have done in the past under the provisions of the 1971 Manual on Recordkeeping. Beginning with cases filed in 1986, any Driving Under the Influence and Misdemeanor cases still retained by clerks should be filmed before destruction in accordance with Schedule One.

3. Destruction of Older Court Records

Clerks may continue to destroy certain older court records in accordance with paragraph 4401 of the 1971 edition of the Manual on Recordkeeping; clerks who wish to do so should first consult with the Administrative Office. A copy of paragraph 4401 is included in Appendix 1 to this manual.

4. Destruction of Scanned Documents

All documents which have been scanned and made part of the Basic Record in electronic format, may be destroyed without permission, 30 days after filing and upon verification that the document is an exact representation of the original. Upon motion and for good cause, a judge may order a longer period of retention for any record.

5. Extension of Retention Period

On motion and for good cause, a judge may order a longer period of retention for any record.

6. Notice of Intent to Destroy or Otherwise Dispose of Records

A clerk who intends to destroy or otherwise dispose of any of the records, maintained in paper or electronic format, included in the schedules in this section should prepare a Notice of Intent to Destroy or Otherwise Dispose of Records and forward it to the Administrative Office; a sample form and instructions for filling it out are included in Appendix 2 to this manual. Unless a record is specifically noted in this section as being an exception, no record may be destroyed or otherwise disposed of until a clerk has received a Disposition of Notice of Intent to Destroy or Otherwise Dispose of Records from the Administrative Office authorizing destruction.

Once permission to destroy the cases in a particular category for a particular year is received, all such cases may be destroyed at the time they become eligible for destruction without the need to submit an additional Notice of Intent.

If a document is filed for a case previously destroyed, enter on index and film (if required) before destroying document.

7. Destruction of Impounded, Sealed or Expunged Records

Unless otherwise ordered by the court, the retention-destruction schedules contained in this Manual apply to records of impounded, sealed or expunged cases.

8. Records Damaged or Destroyed

When the clerk becomes aware that records required to be maintained pursuant to this Manual have been damaged or destroyed without prior authorization for destruction, the clerk shall notify the Director of the Administrative Office in writing. The letter shall detail the circumstances surrounding the incident; and indicate the types of records, case years and categories, and case numbers, if known.

Schedule One: Case Records

This schedule applies to all records of cases.

a. Indexes

All indexes shall be retained permanently, either in original form or on a microfilm copy.

b. Wills

No original Will shall be destroyed.

c. Security Record

- When the Basic Record is temporarily removed from the clerk's office: destroy at any time after the Basic Record has been returned. Permission from the Administrative Office is not required.
- When the Basic Record is missing or has been removed on change of venue or change of place of trial: apply the retention-destruction requirements in this schedule to the Security Record.

d. Permanent Record

No Permanent Record shall be destroyed.

e. Eavesdropping; Electronic Criminal Surveillance

Records in the custody of the clerk that were created under the eavesdropping statute (725 ILCS 5/108A-1 et seq.) or the electronic criminal surveillance statute (725 ILCS 5/108B-1 et seq.) shall be destroyed only on court order or after 10 years. No Permanent Record copy shall be made.

f. Basic Record

The Basic Record of a case may be destroyed according to the schedule below:

No Permanent Record copy required for items 1, 2 and 3

(1) Traffic, Ordinance, Conservation:

Two (2) years after filing, provided the case has been disposed and all terms of the sentence have been satisfied. If only financial obligations are outstanding, the clerk has the option to:

- Retain the Basic Record until satisfaction of all financial obligations; or
- Destroy the Basic Record provided the clerk's office retains a record of all financial obligations and any payments that have been made, and has the ability to accept and record any future payments.

NOTE: These retention periods are minimum; there may be instances in which the clerk should consider retaining certain records for a longer period. For example, there are several TR charges for which a subsequent conviction carries increased penalties: aggravated fleeing and eluding; unlawful use of license; fictitious or altered drivers license; driving while suspended (if suspended for DUI, reckless or leaving the scene). Building code violations filed as OV cases offer another example. In both instances, prosecutors may require documentation from older terminated case files to seek enhanced penalties or to demonstrate a pattern of neglect. It is recommended that clerks consult with their state's attorneys or city attorneys regarding the possible need for a longer retention period for the Basic Record of such cases.

(2)

Small Claim:

Three (3) years after disposition.

NOTE: If a Revival of Judgment is filed for a case previously disposed, enter on index before destroying Revival of Judgment.

(3)

Civil Law:

180 days after the effective date of Public Act 99-0697, effective July 29, 2016, on or before, January 1 and July 1 of each year provided the case has been disposed prior to those dates and the fine and costs paid in full and time for appeal has passed.

NOTE: Pursuant to Public Act 99-0697, effective July 29, 2016 the clerk of the circuit court shall expunge, upon order of the court, or in the absence of a court order on or before, January 1 and July 1 of each year, for which the case contains a final satisfactory disposition which pertain to the person issued a Civil Law Citation. It is recommended that clerks consult with their state's attorneys or city attorneys regarding the possible need for a longer retention period for the Basic Record of such cases.

Permanent Record copy required for items 4-9

(4)

Felony:

When all defendants and charges are disposed of by discharge, dismissal, or not guilty finding, when the time for taking an appeal has passed; or

If sentence is imposed after conviction or order of supervision, when the time period imposed by sentence, including any mandatory supervised release period, has passed.

Excluded jurisdiction: reduction of charge, or finding that minor committed offense not covered by excluded jurisdiction provisions. If, either before or after trial or plea, the court orders proceedings in an excluded jurisdiction case to be conducted as juvenile proceedings

pursuant to any provision of 705 ILCS 405/5-130 (Excluded jurisdiction), the retention period in this schedule for juvenile cases shall apply.

NOTE: At any time the clerk's office receives notification that a defendant is no longer incarcerated, on mandatory supervised release, or on probation, filming and destruction may occur immediately. If only financial obligations remain, the Basic Record may be filmed and destroyed provided the clerk's office retains a record of these obligations and any payments that have been made, and has the ability to accept and record any future payments.

(5) Misdemeanor, Driving under the Influence, Contempt of Court:
When all defendants and charges are disposed of by discharge, dismissal, or not guilty finding, when the time for taking an appeal has passed; or

If sentence is imposed after conviction or order of supervision, when the sentence has been served.

NOTE: If only financial obligations remain, the Basic Record may be filmed and destroyed provided the clerk's office retains a record of these obligations and any payments that have been made, and has the ability to accept and record any future payments.

(6) Civil:

Two (2) years after disposition.

NOTE: There will be disposed cases in which post-termination activity can reasonably be anticipated—for example, a dissolution case involving child support. Within practicable limits, the records of these cases may be retained in their original form until the likelihood of post-termination activity is over. Such decisions are left to the discretion of the clerk.

(7) Juvenile:

Two (2) years after disposition.

Extended jurisdiction juvenile case: execution of adult criminal sentence. If, in an extended jurisdiction juvenile case, the court orders execution of the adult criminal sentence pursuant to 705 ILCS 405/5-810(6), the applicable retention period in this schedule for felony or misdemeanor cases shall apply.

NOTE: If a period of continuation under supervision is ordered, the Basic Record shall not be filmed and destroyed until the end of the last term of supervision ordered.

- (8) Court Administration File:
 - Four (4) years after entry of last document.
- (9) Trust Administration cases and estates in which deposits have been made under Article XXIV of the Probate Act of 1975 (755 ILCS 5/24-21):
 - Only on order of the court.

Summary of Schedule One – Case Records

Type of Record	Retention Period	Filming Required
INDEX	Permanent	Yes
WILLS	Permanent – retain original Will permanently	N/A
SECURITY RECORD	When Basic Record returned, destroy When Basic Record missing, or removed on change venue or change of place of trial, apply requirements of Schedule One	No Yes
PERMANENT RECORD	Permanent	Yes
EAVESDROPPING; ELECTRONIC CRIMINAL SURVEILLANCE	10 years, unless court orders otherwise	No
BASIC RECORD: Traffic, Ordinance, Conservation	2 years after filing, provided case has been disposed and all terms of sentence have been satisfied	No
Small Claim	3 years after disposition	No
Civil Law	180 days after the effective date of PA 99-0697: Destruction permitted when the case has been disposed, all terms of sentence have been satisfied, and time for appeal has passed.	No
Felony	Permanent—filming and destruction permitted: • All defendants and charges disposed by discharge, dismissal or not guilty finding, when the time for appeal has passed; or • If sentence is imposed, when time period of sentence, including mandatory supervised release, has passed	Yes
Misdemeanor, Driving Under the Influence, Contempt of Court	Permanent—filming and destruction permitted: • All defendants and charges disposed of by discharge, dismissal or not guilty finding, when the time for appeal has passed; or • If sentence is imposed after conviction or order of supervision, when sentence has been served	Yes
Civil	Permanent—filming and destruction permitted: 2 yrs. after disposition	Yes
Juvenile	Permanent—filming and destruction permitted: 2 yrs. after disposition	Yes
Court Administration File	Permanent—filming and destruction permitted: 4 yrs. after entry of last document	Yes
Trust Administration Cases and Estates in which deposits have been made under Article XXIV of Probate Act of 1975 (755 ILCS 5/24-21)	Permanent—filming and destruction permitted: Only on order of the court	Yes

Schedule Two: Bound Volumes

Any record in this schedule designated "permanent" shall be retained either in original form or in a microfilm copy. Any record in this schedule which is eligible for destruction may be destroyed without filming. However, the clerk must first submit a Notice of Intent to Destroy or Otherwise Dispose of Records to the Administrative Office.

The types of bound volumes listed below are generic. They are not intended to give the exact wording of every title that might be found in a clerk's office. If a clerk is uncertain which category a particular book or series belongs to, inquiry should be made to the Administrative Office.

a. Index: Permanent.

This category includes:

- Plaintiff-Defendant Index;
- Index to Court Records/Papers;
- Probate/Estate Index;
- Will Index.

b. Civil Record Book: Permanent.

This category includes:

- Circuit Court Record or Journal (Law and Chancery);
- City Court Record or Journal (Law and Chancery);
- County Court Record or Journal;
- Special Assessment Record;
- Drainage District Record;
- Any County Court record book or docket book pertaining to Mental Health, Insanity, Feeble-minded cases, etc.

c. Criminal Record Book: Varies as indicated below.

This category includes:

- Circuit Court Criminal Record or Journal: Sixty (60) years after the latest entry;
- County Court Criminal Record or Journal: Ten (10) years after the latest entry, provided the contents are misdemeanor records only.

d. Probate Record Books: Varies as indicated below.

This category includes:

Permanent

- Account Record;
- Administrator's Record;
- Appraisement Record;
- Assignment Record;
- Executor's Record;
- Inheritance Tax Record;
- Inventory Record;
- Miscellaneous Record;
- Probate Judge's Docket or Minutes if this is the only record of the judge's order;
- Probate Ledger/Estate Ledger;
- Probate Record or Journal;
- Proof of Heirship Record;
- Report Record;
- Sale of Real Estate Record;
- Tax Sale Record;
- Will Record;
- Any Conservator record books similar to those in the list above;
- Any Guardian record books similar to those in the list above;
- Any Probate Court record or docket book pertaining to Mental Health, Insanity, Feeble-minded cases, etc.

Ten (10) years after the latest entry

- Claim docket as defined by 705 ILCS 105/25;
- Docket of Official Bonds in Probate;
- Judge's Record of Estates (filing dates only);

- Judgment docket as defined by 705 ILCS 105/26;
- Sale Bill Record/Sale Record Personal Property;
- Widow's Award and Selection Record;
- Any record book devoted solely to claims.

f. Fee Book or Docket: Five (5) years after the latest entry.

This category includes any fee book created by a Circuit, City, County, Municipal or Probate Court.

g. Execution Book or Docket: Five (5) years after the latest entry.

h. Judgment (or Judgment and Execution) Book or Docket: Twenty-one (21) years after the latest entry.

i. Clerk's, Judge's or Bar Docket (abolished after 1961): Destruction permitted at any time.

j. Transfer Docket: Varies as indicated below.

This docket is made up of pages similar to record sheets, one page per case. Individual pages may be destroyed without filming if the case categories they relate to are included in the list of case categories contained in paragraph 4401 of the 1971 edition of the Manual on Recordkeeping which is included in Appendix 1 of this manual. If questions arise, the Administrative Office should be consulted.

k. General Docket as defined by 705 ILCS 105/16(1): One (1) year after the latest entry.

l. Judgment by Confession Record: Twenty-one (21) years after the latest entry.

m. Transcript of Judgments: Twenty-one (21) years after the latest entry.

n. Justice of the Peace and Police Magistrate Books: Destruction permitted at any time.

o. Obsolete Record Books: Destruction permitted at any time.

Some of these will have historical interest and should be offered to a historical society when possible. This category includes:

- Blind Benefits Register;
- Estray Record;
- Memorials:

- Record of farm names;
- Record of Mother's Pensions;
- Stallion register.

Summary of Schedule Two - Bound Volumes

All records designed as Permanent shall be retained either in original form or microfilm copy. Other records may be destroyed without filming when the retention period has passed.

Type of Volume	Retention Period	Type of Volume	Retention Period
INDEX Plaintiff-Defendant	Permanent	PROBATE RECORD BOOKS Cont... Any Conservator record books similar to list above	Permanent
Court Records/Papers	Permanent	Any Guardian record books similar to list above	Permanent
Probate/Estate	Permanent	Any Probate Court record/docket book pertaining to Mental Health, Insanity, Feeble – minded cases, etc.	Permanent
Will	Permanent	Claim Docket as defined by 705 ILCS 105/25	10 Years AFTER latest entry
CIVIL RECORD BOOK Circuit Court Record/Journal (Law and Chancery)	Permanent	Docket of Official Bonds in Probate	10 Years AFTER latest entry
City Court Record/Journal (Law and Chancery)	Permanent	Judge's Record of Estates (Filing dates only)	10 Years AFTER latest entry
County Court Record/Journal	Permanent	Judgment docket as defined by 705 ILCS 1015/26	10 Years AFTER latest entry
Special Assessment	Permanent	Sale Bill Records/Sale Record Personal Property	10 Years AFTER latest entry
Drainage District	Permanent	Widow's Award and Selection Record	10 Years AFTER latest entry
Any County Court Record/Docket pertaining to Mental Health, Insanity, Feeble-minded cases, etc.	Permanent	Any record book devoted solely to claims	10 Years AFTER latest entry
CRIMINAL RECORD Circuit Court Criminal Record or Journal	60 Years AFTER latest entry	FEE BOOK or DOCKET Any fee book created by a Circuit City, County Municipal or Probate Court	5 Years AFTER latest entry
County Court Criminal Record or Journal	10 Years AFTER latest entry	EXECUTION BOOK OR DOCKET	5 Years AFTER latest entry
PROBATE RECORD BOOKS Account Record	Permanent	JUDGMENT (Judgment & Execution) BOOK OR DOCKET	21 Years AFTER latest entry
Administrator's Record	Permanent	CLERK'S JUDGE'S OR BAR DOCKET (abolished after 1961)	Destruction permitted anytime
Appraisement Record	Permanent	TRANSFER DOCKET Individual pages	May be destroyed without filming if case categories are included in list of categories in 4401 of 1971 Manual on Recordkeeping
Assignment Record	Permanent	GENERAL DOCKET (705 ILCS 105/16(1))	1 Years AFTER latest entry
Executor's Record	Permanent	JUDGMENT BY CONFESSION RECORD	21 Years AFTER latest entry
Inheritance Tax Record	Permanent	TRANSCRIPT OF JUDGMENTS	21 Years AFTER latest entry
Inventory Records	Permanent	JUSTICE OF THE PEACE AND POLICE MAGISTTATE BOOKS	Destruction permitted anytime
Miscellaneous Record	Permanent	OBSOLETE RECORD BOOK: Blind Benefits Register	Destruction permitted anytime
Probate Judge's Docket/Minutes	Permanent	Estray Record	Destruction permitted anytime
Probate Ledger/Estate Ledger	Permanent	Memorials	Destruction permitted anytime
Probate Records or Journal	Permanent	Record of farm names	Destruction permitted anytime
Proof of Heirship Record	Permanent	Record of Mother's Pensions	Destruction permitted anytime
Report Records	Permanent	Stallion Register	Destruction permitted anytime
Sale of Real Estate Record	Permanent		
Tax Sale Records	Permanent		
Will Record	Permanent		

Schedule Three: Non-Record Materials

This schedule applies to various "non-court" and administrative records. Note, however, that the retention of items filed in the Court Administration File are governed by Schedule One.

All records designated as Permanent shall be retained either in original form or microfilm copy. Other records may be destroyed without filming when the retention period has passed. However, unless noted as an exception in the list below, the clerk must first submit a Notice of Intent to Destroy or Otherwise Dispose of Records to the Administrative Office.

- a. Audits: Permanent.**
- b. Bonds (Non-criminal): After expiration of the period covered by the bond.**

These are bonds of public officials, insurance companies, etc. that are not maintained in the Court Administration File, and are also not filed in a court case.

- c. Committees: Varies as indicated below.**

Files relating to the work of a committee may be destroyed after 10 years, except for final work product (e.g. minutes of a standing committee, or the final report of a committee convened to work on a specific project) which should be retained permanently.

- d. Contracts, including Labor or Union Contracts: Ten (10) years after completion of all terms.**
- e. Correspondence: Three (3) years, provided it no longer possesses fiscal, administrative, or legal value.**
- f. Court Calendar, Court Sheet, Minute Sheet, Non-Financial Transmittals, Automated Disposition Reporting (ADR) Reports, and Notes, drafts and work products prepared by a judge or for a judge by court staff or individuals working for the judge related to cases before the court: May be destroyed when no longer needed.** Note: Permission from the AOIC is not required.
- g. Election materials in which the circuit clerk acts as election clerk: Varies as indicated below:**
 - Final report of returns: Four (4) years;
 - All other materials: One (1) year.
- h. Financial Records Generally: Five (5) years after creation provided:**
 - All audits have been completed;
 - The records are no longer needed for any fiscal, legal or administrative purpose.

These records include vouchers, receipts, ledgers, bank statements, check stubs, canceled checks, appearance bonds in which no case was filed, State Disbursement Unit reports, and similar records relating to funds administered by the clerk's office, with the following exceptions:

- The clerk should ensure that records of child support payments are available in the event that documentation is required at some future time for the collection of arrearages;
- The clerk should ensure that a record of any case-related financial obligation to the clerk's office is retained until the obligation is satisfied;
- The clerk should retain or have access to documentation of appropriations and expenditures sufficient for doing long-term planning;
- Civil Law violations.

i. Financial Records Used in Balancing: One (1) year after creation provided:

- All audits have been completed;
- The records only duplicate data maintained on the automated case management system, except for Civil Law violations;
- Original and duplicate receipts for Civil Law violations; and
- The records are no longer needed for any fiscal, legal or administrative purpose.

Except for Civil Law violations, these records include the clerk's office copy of a receipt used for balancing a cash intake station at the end of a work period (provided the information is retained elsewhere on a non-alterable medium for at least five years), transmittal sheets accompanying receipts from branch clerk's offices and law enforcement agencies, and periodic computer reports used to prepare journal and ledger entries.

j. Grand Jury Report to the Circuit Court on the Condition of the Jail: Permanent. These reports should be included in the Court Administration File.

k. Inventories: Two (2) years after the inventory is superseded by a new inventory.

l. Juror and Grand Juror Lists, Summons, Questionnaires, Notices, etc.: One (1) year. Note that court orders containing jury venires should be included in the Court Administration File. Also, the court may require that these items be retained for a longer period of time in certain cases.

- m. Lists and registries created by an Administrative Order: Permanent.**
- n. Master in Chancery Periodic Financial Report to the Circuit Court: Destruction permitted at any time.**
- o. Naturalization Records: Retain permanently in original form.** This applies to naturalization records of any kind, whether books or individual documents, including:
 - Petition for Naturalization;
 - Declaration of Intent;
 - Naturalization Certificate;
 - Any Index to the above.
- p. Office Policy: Permanent.**
- q. Personnel: Varies as indicated below.**
 - Attendance and daily activity records: Two (2) years.
 - Application for employment: Two (2) years.
 - Terminated employee: Retain the individual's entire personnel file for 5 years after termination, after which retain only position and salary history data for 60 years or until age 78, whichever comes first.
- r. State's Attorney Financial Reports to the Circuit Court (55 ILCS 5/4-2006): Ten (10) years.**
- s. Statistical Reports to the Administrative Office: One (1) year.** This applies to originals or copies.
- t. Unclaimed Bail Bond: Five (5) years after the clerk transfers the unclaimed bail deposit to the county treasurer.** This is pursuant to the Code of Criminal Procedure of 1963 (725 ILCS 5/110-17). Note that unclaimed bail is not transferred to the county treasurer until at least three (3) years have passed.

Summary of Schedule Three: Non-Record Materials

All records designated as permanent shall be retained either in original form or microfilm copy. Other records may be destroyed without filming when the retention period has passed.

Type of Record	Retention Period
AUDITS	Permanent
BONDS (Non-criminal)	After expiration of the period covered by the bond
COMMITTEES	Files relating to work of committee: 10 years, except for final work product
CONTRACTS	10 years after completion of all terms
CORRESPONDENCE	3 years
COURT CALENDAR, COURT SHEET MINUTE SHEET	May be destroyed when no longer needed
ELECTION MATERIALS IN WHICH CIRCUIT CLERK ACTS AS ELECTION CLERK: Final Report of returns. All Other materials	4 years 1 year
FINANCIAL RECORDS General Used in balancing	5 years 1 year
GRAND JURY REPORT TO COURT ON CONDITION OF JAIL	Permanent
INVENTORIES	2 years after inventory is superseded by new inventory
JUROR AND GRAND JUROR LISTS, SUMMONSES, QUESTIONNAIRES, NOTICES, ETC.	1 year
LISTS AND REGISTRIES CREATED BY ADMINISTRATIVE ORDER	Permanent
MASTER IN CHANCERY PERIODIC FINANCIAL REPORT TO THE CIRCUIT COURT	Destruction permitted at any time
NATURALIZATION RECORDS	Permanent in Original Form
OFFICE POLICY	Permanent
PERSONNEL Attendance and daily activity records Application for employment Personnel File of Terminated employee	2 years 2 years 5 years after termination, after which retain only position and salary history data for 60 years or until age 78, whichever comes first
STATE'S ATTORNEY FINANCIAL REPORTS TO THE CIRCUIT COURT	10 years
STATISTICAL REPORTS TO THE ADMINISTRATIVE OFFICE	1 year
UNCLAIMED BAIL BOND	5 years after clerk transfers deposit to county treasurer

PART 1

SECTION L

IMPOUNDING, SEALING, AND EXPUNGING

1. Case Categories or Subcategories

a. Case Categories or Subcategories to be Impounded regardless of the year of filing:

- Administrative Subpoena pursuant to 725 ILCS 5/115-17b. These subpoenas should be assigned an MR number;
- Adoption (while pending);
- Notice to putative father in Adoption cases—noticing requirements are contained in the Adoption Act (750 ILCS 50/12a) and the Juvenile Court Act of 1987 (705 ILCS 405/2-30, 3-31, 4-28)—the case file containing any documents relating to these noticing requirements should be assigned an F number;
- Petition for Marriage License by underage petitioner;
- Juvenile, including extended jurisdiction juvenile cases in which the court orders execution of the adult criminal sentence pursuant to 705 ILCS 405/5-810(6);
- Mental Health;
- Criminal case initiated by a suppressed indictment—unless otherwise ordered, these will be cases in which no complaint or information has been filed charging the same defendant(s) and offense(s); normally the case will remain impounded until the defendant is in custody or released on bail;
- Excluded jurisdiction: reduction of charge, or finding that minor committed offense not covered by excluded jurisdiction provisions. If, either before or after trial or plea, the court orders proceedings in an excluded jurisdiction case to be conducted as juvenile proceedings pursuant to any provision of 705 ILCS 405/5-130 (Excluded jurisdiction), the provisions for impounding juvenile cases shall apply;
- A Fictitious Vital Record filed pursuant to 410 ILCS 535/15.1. These records should be assigned an MR case number;

- Petition for Judicial Waiver of Notice Under the Parental Notification of Abortion Act (while pending) filed pursuant to Supreme Court Rule 303A. These petitions should be assigned an F case number;
- Any case impounded by court order; or
- A search warrant which is filed prior to a return shall be impounded until the return is filed;
- Civil law violations charged under Paragraph (a), Section 4 of the Cannabis Control Act (720 ILCS 550/4(a)), or Paragraph (c), Section 3.5 of the Drug Paraphernalia Control Act (720 ILCS 600/3.5(c)) for a minor under 18 years of age;

b. Case Categories or Subcategories to be Impounded as specified:

- Ordinance violations for a minor under 18 years of age filed on or after July 29, 2016.

c. Case Categories or Subcategories to be Sealed regardless of the year of filing:

- Adoption (disposed);
- Eavesdropping—applications and orders made under the eavesdropping statute (725 ILCS 5/108A-7(c));
- Electronic criminal surveillance—applications and orders made under the electronic criminal surveillance statute (725 ILCS 5/108B-10(a));
- Petitions to expunge a record (MR Case) at the time the order to expunge is entered;
- Petition for Judicial Waiver of Notice Under the Parental Notification of Abortion Act filed pursuant to Supreme Court Rule 303A (disposed);
- Proceedings pursuant to the Illinois Sexually Transmissible Disease Control Act (410 ILCS 325/6(c) and 8(c)); or
- Any case sealed by court order.

d. Case Categories to be Expunged

- A case shall be expunged only by court order, or for a Civil Law Violation as provided by law.

2. Basic Record

The file folder containing the Basic Record of an impounded, sealed, or expunged case shall be kept in a locked cabinet or locked storage area. The outside of the file folder shall be marked with the case number and the words "Confidential Record – Impounded (or Sealed or Expunged)."

a. Impounded Case

Access is limited to persons authorized by statute or court order. For Juvenile cases, authorized persons are defined in the Juvenile Court Act of 1987. For Adoptions, authorized persons are defined in the Adoption Act (750 ILCS 50/18). For civil law violations charged under Paragraph (a), Section 4 of the Cannabis Control Act (720 ILCS 550/4(a)), or Paragraph (c), Section 3.5 of the Drug Paraphernalia Control Act (720 ILCS 600/3.5(c)) for a minor under 18 years of age and ordinance violations for a minor under 18 years of age, authorized persons are defined in the Juvenile Court Act of 1987 (705 ILCS 405/5-901). For Mental Health cases, authorized persons are defined in the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/4); note that Section 5 of the Act gives persons entitled to inspect and copy MH records the authority to provide written consent for information to be disclosed to persons other than those listed in Section 4.

b. Sealed or Expunged Case

One of two methods for sealing or expunging the Basic Record file folder may be used:

- The contents of the file folder and a printed copy of the Record Sheet and Additional Record Sheet, if any, shall be locked or sealed in an envelope;
- The file folder, including a printed copy of the Record Sheet and Additional Record Sheet, if any, shall be sealed with tape, clearly identified as a court-ordered seal, which prevents documents from being viewed or removed from the file folder.

c. Automated Records

- Any record of an impounded case that is maintained on an automated case management system, including any portion of the Basic Record such as the Record Sheet, may be restricted by the use of access codes limited to authorized personnel.
- Any record of a sealed case that is maintained on an automated case management system, including any portion of the Basic Record such as the Record Sheet, shall either be printed, included in the sealed file

folder, and deleted from the system, or access limited to the clerk or a specifically authorized deputy.

- Any record of an expunged case that is maintained on an automated case management system, including any portion of the Basic Record such as the Record Sheet, shall be printed, included in the sealed file folder, and deleted from the system.

d. Other Records

- Any other records created in the clerk's office such as financial documents and court calendars shall be identified only by case number and the words "Confidential Record – Impounded (or Sealed or Expunged)." Impounded records shall also include the initials or pseudonym as prescribed by law (e.g. the Adoption Act – 750 ILCS 50/18(b)).

3. Index

a. Public Indexes

Follow one of the two procedures below:

1. Public dissemination of party name allowed: if the name of the party is entered to the index, the response shall provide the case number and the word "Impounded." Cases falling in this category are: Any case impounded by the court where the names of the parties are not included in the impounded order.
2. Public dissemination of party name not allowed: if the name of the party is entered to the index, the response shall provide words indicating "No case found." Cases falling in this category are:
 - Adoption;
 - Criminal case initiated by suppressed indictment, until warrant is served or as otherwise ordered by the court;
 - Eavesdropping—applications and orders made under the eavesdropping statute (725 ILCS 5/108A-7(c));
 - Electronic criminal surveillance—applications and orders made under the electronic criminal surveillance statute (725 ILCS 5/108B-10(a));
 - Fictitious Vital Record;

- Juvenile;
- Mental Health;
- Notice to putative father in Adoption case (given F numbers);
- Petition for Judicial Waiver of Notice Under the Parental Notification of Abortion Act;
- Petition for marriage license by underage petitioner;
- Petitions to expunge a record (MR Case) at the time the order to expunge is entered;
- Search warrant filed prior to a return;
- Any case impounded or sealed by the court where the names of the parties are included under the impounding or sealing order, or;
- Civil law violations charged under Paragraph (a), Section 4 of the Cannabis Control Act (720 ILCS 550/4(a)), or Paragraph (c), Section 3.5 of the Drug Paraphernalia Control Act (720 ILCS 600/3.5(c)) for a minor under 18 years of age;
- Ordinance violations for a minor under 18 years of age;
- Any case expunged by court order.

4. Microfilmed Cases

- a. If a case which has already been microfilmed is ordered to be permanently impounded, sealed, or expunged, the following procedure shall be followed:
 - From the microfilm, print a copy of all documents covered by the permanently impounding, sealing, or expungement order. These documents shall be handled in accordance with the instructions for "Basic Record".
 - The images of the documents to be permanently impounded, sealed, or expunged shall be deleted from the roll of microfilm.
 - Two documents shall be microfilmed and spliced to the beginning of the roll of film:
 - The impounding, sealing, or expungement order—Note: If the order contains restricted data, omit this step.

- *Certification of Deletion.* The certification of deletion should read as follows:

Certification of Deletion

This is to certify the deletion of microfilm images on this roll of microfilm, which occurred due to Court Order in case #_____, date _____, signed by Judge _____. No other images other than those listed in this order were deleted.

- Any index to microfilm should comply with the provisions of Section c above.
- These procedures apply to any copy of microfilm deposited with State Archives or some other depository.

b. Microfilming a permanently Impounded, Sealed, or Expunged Case

If an impounded case is microfilmed, the entire roll of microfilm shall be impounded. Storage, access, and any index to the microfilm are governed by the provisions above for the file folder and index.

5. Examination of Records

The records of an impounded, sealed, or expunged case may be examined only as ordered by the court.

6. Impounding, Sealing, or Expunging an Individual Document

If an individual document filed in a case is impounded, sealed, or expunged by court order or rule, but the case itself is not, follow the procedures below:

- a. If an individual document filed in a case is impounded, sealed or expunged by court order or rule, but the case itself is not, follow the procedures below:
 - If an impounded or sealed document is stored in the file folder, it should be placed in an envelope labeled with the case number, type of document, and the words "Confidential Document – Impounded (or Sealed)." The envelope should be sealed with tape clearly indicating that it is a court-ordered seal.
 - Expunged documents or impounded or sealed documents not stored in the file folder should be placed in an envelope labeled with the case number, type of document, and the words "Confidential Document – Impounded (Expunged or Sealed)." The envelope should be sealed with tape clearly indicating that it is a court-ordered seal and stored in

a locked cabinet or locked storage area. The record sheet should record the location of any document stored in a location other than the file folder.

- b.** If the document has been microfilmed or imaged, follow the procedures for Microfilmed Cases.

7. Statutes Restricting Access to Individual Documents

In some instances, access to individual documents that may be part of a court proceeding are restricted by rule or statute. Unless otherwise ordered by the court, such documents should be handled in accordance with procedures relating to impounding or sealing individual documents. These procedures also apply to any confidential record of an in camera proceeding made or preserved by the clerk.

Appendix 3 to this manual contains a list of rules and statutes restricting access to documents.

PART 1
SECTION M
WILLS

1. When Deposited

The Probate Act of 1975 (755 ILCS 5/6-1) requires Wills to be deposited with the clerk immediately following the death of the testator.

2. Secure Storage

All deposited Wills shall be securely kept separate from other files in a secure storage device or secure storage area. Unless otherwise ordered by court, an original Will shall not be placed in a Probate case file.

3. Arrangement in Storage Unit

Wills may be stored together in a single group, or the clerk may separate them into two groups:

- Those for which petitions to admit to probate have been filed;
- Those for which no petition to admit to probate has been filed.

The clerk may also store Wills in sub-groups covering one or more years to facilitate filing and retrieval.

Wills may be shelved alphabetically by name of testator, or numerically by Will Number. If Wills are shelved by Will Number, the Will Index must include the Will Number.

4. Removal of Wills

See Section G.

PART 1
SECTION N
EXHIBITS

1. Procedure for Release or Other Disposition

Exhibits authorized for release may be returned to the attorneys who introduced them, if possible, or to the owners if they can be determined. Questions as to ownership of exhibits shall be submitted to the chief judge or designee.

Attorneys or owners of exhibits shall be notified to remove them. In the event of their failure to do so within 30 days, or if the attorneys or owners are not available or cannot be determined, the exhibits shall be sold or destroyed as ordered by the chief judge or designee. Proceeds of sale of exhibits shall be paid to the county treasurer.

Release of weapons or contraband shall be governed by court order.

2. Release Schedule

Excluding exhibits that have a specific retention period set by statute, and except as otherwise provided in 3 below, exhibits may be released according to the following schedule:

- a.** Civil, Traffic, Ordinance, Conservation and Civil Law: When the time for taking an appeal has passed.
- b.** Criminal, DUI, Juvenile: At the time destruction of the Basic Record is permitted by Schedule One.

3. Release by Court Order

Any exhibit in a case may be released at any time by order of the judge who presided at the trial, or by order of the chief judge.

PART 1
SECTION O
COURT ADMINISTRATION FILE

1. Documents to be Included

Each clerk's office shall maintain a Court Administration File. It shall include such documents as rules of court, administrative orders, Disposition of Notice of Intention to Destroy Court Records, Records Disposal Certificate, unclaimed property reports, copies of county board resolutions/local ordinances which pertain to the office of the circuit clerk, correspondence received from the Administrative Office of the Illinois Courts authorizing programs or procedures not otherwise authorized by this Manual, authorization to release name of minor in Juvenile cases, appointments of court attaches, grand jury reports, report of judges of election, appointments of court reporters, bond of the county clerk and a copy of bonds for other elected and appointed county officials (sheriff, recorder, state's attorney, coroner, public administrator or guardian, etc.) and original of court order approving them as may be required by statute, etc.

2. Numbering

Each item to be included in the Court Administration File shall be given a number consisting of the last two digits of the year followed by a dash and a consecutive number beginning each year with 1. If a code letter is required for entering an automated case management system, "CA" is recommended.

3. Procedure for Filing

Items shall be filed by placing them in the Court Administration File folder in sequential order and listing them on a Record Sheet by an entry that identifies the document and date of filing. The Record Sheet may be maintained either manually in the Court Administration File or on an automated case management system.

MANUAL ON RECORDKEEPING

Effective April 1, 2017

Table of Contents

Part 2

INSTRUCTIONS RELATING TO FINANCIAL RECORDS

Part 2 Introduction	<u>Introduction</u>
Section A - General Provisions	<u>Section A</u>
1. Exceptions	Page 1
2. Money Classifications	Page 1
3. Cash Basis	Page 1
4. Double Entry Journals	Page 1
5. Cash Deposited Daily	Page 1
6. Savings Account	Page 1
Section B - Checking Account	<u>Section B</u>
1. Form of Check	Page 1
2. Copies	Page 1
3. Number of Checking Accounts	Page 1
4. All Disbursements By Check	Page 1
Section C - Receipt	<u>Section C</u>
1. Minimum Data Required	Page 1
2. Copies	Page 1
Section D - Cash Receipts Journal	<u>Section D</u>
1. Frequency	Page 1
2. Format	Page 1
3. Function	Page 1
4. Debit and Credit Definitions	Page 2
5. Detail List: Function	Page 2
6. Detail List: Content	Page 3
Section E - Cash Disbursements Journal	<u>Section E</u>
1. Frequency	Page 1
2. Format	Page 1
3. Function	Page 1
4. Debit and Credit Definitions	Page 1
5. Detail List: Function	Page 2
6. Detail List: Content for Regular Monthly Disbursements	Page 2
7. Detail List: Content For Daily Disbursements	Page 3
Section F - General Ledger	<u>Section F</u>
1. Accounts	Page 1
2. Monthly Entries	Page 1
3. Balance	Page 1

PART 2

INTRODUCTION RELATING TO FINANCIAL RECORDS

INTRODUCTION

The instructions in Part 2 are intended to provide uniform procedures in the following areas: classification of money; savings and checking accounts; receipts; cash receipts journal; cash disbursements journal; general ledger. These instructions provide definitions of data to be maintained and of functions to be performed relative to financial recordkeeping. Because of the variety of automated case management systems in use throughout the state, clerks may develop formats for financial records according to the needs of their jurisdictions; however, they must conform to the definitions contained in these instructions relating to data and function. Examples of financial record formats from several clerks' offices are provided in Appendix 4 as a reference.

These instructions are written with the assumption that the clerk's case management system is automated. Counties that are not automated, or are only partially automated, should continue to follow the applicable instructions in Part II of the 1971 Manual on Recordkeeping.

Because of differences in size and organizational structure among circuit clerks' offices, as well as the different automation systems in use, these instructions include options that clerks may exercise depending upon the needs of their jurisdictions. Exceptions to these instructions may be granted by the Administrative Director upon application by a clerk.

PART 2

SECTION A

GENERAL PROVISIONS

1. Exceptions

Exceptions to the requirements of these instructions may be necessary because of the volume of business or the structure of the court system in a particular county. Exceptions may be made only by written order of the Director of the Administrative Office.

These instructions assume that a clerk's financial records are automated, and that the clerk is not responsible for keeping track of amounts withheld from employees' salaries for tax or retirement. If either of these assumptions is not true, the clerk may continue to operate under the provisions for financial records contained in Part II of the 1971 edition of the Manual on Recordkeeping. The Administrative Office should be consulted if exceptions appear to be required.

2. Money Classifications

Money received by the clerk is classified into two categories:

- Revenue earned by the clerk. This includes clerk's fees.
- Receipts for Others. This includes all other moneys received which are to be held in a trust or agency capacity and distributed as required by statute, rule or order.

3. Cash Basis

The financial records required by these instructions are maintained on a cash basis. Fees earned and not collected are not shown.

4. Double Entry Journals

Every entry in the Cash Receipts Journal and the Cash Disbursements Journal shall be a debit (+) or a credit (-). Similarly, monthly totals from the two Journals shall be recorded in the General Ledger accounts as debits or credits.

5. Cash Deposited Daily

All cash received is to be deposited in full in the appropriate checking account daily.

6. Savings Account

If a clerk elects to hold funds in other than a checking account, such funds should be in a savings account or certificate of deposit. Interest received will be revenue of the clerk's office.

PART 2**SECTION B****CHECKING ACCOUNT****1. Form of Check**

The clerk shall utilize one form of check with a format substantially like the example provided in Appendix 4 of this manual. Each check should have a unique sequential number.

2. Copies

For each check produced, the clerk's office shall retain one of the following:

- a.** a copy of the check produced on a multi-part form or an imaging device; or
- b.** a machine-generated list of all checks produced on a daily basis, in check number order. The data recorded on the list for each check shall include:
 - check number;
 - payee;
 - amount.

3. Number of Checking Accounts

For disbursing funds, the clerk may choose one of two options:

- one checking account for disbursing all funds;
- two checking accounts for disbursing funds:
 - one account for maintenance and child support only;
 - one account for all other disbursements.

Exceptions to this requirement may be made upon application to the Administrative Director.

4. All Disbursements By Check

All disbursements other than from petty cash are to be made by check.

PART 2**SECTION C****RECEIPT****1. Minimum Data Required**

Each receipt shall contain, at a minimum, the following data:

- clerk's name and address;
- name of payor;
- case number (or "NC" number for payments not related to a court case);
- date received;
- amount received;
- unique receipt number.

Clerks may utilize more than one receipt format for different types of payments as long as each format contains the minimum data listed above. An example is included in Appendix 4 of this manual.

2. Copies

A receipt shall be produced in two copies to be used as follows:

- Copy 1-payor's receipt;
- Copy 2-filed by the clerk's office in numerical order. This copy is to be used for balancing a cash intake station at the end of the work period, and in the annual audit.

Additional copies may be generated at the discretion of the clerk.

PART 2

SECTION D

CASH RECEIPTS JOURNAL

1. Frequency

The clerk's office shall generate a Cash Receipts Journal daily.

2. Format

The format of the Cash receipts Journal is left to the discretion of the clerk. It will depend upon the size and organizational structure of the clerk's office, and upon the automated system used. Appendix 4 of this manual addresses the subject of cash receipts journal formats.

3. Function

Regardless of the format, the Cash Receipts Journal shall perform the following functions.

- a. Provide a printed record of the total cash received each day.
- b. Provide a printed record of the total amount credited to each account each day.
- c. By designating each daily entry as a debit (+) or a credit (-), provide assurance that the total amount of cash received each day has been fully credited to the various accounts. On a daily basis, the debit and credit entries on the Cash Receipts Journal should add up to zero.
- d. Provide a printed record of the total cash received each month.
- e. Provide a printed record of the total amount credited to each account each month.
- f. By designating each monthly total as a debit (+) or a credit (-), provide assurance that the total amount of cash received each month has been fully credited to the various accounts. On a monthly basis, the debit and credit entries on the Cash Receipts Journal should add up to zero.
- g. Provide monthly receipt totals for posting to the various accounts maintained in the General Ledger.

4. Debit and Credit Definitions

The following entries shall be debits (+):

- Cash received;
- Maintenance and support not deposited in the clerk's Maintenance and Child Support account but "passed through" directly to the recipient;
- Cash bail reclassifications;
- Partial payment reclassifications.
- The following entries shall be credits (-):
- Clerk's fees and costs;
- Every other account listed in Part I of the Annual Financial Report containing a fee or cost received by the clerk;
- Maintenance and support deposited in the clerk's Maintenance and Child Support account;
- Cash bail received;
- Cash bail refunded (included under "Miscellaneous Disbursements" on the Annual Financial Report);
- Partial payment control account;
- Every account allocating fine, penalty, assessment, charge and forfeiture receipts to a municipality, township, county, or to the state;
- Every "Fees of Others" account listed on the Annual Financial Report;
- Every "Miscellaneous Disbursements" account listed on the Annual Financial Report.

5. Detail List: Function

For each daily account total recorded in the Cash Receipts Journal, the automated system shall generate a detail list. The data on the detail list is to be used for auditing, and may also be used for transmittal documentation as required.

6. Detail List: Content

The detail list for an account in the Cash Receipts Journal shall provide the following information:

- a. Daily total for the account;
- b. A listing, in case number order, of all cases for which money was allocated to make up the daily total for that account. The maximum data for each case listed shall be as follows:
 - case number;
 - amount allocated to the account;
 - where necessary, further identification of the type of payment (e.g. filing fee; certification fee; copying fee). This information will depend upon the needs of the jurisdiction and is left to the discretion of the clerk.

PART 2**SECTION E****CASH DISBURSEMENTS JOURNAL****1. Frequency**

The clerk's office shall generate a Cash Disbursements Journal Daily.

2. Format

The format of the Cash Disbursements Journal is left to the discretion of the clerk. It will depend upon the size and organizational structure of the clerk's office, and upon the automated system used. Appendix 4 of this manual addresses the subject of cash disbursements journal formats.

3. Function

Regardless of the format, the Cash Disbursements Journal shall perform the following functions.

- a.** Provide a printed record of the total cash disbursed each day.
- b.** Provide a printed record of the total amount debited to each account each day.
- c.** By designating each daily entry as a debit (+) or a credit (-), provide assurance that the total amount of cash disbursed each day has been fully debited to the various accounts. On a daily basis, the debit and credit entries on the Cash Disbursements Journal should add up to zero.
- d.** Provide a printed record of the total cash disbursed each month.
- e.** Provide a printed record of the total amount debited to each account each month.
- f.** By designating each monthly total as a debit (+) or a credit (-), provide assurance that the total amount of cash disbursed each month has been fully debited to the various accounts. On a monthly basis, the debit and credit entries on the Cash Receipts Journal should add up to zero.
- g.** Provide monthly disbursement totals for posting to the various accounts maintained in the General Ledger.

4. Debit and Credit Definitions

The following entries shall be credits (-):

- Cash disbursed.

- The following entries shall be debits (+):
- Clerk's fees and costs;
- Every other account listed in Part I of the Annual Financial Report containing a fee or cost of the clerk which is disbursed;
- Maintenance and support disbursed from the clerk's Maintenance and Child Support account;
- Cash bail refunded;
- Every disbursement of fine, penalty, assessment, charge and forfeiture payments to a municipality, township, county, or to the state;
- Every disbursement from an account listed under "Fees of Others" on the Annual Financial Report;
- Every disbursement from an account listed under "Miscellaneous Disbursements" on the Annual Financial Report.

5. Detail List: Function

For each account total recorded in the Cash Disbursements Journal, the automated system shall generate a detail list. The data on the detail list is to be used for auditing, and may also be used for transmittal documentation as required.

6. Detail List: Content For Regular Monthly Disbursements

For accounts that are normally paid by a single check each month, or on a regular schedule during the month, the minimum data for the detail list shall be as follows:

- a. Check number;
- b. Amount of check;
- c. Payee;
- d. A listing, in case number order, of all cases for which money was allocated to make up the amount of the check. The minimum data for each case listed is as follows:
 - case number;
 - amount allocated to the account;
 - where necessary, further identification of the type of payment (e.g. filing fee; certification fee; copying fee). This information will depend upon the needs of the jurisdiction and is left to the discretion of the clerk. NOTE: If the data required for this listing is produced on the corresponding detail list of the Cash Receipts Journal, it need not be generated here.

7. Detail List: Content For Daily Disbursements

For accounts that may generate disbursements on a daily basis (e.g. bail refund), each check making up the daily total disbursed shall be included on the detail list. The minimum data for each check shall be as follows:

- a.** Check number;
- b.** Amount of check;
- c.** Payee;
- d.** Case number.

PART 2**SECTION F****GENERAL LEDGER****1. Accounts**

The General Ledger is made up of individual accounts. Accounts fall into the following groups:

- a.** Cash accounts-one for each savings and checking account;
- b.** Cash bail account;
- c.** Clerk's revenue accounts-
these are listed in Part I of the Annual Financial Report;
- d.** Partial payment control account;
- e.** Maintenance and child support account;
- f.** Fines, penalties, assessments, charges and forfeiture accounts maintained for the various state and local governments-
these are listed in Part III-B of the Annual Financial Report;
- g.** Fees of Others-
these are listed in Part III-C of the Annual Financial Report;
- h.** Miscellaneous Disbursements-
these correspond to the accounts listed in Part III-D of the Annual Financial Report.

Because of differing banking practices, county demographics, and fine and cost options exercised at the county level, no two counties will maintain precisely the same set of General Ledger accounts. Sample General Ledger account formats are provided in Appendix 4 of this manual.

2. Monthly Entries

Each General Ledger account should be updated monthly with totals derived from the Cash Receipts Journal, the Cash Disbursements Journal, and bank statements.

3. Balance

Each amount posted to the General Ledger will be a debit (+) or a credit (-). Similarly, the balance in any account will be a debit or a credit. The General Ledger must always be in balance: the total of all debit balances must equal the total of all credit balances.

MANUAL ON RECORDKEEPING

Effective April 1, 2017

Table of Contents

Part 3

INSTRUCTIONS RELATING TO STATISTICAL REPORTS

Introduction.....	<u>Introduction</u>
1. New Filed.....	Page 1
2. Reinstated.....	Page 2
3. Disposed.....	Page 2
4. Pending	Page 3
Section A - Additional Instructions For Report A -	
Activity of All Civil Cases.....	<u>Section A</u>
Disposed.....	Page 1
Sample Report.....	Page 4a
Section B - Additional Instructions For Report B -	
Activity of All Criminal Cases	<u>Section B</u>
Number of Defendants New Filed	Page 1
Disposed.....	Page 1
Sample Report.....	Page 2a
Section C - Additional Instructions For Report C -	
Activity of All Juvenile Cases.....	<u>Section C</u>
Number of Respondents New Filed	Page 1
Disposed.....	Page 1
Sample Report.....	Page 1a
Section D - Additional Instructions For Report D -	
Activity of All DUI/Traffic/Conservation/Ordinance/Civil Law Cases	<u>Section D</u>
Disposed.....	Page 1
Sample Report.....	Page 1a
Section E - Additional Instructions For Report E -	
Time Lapse of All Cases Disposed By Jury Verdict	<u>Section E</u>
Case Number.....	Page 1
Filing Date	Page 1
Date of Verdict.....	Page 1
Sample Report.....	Page 1a
Section F - Additional Instructions For Report F -	
Disposition of Defendants Charged With Felonies	<u>Section F</u>
Definitions.....	Page 1
Sample Report.....	Page 1a
Section G - Additional Instructions For Report G -	
Sentence of Defendants Charged With Felonies	<u>Section G</u>
General description	Page 1

Sample Report.....Page 1a

Section H - Additional Instructions For Report H -
Orders of Protection Issued or Granted**Section H**
General descriptionPage 1
Sample Report.....Page 1a

Section I - Additional Instructions For Report I -
Age of Pending Cases.....**Section I**
General descriptionPage 1
Sample Report.....Page 1a & b

Section J - Additional Instructions For Report J -
Annual Financial Report.....**Section J**
1. FrequencyPage 1
2. Three Categories of Financial RecordsPage 1
3. Revenue of Clerk's OfficePage 1
4. Cost of OperationsPage 1
5. Distribution of FundsPage 1
Sample Report.....Page 1a thru 1m

Section K – Additional Instructions For Report K –
Self-Represented Litigants (SRLs) Data Collection**Section K**
DefinitionsPage 1
Examples of Self-Represented LitigantsPage 3
Sample Report.....Page 3a

PART 3

INSTRUCTIONS RELATING TO STATISTICAL REPORTS

INTRODUCTION

At the direction of the Supreme Court, the Administrative Director and staff collect and compile statistics relating to the operation of the judicial branch of government in Illinois. Each year since 1960, these statistics have been published in an annual report.

This part of the manual contains instructions for completing the various statistical reports required by the Administrative Office. A copy of each form is located directly behind each set of instructions. These forms are intended only as examples to accompany the instructions. Each year, clerks will receive a separate set of forms to fill out and return to the Administrative Office.

Identification of Cases

When a report asks for cases to be counted by category, use the categories contained in the Case Code Letter and Category Outline in Part 1 of this manual.

Preparation of Reports

Clerks shall prepare and file the various reports by the 15th of the month following the end of the period covered in the report.

Computer-generated Reports

A computer-generated report may be filed if it contains the data in the format prescribed below for that particular report. Approval for submitting a computer-generated report should first be obtained from the Administrative Office.

Definition of Terms

In completing statistical reports A through D, the following definitions shall be used:

1. New Filed

A case shall be counted as "new filed" when it is assigned a case number during the period of time covered by the report. In most instances, this occurs when the initial complaint or petition is filed. It also occurs when any of the following documents is filed:

- Foreign judgment;
- Case transferred to your jurisdiction from another jurisdiction on change of venue or change of place of trial;
- Case remanded by a reviewing court when the case is assigned a new case number;
- Interstate and intrastate probationer transfer.

NOTE: Two of the reports, B and C, also ask for the number of defendants or respondents in the new filed cases.

2. **Reinstated**

A case shall be counted as "reinstated" when any of the following occurs during the period of time covered by the report:

- Return of a mandate from a reviewing court calling for a new trial or further proceedings, when the case is not assigned a new case number;
- Entry of a trial court order for a new trial, or vacating a dismissal order or a default judgment;
- Entry of a trial court order in a post-conviction proceeding for a rearraignment or retrial;
- Upon resumption of prosecution in a criminal case previously reported as disposed by one of the following:
 - Defendant found unfit for trial, to plead or to be sentenced under Article 104 of the Code of Criminal Procedure of 1963;
 - Case placed on a warrant calendar in accordance with local rules or procedures;
 - Case dismissed or otherwise stricken with leave to reinstate.

3. **Disposed**

A case shall be counted as "disposed" if one of the following occurs during the period of time covered by the report:

- In a criminal case, filing of the last judgment disposing of all defendants and all charges—if more than one judgment is filed, the case is disposed upon the filing of the last judgment. NOTE: When a sentence is imposed, the last judgment is the sentencing order.
- In a civil case, filing of the judgment disposing of all issues and all parties—if more than one judgment is filed, the case is disposed upon the filing of the last judgment;
- When a case is sent to another jurisdiction on change of venue or change of place of trial;
- When a foreign judgment is filed, it is disposed for statistical purposes at the time of filing;
- For civil law violations, admission, default judgment, court judgment, dismissal, no finding of violation;

- When an interstate or intrastate probationer transfer is filed, it is disposed for statistical purposes at the time of filing.

In the Additional Instructions for Reports A through D below, further definitions are given, including examples of dispositional orders for the various case categories covered by the different reports.

4. Pending

At the end of any reporting period, the number of "pending" cases shall be calculated in the following manner:

- Pending cases for the last reporting period:

+ new filed cases for the current reporting period;
+ reinstated cases for the current reporting period;
- disposed cases for the current reporting period;
= pending cases for the current reporting period.

NOTE: The count of defendants or respondents is not included in this calculation.

PART 3

SECTION A

ADDITIONAL INSTRUCTIONS FOR REPORT A – ACTIVITY OF ALL CIVIL CASES

Disposed

For a civil case to be counted as disposed for statistical purposes, all parties and all issues must be disposed. A case involving multiple parties and/or multiple issues should be counted as disposed during the reporting period in which the last party and/or issue is disposed of by order of court.

The orders below are examples of orders that dispose of civil cases. This list is not intended to give every possible type of judgment or order that might dispose of a case, but rather to illustrate common examples.

The following orders apply to civil case categories generally:

- Change of Venue;
- Complaint stricken;
- Consent decree;
- Consolidation order;
- Default judgment;
- Directed verdict;
- Dismissal:
 - court's own motion;
 - motion of plaintiff;
 - motion of defendant;
 - non suit;
 - settlement of case;
 - stipulation and order for dismissal;
 - want of prosecution;
 - with prejudice;
 - without prejudice.

The following orders apply to specific case categories:

- **AD Adoption**
Petition for adoption: granted or denied
- **AR Arbitration (Mandatory Arbitration)**
Arbitrator's award entered as judgment

NOTE: If for some reason, such as the award being rejected, an AR case is eventually disposed of on a regular court call, any of the dispositions found under L and LM may be used.

- **CH Chancery**

- Foreclosure, judgment of foreclosure and sale: upon approval of the report of distribution.

NOTE: If a receiver or mortgagee is in possession of the premises, not until the redemption period has expired.

- Foreclosure, judgment of strict foreclosure: entry of foreclosure order;
- Injunction: granted or denied;
- Judgment: for or against plaintiff or defendant;
- Jury Verdict: for or against plaintiff or defendant;
- Partition by sale: approval of the report of distribution;
- Partition in kind: entry of the order of partition;
- Settlement;
- Trust administration: when the first order is entered approving the account or report;

- **D Dissolution of Marriage**

- Dissolution of civil union: granted or denied;
- Dissolution of marriage: granted or denied;
- Invalidity of marriage: granted or denied;
- Separate maintenance: granted or denied.

NOTE: If a dissolution case involves any issue such as child support, child custody, property settlement, etc., the case is not disposed until all such issues have been disposed by court order.

- **ED Eminent Domain**

- Order vesting title;
- Order fixing compensation.

- **F Family**

- Confidential intermediary: order appointing or denying (relating to Adoption case records);
- Foreign support order filed;
- Marriage license order: granted or denied;
- Notice to putative father issued (Adoption case);
- Parentage: finding with duty to support or no finding of parentage;
- Reciprocal non-support:
 - outgoing: order transferring case to another jurisdiction;
 - incoming: order entered finding respondent liable for support and fixing amount; or Order finding respondent not liable and dismissing the petition.
- Petition for Judicial Waiver of Notice Under the Parental Notification of Abortion Act: granted or denied.

- **L, LM Law over and Law under**

- Judgment: for or against plaintiff or defendant;
- Judgment by confession;
- Jury verdict: for or against plaintiff or defendant;
- Possession or restitution of premises: granted or denied;
- Possession or restitution of premises, including judgment or rent: granted or denied.

- **MC Municipal Corporation**

A Municipal Corporation (MC) case is terminated upon the entry of an order granting or denying organization. Later activities affecting the Municipal Corporation such as appointment of trustees or commissioners, or approval of bonds, or routine confirmation of annexations are post-termination proceedings.

- **MH Mental Health**

- Petition for Hospitalization: granted or denied;
- Petition for Discharge: granted or denied;
- Petition for Restoration: granted or denied;
- Petition to Administer Treatment: granted or denied.

NOTE: A petition for discharge, restoration, or to administer treatment may be a new case if filed in a county other than the county from which the petitioner was committed; if filed in the same county it is a post-termination proceeding.

- **MR Miscellaneous Remedy**

- Administrative agency decision review: granted or denied;
- Administrative subpoena: returned, not executed;
- Attachment petition: granted or denied;
- Authorization for surety;
- Canvass of election;
- Change of name petition: granted or denied;
- Eavesdropping; electronic criminal surveillance: granted or denied;
- Interstate and intrastate probationer transfer: at the time of filing;
- Judgment: for or against plaintiff or defendant;
- Judgment by confession;
- Jury Verdict for or against plaintiff or defendant;
- Mandamus: granted or denied;
- Search warrant:
 - returned, not executed;
 - order for sale or destruction of articles or material seized;
 - order granting or denying motion to suppress;
 - order providing custody of articles or material seized;
- Setting of election;
- Statewide Grand Jury: upon order establishing county of venue for all counts.

- **OP Order of Protection**

Entry of the first order entered in a case which grants or denies an emergency, interim, or plenary petition for:

- Order of protection;
- Civil no contact order;
- Stalking no contact order.

NOTE: This statistic applies only to orders that receive an OP case number.

- **P Probate**

Order discharging administrator or guardian

- **SC Small Claim**

- Judgment: for or against plaintiff or defendant;
- Jury verdict: for or against plaintiff or defendant.

- **TX Tax**

- Abatement of taxes: granted or denied;
- Foreclosure of lien for special assessment: complaint granted or denied;
- Objection to the Annual Tax Sale case: granted or denied.

NOTE: The Annual Tax Sale case is not disposed until all objections have been disposed of. Petitions for tax deeds are post-termination activities.

- Refund tax: granted or denied;
- Special Assessment or Drainage Assessment: entry of judgment for special tax or assessment;
- Tax injunction: petition granted or denied.

QUARTER: YEAR:

COUNTY:

CIRCUIT:

REPORT A
ACTIVITY OF ALL CIVIL CASES

CATEGORY	CODE	BEGINNING PENDING*	NEW FILED	REINSTATED	DISPOSED	ADJUSTMENT	END PENDING
ADOPTION	AD	0	0	0	0	0	0
ARBITRATION	AR	0	0	0	0	0	0
CHANCERY	CH	0	0	0	0	0	0
DISSOLUTION OF MARRIAGE	D	0	0	0	0	0	0
EMINENT DOMAIN	ED	0	0	0	0	0	0
FAMILY	F	0	0	0	0	0	0
LAW>\$50,000 - JURY	L	0	0	0	0	0	0
LAW>\$50,000 - NON-JURY	L	0	0	0	0	0	0
LAW<\$50,000 - JURY	LM	0	0	0	0	0	0
LAW<\$50,000 - NON-JURY	LM	0	0	0	0	0	0
MUNICIPAL CORPORATION	MC	0	0	0	0	0	0
MENTAL HEALTH	MH	0	0	0	0	0	0
MISCELLANEOUS REMEDY	MR	0	0	0	0	0	0
ORDER OF PROTECTION	OP	0	0	0	0	0	0
PROBATE	P	0	0	0	0	0	0
SMALL CLAIM	SC	0	0	0	0	0	0
TAX	TX	0	0	0	0	0	0
TOTAL CIVIL		0	0	0	0	0	0

*NOTE: THE BEGINNING PENDING NUMBER IS THE SAME NUMBER THAT YOU REPORTED AS YOUR END PENDING NUMBER FROM THE PREVIOUS QUARTER.

PART 3**SECTION B****ADDITIONAL INSTRUCTIONS FOR REPORT B – ACTIVITY OF ALL CRIMINAL CASES****Number of Defendants New Filed**

Report the total number of defendants included in the "new filed" category. In jurisdictions where each defendant is given a separate case number, "new filed" and "number of defendants new filed" will be the same.

Disposed

For a criminal case to be counted as disposed for statistical purposes, all defendants and all charges must be disposed. A case involving multiple defendants and/or multiple charges should be counted as disposed during the reporting period in which the last defendant and/or charge is disposed by order of court.

A case shall be counted as "disposed" if one of the following occurs during the period of time covered by the report.

- When sentence is imposed after an order of conviction, probation or supervision;
- When the verdict or finding is "not guilty," when the defendant is ordered discharged;
- When the court orders the charge dismissed on the motion of either the State or the defendant, or upon the return of a No Bill by the Grand Jury;
- When an order is entered finding the defendant unfit for trial, to plead or to be sentenced;
- Upon a finding of no probable cause and the entry of an order of discharge in a preliminary hearing;
- When a case is sent to another jurisdiction on change of place of trial;
- When a case is placed on a warrant calendar in accordance with local rules or procedures. NOTE: Do not report a case disposed by warrant calendar unless the warrant has been outstanding for at least six months.

The following are examples of orders that dispose of criminal cases. This list is not intended to give every possible type of judgment or order that might dispose of a case, but rather to illustrate the most common examples.

- **CC Contempt of Court**

Contempt order entered or dismissed

- **CF, CM Criminal Felony, Criminal Misdemeanor**

- Court Supervision;
- Directed Verdict;
- Dismissal:
 - court's own motion;
 - death suggested, cause abated;
 - motion of state;
 - motion of defendant;
 - want of prosecution;
 - with prejudice;
 - without prejudice;
- Guilty but mentally ill;
- Guilty: finding, plea or verdict;
- No Bill;
- Nolle prosequi;
- No probable cause, defendant discharged;
- Not guilty: finding or verdict;
- Not guilty by reason of insanity;
- Probation: first time offender;
- Stricken off with leave to reinstate;
- Unfit for trial, to plead or to be sentenced.

QUARTER: YEAR:

COUNTY:

CIRCUIT:

REPORT B
ACTIVITY OF ALL CRIMINAL CASES

CATEGORY	CODE	BEGINNING PENDING*	NEW FILED	NO. OF DEFENDANTS NEW FILED	REINSTATED	DISPOSED	ADJUSTMENT	END PENDING
CRIMINAL CONTEMPT	CC	0	0	0	0	0	0	0
CRIMINAL FELONY	CF	0	0	0	0	0	0	0
CRIMINAL MISDEMEANOR	CM	0	0	0	0	0	0	0
TOTAL CRIMINAL		0	0	0	0	0	0	0

*NOTE: THE BEGINNING PENDING NUMBER IS THE SAME NUMBER THAT YOU REPORTED AS YOUR END PENDING NUMBER FROM THE PREVIOUS QUARTER.

PART 3**SECTION C****ADDITIONAL INSTRUCTIONS FOR REPORT C – ACTIVITY OF ALL JUVENILE CASES****Number of Respondents New Filed**

Report the number of respondents included in the "new filed" category. If parents or guardians are added to a case as respondents for the purpose of tracking financial obligations, they should not be counted as respondents on this report.

Disposed

A juvenile case shall be counted as "disposed" upon the filing of the judgment that terminates the jurisdiction of the juvenile court over the minor, or when the minor attains age 19 (21, if ordered by court).

The following are definitions and examples of dispositions for the three juvenile categories on Report C. This list is not intended to give every possible type of disposition, but rather to illustrate the definition of disposition.

- Dismissal:
 - court's own motion;
 - motion of state;
 - motion of respondent;
 - want of prosecution;
 - with prejudice;
 - without prejudice;
- Dismissed or disposed after completing terms of sentence or other court order;
- Order to try juvenile as adult;
- Disposed by minor attaining age 19;
- Disposed by minor attaining age 21;
- Nolle Prosequi;
- Termination of wardship.

QUARTER: YEAR:

COUNTY:

CIRCUIT:

REPORT C
ACTIVITY OF ALL JUVENILE CASES

CATEGORY	CODE	BEGINNING PENDING*	NEW FILED	NO. OF DEFENDANTS NEW FILED	REINSTATED	DISPOSED	ADJUSTMENT	END PENDING
JUVENILE	J	0	0	0	0	0	0	0
JUVENILE ABUSE & NEGLECT	JA	0	0	0	0	0	0	0
JUVENILE DELINQUENT	JD	0	0	0	0	0	0	0
TOTAL JUVENILE		0	0	0	0	0	0	0

* NOTE: THE BEGINNING PENDING NUMBER IS THE SAME NUMBER THAT YOU REPORTED AS YOUR END PENDING NUMBER FROM THE PREVIOUS QUARTER.

PART 3**SECTION D****ADDITIONAL INSTRUCTIONS FOR REPORT D – ACTIVITY OF ALL
DUIT/TRAFFIC/CONSERVATION/ORDINANCE/CIVIL LAW CASES****Disposed**

A case shall be counted as "disposed" if one of the following occurs during the period of time covered by the report:

- When sentence is imposed after an order of conviction or supervision;
- When the verdict or finding is "not guilty," when the defendant is ordered discharged;
- When an order is entered finding the defendant unfit to stand trial;
- When a case is sent to another jurisdiction on change of place of trial;
- When a case is placed on a warrant calendar in accordance with local rules or procedures. NOTE: Do not report a case disposed by warrant calendar unless the warrant has been outstanding for at least six months;
- When a violator admits to a Civil Law violation;
- When a default judgment is entered on a Civil Law violation;
- When the verdict or finding is "no finding of violation" on a Civil Law violation.

The following are definitions and examples of dispositions for the various case categories on Report D. This list is not intended to give every possible type of disposition, but rather to illustrate the most common examples.

- Court Supervision;
- Directed Verdict
- Dismissal:
 - court's own motion;
 - motion of state;
 - motion of defendant;
 - want of prosecution;
 - with prejudice;
 - without prejudice;
- Guilty: finding, plea or verdict;
- Nolle Prosequi;
- Not guilty: finding or verdict;
- Stricken off with leave to reinstate
- Admission;
- Default judgment;
- No finding of violation.

QUARTER: YEAR:

COUNTY:

CIRCUIT:

REPORT D
ACTIVITY OF ALL DUI/TRAFFIC/CONSERVATION/ORDINANCE/CIVIL LAW CASES

CATEGORY	CODE	BEGINNING PENDING*	NEW FILED	REINSTATED	DISPOSED	ADJUSTMENT	END PENDING
CONSERVATION VIOLATION	CV	0	0	0	0	0	0
DRIVING UNDER THE INFLUENCE	DT	0	0	0	0	0	0
ORDINANCE VIOLATION	OV	0	0	0	0	0	0
TRAFFIC VIOLATION	TR	0	0	0	0	0	0
CIVIL LAW VIOLATION	CL	0	0	0	0	0	0
TOTALS		0	0	0	0	0	0

*NOTE: THE BEGINNING PENDING NUMBER IS THE SAME NUMBER THAT YOU REPORTED AS YOUR END PENDING NUMBER FROM THE PREVIOUS QUARTER.

PART 3

SECTION E

ADDITIONAL INSTRUCTIONS FOR REPORT E – TIMELAPSE OF ALL CASES DISPOSED BY JURY VERDICT

Case Number

The case number assigned in accordance with the instructions in Part 1 of this manual.

Filing Date

The "filing date" shall be reported as one of the following when it occurs during the period of time covered by the report:

- The date the case number was assigned;
- The date a case was reinstated when not assigned a new case number.

Date of Verdict

The "date of verdict" shall be reported as one of the following when it occurs during the period of time covered by the report:

- The date the verdict is returned by the jury;
- The date the verdict is returned by the jury when a case is reinstated and not assigned a new case number.

NOTE: Do not include hung juries in this report.

QUARTER: YEAR:

COUNTY:

CIRCUIT:

REPORT E

NOTE: THIS REPORT SHOULD NOT INCLUDE ANY REINSTATED CASES UNLESS TIME-LAPSE IS COMPUTED FROM DATE OF REINSTATEMENT.

PART 3**SECTION F****ADDITIONAL INSTRUCTIONS FOR REPORT F – DISPOSITION OF DEFENDANTS CHARGED WITH FELONIES**

This report gives a count of defendants disposed of during the reporting period. The following definitions apply:

Nolle

Entry of an order of nolle prosequi indicating that the State's Attorney is unwilling to prosecute the case.

S.O.L.

Entry of an order indicating that a case is "stricken off the court call with leave to reinstate."

Reduced to Misdemeanor

This occurs when a defendant is not convicted of a felony but rather is convicted of a lesser included offense which is classified as a misdemeanor.

Other

Report a defendant as "other" in the following circumstances:

- Case is placed on a warrant calendar in accordance with local rules or procedures;
- Defendant is extradited to another jurisdiction, but only if the extradition is part of the CF proceeding. If it is in an MR proceeding, do not report it here.

Acquitted

This includes not guilty by reason of insanity.

Convicted

There are three columns under this heading, depending upon whether a defendant entered a plea of guilty, was found guilty in a bench trial, or was found guilty in a jury trial. Include in the plea of guilty a first-time offender for whom judgment is withheld who is placed on special probation.

Unfit for Trial, to Plead or to be Sentenced

This disposition occurs when a defendant, because of mental or physical condition, is unable to understand the nature and purpose of the proceedings or to assist in the defense as defined in the Code of Criminal Procedure (725 ILCS 5/104-10)

Total Defendants Disposed

The total of all columns to the left.

QUARTER: YEAR:

COUNTY:

CIRCUIT:

REPORT F
DISPOSITION OF DEFENDANTS CHARGED WITH FELONIES (1)

NOT CONVICTED OF A FELONY					FOUND NOT GUILTY		CONVICTED OF FELONY			TOTAL DEFENDANTS DISPOSED OF
NOLLE	S.O.L.	REDUCED TO MISDEMEANOR	DISMISSED	(2) OTHER	BENCH TRIAL	JURY TRIAL	GUILTY PLEA	BENCH TRIAL	JURY TRIAL	
0	0	0	0	0	0	0	0	0	0	0
					(3) TOTAL CONVICTIONS:		0			

(1) NOT NECESSARILY DIFFERENT DEFENDANTS

(2) INCLUDES COURT ACTION: NO BILL, TRANSFERRED/NO JURISDICTION, DEATH SUGGESTED/CAUSE ABATED, UNFIT TO STAND TRIAL, SEXUALLY DANGEROUS, TRANSFERS TO WARRANT CALENDAR, AND PROCEEDING FILED AS A FELONY.

(3) TOTAL NUMBER OF DEFENDANTS CONVICTED OF FELONIES BY GUILTY PLEA, BENCH TRIAL AND JURY TRIAL FROM THIS REPORT, MUST EQUAL THE TOTAL NUMBER OF FELONY SENTENCES INCLUDED ON REPORT G.

PART 3

SECTION G

ADDITIONAL INSTRUCTIONS FOR REPORT G – SENTENCE OF DEFENDANTS CHARGED WITH FELONIES

The total number of defendants convicted of felonies is the same as the total reported on Report F under "convicted: guilty plea, bench trial, jury trial."

All sentences should be reported in one of the four categories on Report G. Report all discretionary conditions such as periodic imprisonment, conditional discharge, fines and costs, etc., which are associated with a sentence to IDOC or Probation, in category two or three, as applicable. Any type of sentence to imprisonment in a local jail, fine only, community service, etc., is to be reported in category four, "other."

QUARTER: YEAR:

COUNTY:

CIRCUIT:

REPORT G
SENTENCE OF THE DEFENDANTS CONVICTED WITH FELONIES

ENTER THE TOTAL NUMBER OF DEFENDANTS CONVICTED OF FELONIES INCLUDED ON REPORT F	0
---	---

FELONY SENTENCE TABLE

	CLASS M	CLASS X	CLASS 1	CLASS 2	CLASS 3	CLASS 4	TOTALS
1. LIFE	0	0	0	0	0	0	0
2. IDOC	0	0	0	0	0	0	0
3. PROBATION	0	0	0	0	0	0	0
4. OTHERS	0	0	0	0	0	0	0
TOTALS	0						

NOTE: THE TOTAL NUMBER OF DEFENDANTS CONVICTED OF FELONIES FROM REPORT F MUST EQUAL THE TOTAL NUMBER OF FELONY SENTENCES ON THIS REPORT.

PART 3

SECTION H

ADDITIONAL INSTRUCTIONS FOR REPORT H – ORDERS OF PROTECTION ISSUED OR GRANTED

Report the total number of emergency orders of protections, interim orders of protection, and plenary orders of protection issued or granted during the reporting period. The figures should reflect the totals from all case categories: OP, other Civil categories, and Criminal. Do not report extensions.

NOTE: Civil no contact and stalking no contact orders are not included in this report.

QUARTER: YEAR:

COUNTY:

CIRCUIT:

REPORT H
ORDERS OF PROTECTION ISSUED OR GRANTED

	EMERGENCY	INTERIM	PLENARY
TOTAL:	0	0	0

PART 3**SECTION I****ADDITIONAL INSTRUCTIONS FOR REPORT I – AGE OF PENDING CASES**

This report is filled out at the end of each calendar year. It contains the number of cases in the "pending" category at the close of business for that year. Cases are reported by category and year of filing. Note that for every case category, the "Total" figure in the right hand column of this report should equal the corresponding total of "pending" cases for the fourth quarter of that year as reported on Reports A, B, C, and D.

Report cases according to the case category definitions that were applicable at the time of filing. For example, the L-LM limit of \$15,000 will apply to cases filed in 1995 and earlier; the \$50,000 limit will apply to cases filed after January 1, 1996.

YEAR:
COUNTY:
CIRCUIT:

PAGE 1 OF 2
Tab 1

REPORT I
AGE OF PENDING CASES

TYPE OF CASE	CODE	YEAR FILED					PRIOR TO 2013	TOTAL
		2017	2016	2015	2014	2013		
ADOPTIONS	AD	0	0	0	0	0	0	0
ARBITRATION	AR	0	0	0	0	0	0	0
CHANCERY	CH	0	0	0	0	0	0	0
DISSOLUTION OF MARRIAGE	D	0	0	0	0	0	0	0
EMINENT DOMAIN	ED	0	0	0	0	0	0	0
FAMILY	F	0	0	0	0	0	0	0
LAW OVER	L	0	0	0	0	0	0	0
LAW UNDER	LM	0	0	0	0	0	0	0
MENTAL HEALTH	MH	0	0	0	0	0	0	0
MISCELLANEOUS REMEDY	MR	0	0	0	0	0	0	0
MUNICIPAL CORPORATION	MC	0	0	0	0	0	0	0
ORDERS OF PROTECTION	OP	0	0	0	0	0	0	0
PROBATE	P	0	0	0	0	0	0	0
SMALL CLAIMS	SC	0	0	0	0	0	0	0
TAX	TX	0	0	0	0	0	0	0
TOTAL CIVIL		0	0	0	0	0	0	0

THIS FORM IS TO BE USED ANNUALLY TO REPORT THE AGE OF ALL ACTIVE CASES. REPORT THE NUMBER OF CASES REMAINING OPEN IN EACH CATEGORY BY THE YEAR IN WHICH FILED. EXCLUDE CASES ON THE WARRANT CALENDAR. REINSTATED CASES SHOULD BE AGED FROM THE DATE OF REINSTATEMENT. EXCLUDE POST JUDGEMENT ACTIONS.

YEAR:
COUNTY:
CIRCUIT:

PAGE 2 OF 2
Tab 2

REPORT I
AGE OF PENDING CASES

TYPE OF CASE	CODE	YEAR FILED					PRIOR TO 2013	TOTAL
		2017	2016	2015	2014	2013		
CONTEMPT OF COURT	CC	0	0	0	0	0	0	0
CRIMINAL FELONY	CF	0	0	0	0	0	0	0
CRIMINAL MISDEMEANOR	CM	0	0	0	0	0	0	0
TOTAL CRIMINAL		0	0	0	0	0		0

TYPE OF CASE	CODE	YEAR FILED					PRIOR TO 2013	TOTAL
		2017	2016	2015	2014	2013		
JUVENILE	J	0	0	0	0	0	0	0
JUVENILE ABUSE @ NEGLECT	JA	0	0	0	0	0	0	0
JUVENILE DELINQUENT	JD	0	0	0	0	0	0	0
TOTAL JUVENILE		0	0	0	0	0		0

TYPE OF CASE	CODE	YEAR FILED					PRIOR TO 2013	TOTAL
		2017	2016	2015	2014	2013		
CONSERVATION VIOLATION	CV	0	0	0	0	0	0	0
DRIVING UNDER THE INFLUENCE	DT	0	0	0	0	0	0	0
ORDINANCE VIOLATION	OV	0	0	0	0	0	0	0
TRAFFIC VIOLATION	TR	0	0	0	0	0	0	0
CIVIL LAW VIOLATION	CL	0	0	0	0	0	0	0
TOTAL TRAFFIC		0	0	0	0	0		0

THIS FORM IS TO BE USED ANNUALLY TO REPORT THE AGE OF ALL ACTIVE CASES. REPORT THE NUMBER OF CASES REMAINING OPEN IN EACH CATEGORY BY THE YEAR IN WHICH FILED. EXCLUDE CASES ON THE WARRANT CALENDAR. REINSTATED CASES SHOULD BE AGED FROM THE DATE OF REINSTATEMENT. EXCLUDE POST JUDGEMENT ACTIONS.

PART 3**SECTION J****ADDITIONAL INSTRUCTIONS FOR REPORT J – ANNUAL FINANCIAL REPORT****1. Frequency**

This report, which covers a single year, is submitted at the end of each fiscal year on or before January 31 of the following calendar year.

2. Three Categories of Financial Records

The totals asked for in this report are divided into three categories:

- a. Revenue of the Clerk's Office;
- b. Cost of operating the Clerk's Office;
- c. Distribution of Funds Held in Trust or Agency Capacity and of Collections Made for Others.

3. Revenue of Clerk's Office

This heading includes the various fees prescribed in the Clerk's of Courts Act (705 ILCS 105/27.1a through 27.2a), as well as other administrative costs such as the bail bond cost which are not allocated to a particular fund.

4. Cost of Operations

The amounts listed under this heading are expenditures of clerks on salaries and several other major categories.

5. Distribution of Funds

The amounts listed under this heading are disbursements to the various governmental entities, private entities, or individuals who are entitled to receive them under the law. Most of the line items in Part III will correspond to a ledger account maintained by the clerk. If a clerk's office does not maintain an account listed in Part III because the county exercises the option not to impose the fee involved, the line should be left blank.

PAGE 1 Of 13
PART IREPORT J
ANNUAL FINANCIAL REPORTCLERK OF THE CIRCUIT COURT
COUNTY
JUDICIAL CIRCUIT

FISCAL YEAR ENDING

PART I - REVENUE OF CLERK'S OFFICE

A. CLERK'S FEES AND COSTS RECEIVED (Include the various fees in the Clerks of Courts Act Section 27.1a through 27.2a. Other clerk's fees not allocated to a specific fund are also reported in this total: they include the administrative fees for the Surcharge, Crime Lab fund, Sexual Assault fine, Trauma Center fund, Credit Card payment, Domestic Battery, and clerk's costs for Bail Bonds and Passports.)	SECTION A TOTAL	\$0.00
B. COURT AUTOMATION FUND	SECTION B TOTAL	\$0.00
C. SEPARATE MAINTENANCE AND CHILD SUPPORT COLLECTION FUND	SECTION C TOTAL	\$0.00
D. COURT DOCUMENT STORAGE FUND	SECTION D TOTAL	\$0.00
E. CIRCUIT COURT CLERK OPERATION AND ADMINISTRATIVE FUND	SECTION E TOTAL	\$0.00
F. CIRCUIT COURT CLERK ELECTRONIC CITATION FUND	SECTION F TOTAL	\$0.00
G OTHER REVENUE OF CLERK'S OFFICE (SPECIFY) (1) INTEREST PAID ON ACCOUNTS (2) DHFS IV-D CONTRACTUAL AND INCENTIVE (3) OTHER	SECTION G (1,2,3) TOTAL	\$0.00
PART I - REVENUE OF THE CLERK'S OFFICE (SECTIONS A,B,C,D,E,F,G) TOTAL		\$0.00

PAGE 2 OF 13
PART II

PART II - COST OF OPERATING CLERK'S OFFICE		
A. GROSS SALARIES (1) CIRCUIT CLERK (PAID BY COUNTY) \$0.00 (2) DEPUTY AND ALL OTHER CLERK'S OFFICE PERSONNEL \$0.00		
(3) NUMBER OF STAFF POSITIONS:	(i) FULL-TIME: 0 (ii) PART TIME: 0	
NOTE: DO NOT INCLUDE SALARIES REPORTED IN B THROUGH F BELOW.		
	SECTION A (1,2) TOTAL	\$0.00
B AUTOMATION EXPENSES (INCLUDE ALL HARDWARE, SOFTWARE, MAINTENANCE, TRAINING, PERSONNEL AND OTHER EXPENSES RELATED TO AUTOMATION EXCEPT THOSE INCLUDED IN C THROUGH F BELOW.)		
(1) PAID FROM COURT AUTOMATION FUND		\$0.00
(2) PAID FROM COUNTY GENERAL FUND		\$0.00
	SECTION B (1,2) TOTAL	\$0.00
C MAINTENANCE AND CHILD SUPPORT EXPENSES (INCLUDE ALL PERSONNEL, EQUIPMENT, AND AUTOMATION EXPENSES DEDICATED EXCLUSIVELY TO MAINTENANCE AND CHILD SUPPORT.)		
(1) PAID FROM MAINTENANCE AND CHILD SUPPORT COLLECTION FUND		\$0.00
(2) PAID FROM COUNTY GENERAL FUND		\$0.00
	SECTION C (1,2) TOTAL	\$0.00
D COURT DOCUMENT STORAGE EXPENSES (INCLUDE ALL PERSONNEL, EQUIPMENT, AND AUTOMATION EXPENSES DEDICATED EXCLUSIVELY TO DOCUMENT STORAGE.)		
(1) PAID FROM DOCUMENT STORAGE FUND		\$0.00
(2) PAID FROM COUNTY GENERAL FUND		\$0.00
	SECTION D (1,2) TOTAL	\$0.00
E. CIRCUIT COURT CLERK OPERATION AND ADMINISTRATIVE FUND (INCLUDE OFFICE SUPPLIES, EQUIPMENT, PRINTING, TELECOMMUNICATIONS, TRAVEL, ETC.)		
	SECTION E TOTAL	\$0.00
F. CIRCUIT COURT CLERK ELECTRONIC CITATION FUND (INCLUDES EXPENSES TO PERFORM THE DUTIES OF THE OFFICE IN ESTABLISHING AND MAINTAINING ELECTRONIC CITATIONS.)		
	SECTION F TOTAL	\$0.00
G ALL OTHER CLERK'S OFFICE EXPENSES (INCLUDE OFFICE SUPPLIES, EQUIPMENT, PRINTING, TELECOMMUNICATIONS, TRAVEL, ETC. PROVIDE A LINE ITEM BREAKDOWN ON ATTACHMENT A. NOTE: DO NOT INCLUDE ANY EXPENSES REPORTED IN B,C,D,E OR F ABOVE)		
CLICK HERE TO GO TO ATTACHMENT A	SECTION G TOTAL	\$0.00
PART II - COST OF OPERATING A CLERK'S OFFICE (SECTION A,B,C,D,E,F,G) TOTAL		
		\$0.00

PAGE 3 Of 13
PART III.A-B.3**PART III - DISTRIBUTION OF FUNDS HELD IN TRUST OR AGENCY CAPACITY AND OF COLLECTIONS MADE FOR OTHERS****(4) MAINTENANCE AND CHILD SUPPORT**

• CLERK'S OFFICE (Include payments deposited and disbursed and personal	\$0.00	SECTION A TOTAL	\$0.00
2) STATE DISBURSEMENT UNIT (Insert the total amount reported by the State Disbursement Unit)	\$0.00	THIS AMOUNT FORWARDED TO PAGE 7	

B. FINES, PENALTIES, ASSESSMENTS, CHARGES AND FORFEITURES

SEE ATTACHMENT B (MUNICIPALITIES, DRUG TASK FORCE, AND TOWNSHIP AND DISTRICTS)

1) MUNICIPALITIES (CITIES, VILLAGES, TOWNS, AND PARK DISTRICTS)

a. ALL EXCEPT DRUG FINES	\$0.00
b. DRUG FINES	\$0.00
c. CRIME LABORATORY FUND	\$0.00
d. CRIME LABORATORY DUI FUND	\$0.00
e. OTHER	\$0.00
	SUBTOTAL 1-a,b,c,d,e
	\$0.00

1.1) DRUG TASK FORCE **\$0.00**

2) TOWNSHIPS AND DISTRICTS (INCLUDING ROAD DISTRICTS, SPECIAL DISTRICTS, ETC.)

a. ALL EXCEPT DRUG FINES	\$0.00
b. DRUG FINES	\$0.00
c. OTHER	\$0.00
	SUBTOTAL 2-a,b,c

(THE TOTAL OF ABOVE THREE AMOUNTS SHOULD BE TOTAL OF AMOUNT ATTACHMENT B) **TOTAL \$0.00**[CLICK HERE TO GO TO ATTACHMENT B](#)

3) COUNTY

a. CRIMINAL FINES	\$0.00
b. TRAFFIC FINES	\$0.00
c. DRUG FINES	\$0.00
d. CRIME LABORATORY FUND	\$0.00
e. CRIME LABORATORY DUI FUND	\$0.00
f. COUNTY BOATING FUND	\$0.00
g. *OTHER - PROVIDE A LINE ITEM BREAKDOWN ON ATTACHMENT C.	\$0.00

(INCLUDES PERCENTAGE DISBURSEMENT TO COUNTY GENERAL CORPORATE FUND)

SUBTOTAL 3-a,b,c,d,e,f,g	\$0.00
SUBTOTAL SECTION B (1,1.1,2,3)	\$0.00
THIS AMOUNT FORWARDED TO THE TOP OF PAGE 5	

PAGE 4 OF 12
PART III.B.4 STATE FUNDS (1 OF 2)

**PART III - DISTRIBUTION OF FUNDS HELD IN TRUST OR AGENCY CAPACITY AND OF COLLECTIONS MADE FOR OTHERS -
Continued**

4) STATE (Funds 1-45)

1. DNR FUNDS TOTAL	\$0.00
2. ROAD FUND (OVERWEIGHTS)	\$0.00
3. STATE TOLL HIGHWAY AUTHORITY FUND	\$0.00
4. DRUG TRAFFIC PREVENTION FUND	\$0.00
5. STATE CRIME LABORATORY FUND	\$0.00
6. STATE POLICE DUI FUND	\$0.00
7. VIOLENT CRIME VICTIMS ASSISTANCE FUND	\$0.00
8. TRAFFIC AND CRIMINAL CONVICTION SURCHARGE	\$0.00
9. DRIVERS EDUCATION FUND	\$0.00
10. DOMESTIC VIOLENCE SHELTER AND SERVICE FUND	\$0.00
11. DRUG TREATMENT FUND	\$0.00
12. CHILD ABUSE PREVENTION FUND	\$0.00
13. SEXUAL ASSAULT SERVICES FUND	\$0.00
14. TRAUMA CENTER FUND	\$0.00
15. PERCENTAGE DISTRIBUTION: UNDER \$55 FUND	\$0.00
16. PERCENTAGE DISTRIBUTION: \$55 AND OVER FUND	\$0.00
17. GENERAL REVENUE FUND	\$0.00
18. EMS ASSISTANCE FUND	\$0.00
19. YOUTH DRUG ABUSE PREVENTION FUND	\$0.00
20. SECRETARY OF STATE EVIDENCE FUND	\$0.00
21. ILLINOIS CHARITY BUREAU FUND	\$0.00
22. TRANSPORTATION REGULATORY FUND	\$0.00
23. PROFESSIONAL REGULATION EVIDENCE FUND	\$0.00
24. GENERAL PROFESSIONS DEDICATED FUND	\$0.00
25. LOBBYIST REGISTRATION ADMINISTRATION FUND	\$0.00
26. DESIGN PROFESSIONAL ADMIN. AND INVESTIGATION FUND	\$0.00
27. REAL ESTATE RECOVERY FUND	\$0.00
28. AGGREGATE OPERATIONS REGULATORY FUND	\$0.00
29. EDUCATION ASSISTANCE FUND	\$0.00
30. DEPARTMENT OF PUBLIC HEALTH	\$0.00
31. USED TIRE MANAGEMENT FUND	\$0.00
32. EMERGENCY PLANNING AND TRAINING FUND	\$0.00
33. FEED CONTROL FUND	\$0.00
34. PESTICIDE CONTROL FUND	\$0.00
35. SPINAL CORD INJURY PARALYSIS CURE RESEARCH TRUST FUND	\$0.00
36. FIRE PREVENTION FUND	\$0.00
37. WIC PROGRAM	\$0.00
38. SEX OFFENDER REGISTRATION FUND	\$0.00
39. SECURITIES AUDIT AND ENFORCEMENT FUND	\$0.00
40. SPECIAL ADMINISTRATIVE FUND	\$0.00
41. LEADS MAINTENANCE FUND	\$0.00
42. STATE OFFENDER DNA IDENTIFICATION SYSTEM FUND	\$0.00
43. DOMESTIC VIOLENCE ABUSER SERVICES FUND	\$0.00
44. ABANDONED RESIDENTIAL PROPERTY MUNICIPALITY RELIEF FUND	\$0.00

SUBTOTAL 4 (1-45) \$ 0.00
[THIS AMOUNT FORWARDED TO PAGE 5](#)

*Contains Traffic & Criminal Surcharge Fund, Law Enforcement Camera Grant Fund, and LEADS Fund as of 7/1/06.

PAGE 5 OF 13 PART III.B.4 STATE FUNDS (2 OF 2)		
PART III - DISTRIBUTION OF FUNDS HELD IN TRUST OR AGENCY CAPACITY AND OF COLLECTIONS MADE FOR OTHERS - Continued	SUBTOTAL SECTION B(1,1.1, 2, 3)	\$0.00
	<u>AMOUNT FORWARDED FROM THE BOTTOM OF PAGE 3</u>	
4) STATE (Funds 46-999)	SUBTOTAL 4 (1-45)	\$0.00
46. ADDITIONAL CHILD PORNOGRAPHY FINE (STATE POLICE)	\$0.00	
47. ARSONIST REGISTRATION FUND	\$0.00	
48. CAPITAL PROJECTS FUND	\$0.00	
49. MURDERER & VIOLENT OFF. AGAINST YOUTH REG. FUND	\$0.00	
50. CORPORATE CRIME FUND	\$0.00	
51. DIESEL EMISSIONS TESTING FUND	\$0.00	
52. ER RESTITUTION (STATE)	\$0.00	
53. FIRE TRUCK REVOLVING LOAN FUND	\$0.00	
54. FORECLOSURE PREVENTION PROGRAM FUND	\$0.00	
55. FORECLOSURE PREVENTION "GRADUATED" FUND	\$0.00	
56. ILLINOIS ANIMAL ABUSE FUND	\$0.00	
57. IDOC PAROLE DIVISION OFFENDER SUPERVISION FUND	\$0.00	
58. ILLINOIS RACING BOARD	\$0.00	
59. LEAD POISON SCREENING, PREVENTION AND ABATEMENT FUND	\$0.00	
60. METHAMPHETAMINE LAW ENFORCEMENT FUND	\$0.00	
61. MILITARY FAMILY RELIEF FUND	\$0.00	
62. PRISONER REVIEW BOARD VEHICLE & EQUIPMENT FUND	\$0.00	
63. ROADSIDE MEMORIAL FUND	\$0.00	
64. SEALING FEE (STATE POLICE)	\$0.00	
65. SECRETARY OF STATE POLICE DUI FUND	\$0.00	
66. SECRETARY OF STATE POLICE SERVICES FUND	\$0.00	
67. SECRETARY OF STATE POLICE VEHICLE FUND	\$0.00	
68. SEX OFFENDER INVESTIGATION FUND	\$0.00	
69. STATE ASSET FORFEITURE FUND	\$0.00	
70. STATE POLICE OPERATIONS ASSISTANCE FUND	\$0.00	
71. STATE POLICE STREETGANG-RELATED CRIME FUND	\$0.00	
72. STATE POLICE VEHICLE FUND	\$0.00	
73. TRANSPORTATION SAFETY HIGHWAY HIRE-BACK FUND	\$0.00	
74. VEHICLE INSPECTION FUND	\$0.00	
75. CONSERVATION POLICE OPERATIONS ASSISTANCE FUND	\$0.00	
76. PRESCRIPTION PILL AND DRUG DISPOSAL FUND	\$0.00	
77. CRIMINAL JUSTICE INFORMATION PROJECTS FUND	\$0.00	
78. STATE POLICE SERVICES FUND	\$0.00	
79. STATE POLICE MERIT BOARD PUBLIC SAFETY FUND	\$0.00	
80. GUARDIANSHIP AND ADVOCACY FUND	\$0.00	
81. SPECIALIZED SERVICES FOR SURVIVORS OF HUMAN TRAFFICKING FUND	\$0.00	
82. ACCESS TO JUSTICE FUND	\$0.00	
83. STATE'S ATTORNEYS APPELLATE PROSECUTOR	\$0.00	
84. SUPREME COURT SPECIAL PURPOSES FUND	\$0.00	
85. GEORGE BAILEY MEMORIAL FUND	\$0.00	
999. OTHER - PROVIDE A LINE ITEM BREAKDOWN ON ATTACHMENT D.	\$0.00	
	SUBTOTAL 4 (46-999)	\$0.00
CLICK HERE TO GO TO ATTACHMENT D		
	SUBTOTAL 4 (1-999)	\$0.00
	SUBTOTAL SECTION B (1,1.1,2,3,4) TOTAL	\$ 0.00
	<u>THIS AMOUNT FORWARDED TO PAGE 7</u>	

PAGE 6 Of 13
PART III.C

PART III - DISTRIBUTION OF FUNDS HELD IN TRUST OR AGENCY CAPACITY AND OF COLLECTIONS MADE FOR OTHERS - Continued

C. FEES OF OTHERS

1. STATE'S ATTORNEY			
(a) FEES	\$0.00		
(b) RECORDS AUTOMATION FUND	\$0.00		
	SUBTOTAL (1-a,b)		\$0.00
2. SHERIFF			
(a) FEES (e.g. SERVICE OF PROCESS*)	\$0.00		
(b) COUNTY GENERAL FUND FOR COURT SECURITY	\$0.00		
	SUBTOTAL (2-a,b)		\$0.00
3. COUNTY LAW LIBRARY FUND			\$0.00
4. MARRIAGE FUND OF THE CIRCUIT COURT			\$0.00
5. COUNTY FUND TO FINANCE THE COURT SYSTEM			\$0.00
6. COURT-APPOINTED COUNSEL:			
(a) DEFENSE COUNSEL	\$0.00		
(b) JUVENILE REPRESENTATION	\$0.00		
	SUBTOTAL (6 -a,b)		\$0.00
7. COURT-APPOINTED COUNSEL: STATE APPELLATE DEFENDER			\$0.00
8. MUNICIPAL ATTORNEY PROSECUTION FEE			\$0.00
9. PROBATION AND COURT SERVICES FUND			\$0.00
10. DISPUTE RESOLUTION FUND			\$0.00
11. MANDATORY ARBITRATION FUND			
(a) ARBITRATION FEE	\$0.00		
(b) REJECTION OF AWARD	\$0.00		
	SUBTOTAL (11-a,b)		\$0.00
12. DRUG/ALCOHOL TESTING & ELECTRONIC MONITORING FEE			\$0.00
13. ELECTRONIC MONITORING DEVICE FEE			
(a) SUBSTANCE ABUSE SERVICES FUND	\$0.00		
(b) WORKING CASH FUND	\$0.00		
	SUBTOTAL (13-a,b)		\$0.00
14. COUNTY GENERAL FUND TO FINANCE EDUCATION PROGRAMS (DUI)			\$0.00
15. COUNTY HEALTH FUND			\$0.00
16. TRAFFIC SAFETY PROGRAM SCHOOL			\$0.00
17. COUNTY JAIL MEDICAL COSTS FUND			\$0.00
18. SEXUALLY TRANSMITTED DISEASE TEST FUND			\$0.00
19. DOMESTIC RELATIONS LEGAL FUND			\$0.00
20. CHILDREN'S WAITING ROOM FUND			\$0.00
21. NEUTRAL SITE CUSTODY EXCHANGE FUND			\$0.00
22. MORTGAGE FORECLOSURE MEDIATION PROGRAM FEES			\$0.00
23. CHILDREN'S ADVOCACY CENTER			\$0.00
24. COURT APPOINTED SPECIAL ADVOCATE (CASA)			\$0.00
25. DRUG COURT			\$0.00
26. JUDICIAL FACILITIES FEE			\$0.00
27. MENTAL HEALTH/DRUG/VETERANS AND SERVICE MEMBERS COURT			\$0.00
28. YOUTH DIVERSION PROGRAM			\$0.00
29. PUBLIC DEFENDER RECORDS AUTOMATION FUND			\$0.00
30. COUNTY DRUG ADDICTION SERVICES			\$0.00
99. OTHER - PROVIDE A LINE ITEM BREAKDOWN ON ATTACHMENT E.			\$0.00
	SECTION C TOTAL		\$0.00
CLICK HERE TO GO TO ATTACHMENT E			THIS AMOUNT FORWARDED TO PAGE 7

*Contains the FTA Warrant Fee and e-Citation Fee)

PAGE 7 Of 13
PART III.D

PART III - DISTRIBUTION OF FUNDS HELD IN TRUST OR AGENCY CAPACITY AND OF COLLECTIONS MADE FOR OTHERS - Continued

D. MISCELLANEOUS DISBURSEMENTS

1. RESTITUTION TO VICTIMS OF CRIME (INCLUDES JUVENILE)		\$0.00
2. "WORK RELEASE" / GAINFULLY EMPLOYED OFFENDER		\$0.00
a. TOTAL PAID TO COUNTY FOR ROOM AND BOARD	\$0.00	
b. TOTAL PAID TO OTHER INDIVIDUALS AND AGENCIES		
	SUBTOTAL (2-a,b)	\$0.00
3. EXPENSES NECESSARY FOR MINOR'S NEEDS UNDER THE JUVENILE ACT		\$0.00
4. ABANDONED (UNCLAIMED) BAIL TO COUNTY		\$0.00
5. ABANDONED (UNCLAIMED) PROPERTY TO STATE		\$0.00
6. DEPOSITS WITH CLERK DISBURSED DURING THE YEAR:		\$0.00
a. FROM JUDICIAL SALES	\$0.00	
b. FROM ALL OTHER CASE CATEGORIES		
	SUBTOTAL (6-a,b)	\$0.00
7. REIMBURSEMENTS/CONTRIBUTIONS TO A "LOCAL ANTI-CRIME PROGRAM"		\$0.00
8. REFUND AND RETURNS		\$0.00
a. BAIL	\$0.00	
b. OTHER		
	SUBTOTAL (8-a,b)	\$0.00
9. OTHER - PROVIDE A LINE ITEM BREAKDOWN ON ATTACHMENT F. (INCLUDES SUCH ITEMS AS WITNESS FEES, PASSPORT FEES DISBURSED TO THE FEDERAL GOVERNMENT, OUT OF COUNTY BONDS, TRANSFER OF BAIL TO ANOTHER COUNTY, COLLECTION FEES OR BAIL TO ANOTHER		\$0.00

[CLICK HERE TO GO TO ATTACHMENT F](#)

SECTION D TOTAL	\$0.00
<u>THIS AMOUNT FORWARDED TO SECTION D BELOW</u>	

PART III TOTALS	SECTION A TOTAL (From PartIII.A-B.3)	\$0.00
	SECTION B TOTAL (From PartIII.StateFunds2)	\$0.00
	SECTION C TOTAL (From PartIII.C)	\$0.00
	SECTION D TOTAL (From PartIII.D)	\$0.00

PART III - DISTRIBUTION OF FUNDS HELD IN TRUST OR AGENCY CAPACITY AND OF COLLECTIONS MADE FOR OTHERS (SECTIONS A,B,C,D) TOTAL **\$0.00**PLEASE INDICATE IF YOU ARE A PERCENTAGE DISTRIBUTION COUNTY
PURSUANT TO 27.5 AND 27.6 OF THE CLERKS OF COURTS ACT

Yes

No

PLEASE INDICATE THE MONTH YOUR FISCAL YEAR ENDS

MONTH:

[CLICK HERE TO RETURN TO PART II \(Pg.2\)](#)

PAGE 8 Of 13

ATTACHMENT A

LINE ITEM BREAKDOWN OF PART II. G.: ALL OTHER CLERK'S OFFICE EXPENSES

[CLICK HERE TO RETURN TO PART III \(B.1\) \(B1.1\) & \(B.2\) \(Pg.3\)](#)

PAGE 9 Of 13

ATTACHMENT B

**LINE ITEM BREAKDOWN OF PART III. B. (1), (1.1) AND (2)
FINES, PENALTIES, ASSESSMENTS, CHARGES AND FORFEITURES PAID TO
MUNICIPALITIES, DRUG TASK FORCE AND TOWNSHIPS**

THIS TOTAL SHOULD MATCH PART III - SECTION B (1), (1.1), AND (2) TOTAL ON PAGE 3.
IF YOU NEED ADDITIONAL LINE ITEM DETAIL FOR THIS ATTACHMENT,
SIMPLY INSERT ROWS TO THIS SPREADSHEET AS REQUIRED.

[Click here to see examples of items that may or may not appear on Attachment B](#)

[CLICK HERE TO RETURN TO PART III.C \(Pg.3\)](#)

PAGE 10 Of 13

ATTACHMENT C

LINE ITEM BREAKDOWN OF PART III. B. (3) (g): "OTHER"

[CLICK HERE TO RETURN TO PART III.B.4 STATE FUNDS 2 \(Pg.5\)](#)

PAGE 11 Of 13

ATTACHMENT D

LINE ITEM BREAKDOWN OF PART III. B. (4) 999: "OTHER"

[CLICK HERE TO RETURN TO PART III.C \(Pg.6\)](#)

PAGE 12 Of 13

ATTACHMENT E

LINE ITEM BREAKDOWN OF PART III. C. (99): "OTHER"

[CLICK HERE TO RETURN TO PART III.D \(Pg.7\)](#)

PAGE 13 Of 13

ATTACHMENT F

LINE ITEM BREAKDOWN OF PART III. D. (9): "OTHER"

PART 3

SECTION K

ADDITIONAL INSTRUCTIONS FOR REPORT K – SELF-REPRESENTED LITIGANTS (SRLs) DATA COLLECTION

Report a quarterly count by case category of cases filed by a Self Represented Litigant (SRL) plaintiff, cases disposed with: At Least One SRL, At Least One Plaintiff and One Defendant SRL, At Least One Plaintiff SRL, and at Least One Defendant SRL. Additionally, count the number of disposed cases that closed by default judgment and the number of limited scope appearances filed.

The following definition applies to an SRL:

Self-Represented Litigant (SRL)

An SRL is a person (plaintiff/petitioner or defendant/respondent) who advocates on his or her own behalf before the court, rather than being represented by an attorney. A litigant who does not attend court and does not participate in the case is not a self-represented litigant. A litigant who does attend court and does participate in the case (even without filing an appearance) is a self-represented litigant. Self-represented litigants may also be referred to as *pro se* litigants.

A person is considered to be an SRL even if they were represented by an attorney for a portion of a case, so long as they are self-represented at the time of reporting or represented by an attorney through a Limited Scope Appearance filed pursuant to Supreme Court Rule 13(c)(6).

New Filed Cases

A case shall be counted as "filed" as provided in the Additional Instructions for Report A.

NOTE: The number of "filed" cases in each category on this report must equal the number of "filed" cases reported for the same category on Report A.

New Filed Cases - SRL Plaintiff

Report the total number of cases filed by an SRL plaintiff, including Plaintiffs represented by an attorney appearing under a Limited Scope Appearance, at the time of filing.

Disposed Cases

A case shall be counted as "disposed" as provided in the Additional Instructions for Report A.

NOTE: The number of "disposed" cases in each category on this report must equal the number of "disposed" cases reported for the same category on Report A.

Default Judgments

Report the total number of cases closed with a Default Judgment entered against the Defendant. For this count, it does not matter whether the Defendant filed an appearance or is represented by an attorney.

At Least One SRL

Report the number of disposed cases that contained at least one SRL.

At Least One Plaintiff SRL and One Defendant SRL

Report the number of disposed cases where at least one plaintiff was SRL and at least one defendant was SRL. Only count each case once, even though multiple parties were SRL.

At Least One Plaintiff SRL

Report the number of disposed cases where at least one plaintiff was SRL.

At Least One Defendant SRL

Report the number of disposed cases where at least one defendant was SRL. Only count each case once, even if multiple defendants were SRL.

NOTE: This count should include all cases where the Defendant appeared in court as an SRL, even if the Defendant did not file an appearance. This should not include any default judgments.

Number of Limited Scope Appearances

Report the total number of Limited Scope Appearances filed by attorneys in disposed cases pursuant to Supreme Court Rule 13(c)(6). This count should not include "special and limited appearances" or an objection to jurisdiction over the person filed pursuant to 2-301 of the Code of Civil Procedure.

NOTE: Attorneys entering a Limited Scope Appearance must use the appearance form required by Supreme Court Rule (not a general appearance form). The appearance form must specify the nature and scope of representation, and an example can be found on the ISBA.org website (<https://www.isba.org/sites/default/files/practiceresourcecenter/limitedscope/Form%20for%20Limited%20Scope%20Appearance%20in%20Civil%20Action.doc>).

EXAMPLES OF SELF-REPRESENTED LITIGANTS

These examples would be counted as SRLs:

- Has an advocate (attorney or non-attorney) who has **not** filed an appearance on behalf of the individual (e.g. *Guardian ad Litem*, domestic violence advocate)
- Has an attorney for a portion of a case (either on a limited scope appearance or because the attorney withdrew), but not the entire case
- Appears in court and resolves the case quickly without filing an appearance (e.g. orders of protection or small claims cases)
- Appears in court with the assistance of an interpreter, but no attorney
- Files a case *pro se* but never appears in court
- Resolves dispute through the assistance of a court-sponsored mediator (unless the litigant also has an attorney)
- Unknown parties who participate in a case (e.g. unknown occupant in an eviction case or unknown owner in a foreclosure case)

These examples would NOT be counted as SRLs:

- Not a party to a case (e.g. intervenor)
- Never participated in the case (e.g. non-appearing defendant, deceased litigant)
- Corporations
- Unnamed minors

QUARTER: YEAR:
 COUNTY:
 CIRCUIT:

REPORT K
SELF REPRESENTED LITIGANTS (SRLs)

CATEGORY	CODE	NEW FILED CASES*	NEW FILED CASES SRL PLAINTIFF	DISPOSED*	DEFAULT JUDGMENTS	AT LEAST ONE SRL	AT LEAST 1 PLAINTIFF AND 1 DEFT SRL	AT LEAST ONE PLAINTIFF SRL	AT LEAST ONE DEFENDANT SRL	NUMBER OF LIMITED SCOPE APPEARANCES
ADOPTION	AD	0	0	0	0	0	0	0	0	0
ARBITRATION	AR	0	0	0	0	0	0	0	0	0
CHANCERY	CH	0	0	0	0	0	0	0	0	0
DISSOLUTION OF MARRIAGE	D	0	0	0	0	0	0	0	0	0
EMINENT DOMAIN	ED	0	0	0	0	0	0	0	0	0
FAMILY	F	0	0	0	0	0	0	0	0	0
LAW > \$50,000	L	0	0	0	0	0	0	0	0	0
LAW = < \$50,000	LM	0	0	0	0	0	0	0	0	0
MUNICIPAL CORPORATION	MC	0	0	0	0	0	0	0	0	0
MENTAL HEALTH	MH	0	0	0	0	0	0	0	0	0
MISCELLANEOUS REMEDY	MR	0	0	0	0	0	0	0	0	0
ORDER OF PROTECTION	OP	0	0	0	0	0	0	0	0	0
PROBATE	P	0	0	0	0	0	0	0	0	0
SMALL CLAIM	SC	0	0	0	0	0	0	0	0	0
TAX	TX	0	0	0	0	0	0	0	0	0
TOTALS		0	0	0	0	0	0	0	0	0

* NOTE: THE NUMBER OF "FILED" AND "DISPOSED" CASES IN EACH CATEGORY ON THIS REPORT MUST EQUAL THE NUMBER OF "NEW FILED" AND "DISPOSED" CASES REPORTED FOR THE SAME CATEGORY ON REPORT A, RESPECTIVELY.

MANUAL ON RECORDKEEPING

Effective April 1, 2017

Table of Contents

APPENDIX

Appendix 1

Disposal of Older Records	Page 1
Post 1869 Records.....	Page 2
Pre 1870 Records	Page 3

Appendix 2

Notice of Intent to Destroy Records	Page 1
Sample Notice of Intent to Destroy Records	Page 2
Records Disposal Certificate.....	Page 4
Sample Records Disposal Certificate.....	Page 5

Appendix 3

Statutes Restricting Access to Documents.....	Page 1
Rules Restricting Access to Documents	Page 4

Appendix 4

Formats for Check, Receipt, Cash Disbursements, and Case Receipts Journal	Page 1
Sample Check	Page 2
Sample Receipt	Page 3
Cash Receipts and Cash Disbursements Journal	Page 4
General Ledger.....	Page 5
Sample Ledger	Pages 6 & 7

APPENDIX 1

The schedule on the following pages was originally included in the 1971 *Manual on Recordkeeping*, paragraphs 4000, 4400, and 4401. It was intended to apply to records created in a jurisdiction before the Manual went into effect. Clerks wishing to destroy older records according to this schedule should first consult the Administrative Office.

DISPOSAL PERMITTED**Post-1869 Records – Disposal Without Copies**

It is the policy of the Director of the Administrative Office to permit the destruction of all records of the following categories of cases, at the times indicated, without the retention of microfilm copies:

1. All records of cases of Justices of the Peace and Police Magistrates, including docket books and files, made before January 1, 1964. However, records of a court of record which relate to cases which arose from Justice of the Peace or Police Magistrate cases shall not be destroyed unless the destruction of such records is permitted by other provisions of these instructions.
2. Traffic cases - 5 years after filing.
3. Conservation cases - 5 years after filing.
4. Ordinance violation cases except those relating to demolition (Ch. 24, Sec. 11-31-1) - 5 years after filing.
5. Forcible entry and detainer cases not joined with any claim for rent or other damages and not relating to contracts for purchase of land - 3 years after filing.
6. Actions for collection of personal property taxes - 21 years after filing.
7. Suits at law relating to tort or contract where the only claim is for money damages - 21 years after the most recent activity. This includes confessions of judgment.
8. Misdemeanors - 10 years after filing, notice to be given to State's Attorney to request preservation of record where defendant is still in prison, on probation or parole.
9. Felony cases - 60 years after filing.
10. Inheritance Tax proceedings - 7 years after filing.
11. Habeas Corpus, criminal - 10 years after filing.
12. Mandamus - 10 years after filing.
13. Prohibition - 10 years after filing.
14. Election contest - 10 years after filing.
15. Extradition and Rendition - 10 years after filing.
16. Cases under Family Court Act and Juvenile Court Act - 21 years after filing.
17. Original action for attachment not relating to real estate - 10 years after filing.

18. Small claims (as defined by Rule of Supreme Court) - 5 years after filing provided the clerk preserves in an index, or other source approved by Director, a record showing the judgment, if any, and any satisfaction, assignment or vacation thereof.

Pre-1870 Records

No record created before 1870 may be destroyed. Upon receipt from a clerk of a notice of intention to destroy such records, the Director will notify the Local Records Commission and it is anticipated that the Commission will accept the records for storage.

The Local Records Act requires the Director to notify the Local Records Commission of the intended destruction of court records and it is the policy of the State Archivist to accept for storage all court records created before 1870. Clerks are encouraged to examine the records in their custody with the view to securing the transfer to the State Archivist of as many pre-1870 records as possible, giving due consideration to the likely demand for such records in the clerk's office.

A notice of intent to destroy pre-1870 records must be approved by the chief judge and shall be made if directed by the chief judge.

APPENDIX 2

Before destroying or otherwise disposing of any records contained in Schedule One, Two or Three in this manual, the clerk should submit a copy of the form titled "Notice of Intent to Destroy or Otherwise Dispose of Records".

The notice should be sent to the Springfield location of the Administrative Office via regular mail to: 3101 Old Jacksonville Road, Springfield, IL 62704 or via email to tsours@illinoiscourts.gov.

The Notice of Intent to Destroy or Otherwise Dispose of Records on the following page has numbers indicating the various items of information to be filled in. Instructions for filling out these items are as follows:

1. **Judicial Circuit:** Circuit number.
2. **County:** Name of County.
3. **Page:** Number each page beginning with 1.
4. **Of:** The total number of pages included in a Notice.
5. **Clerk:** Signature of Circuit Clerk—this certifies that the records are no longer needed by the clerk's office.
6. **Date:** The date the clerk signed line 5.
7. **Item number:** An item is normally a group of records (i.e. 1991 CH cases). Number each item separately beginning with "1."
8. **Schedule of items to be destroyed:** A brief description of the item. In most instances, the case category and format are sufficient (e.g. LM case files).
9. **From:** The beginning date of the group of records included in an item.
10. **To:** The end date of the group of records included in an item.
11. **Retention period:** The period indicated on Schedule One, Two or Three.
12. **Microfilmed:** Place an "X" in this column if the item has been microfilmed.
13. **Clerk of the Circuit Court:** If any items on a Notice have been microfilmed, this line must be signed by the clerk. Otherwise, it should be left blank.
14. **Date:** The date the clerk signed line 13.

MAIL TO: Director, Administrative Office of the Illinois Courts

NOTICE OF INTENT TO DESTROY OR OTHERWISE DISPOSE OF RECORDS

Judicial Circuit: 1	County: 2	Page: 3 of 4 pages
---------------------	-----------	--------------------

I hereby certify that the records described in the following schedule of items to be destroyed are not needed in the transaction of current business and are not of sufficient administrative, legal or fiscal value to warrant further preservation or retention in their original form.

5

CLERK OF THE CIRCUIT COURT

6

DATE

ITEM NUMBER	SCHEDULE OF ITEMS TO BE DESTROYED 1. Describe item or record to be destroyed 2. Show earliest date (FROM) and latest date (TO) 3. Show required or recommended retention period 4. a) Indicate (X) if record has been microfilmed; if so b) Complete certification at bottom of page	FROM	TO	RETENTION PERIOD	MICRO-FILMED
7	8	9	10	11	12

I hereby certify that, to the best of my knowledge and belief, the microfilm copies of the items checked have been prepared in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records. I further certify that one microfilm copy is retained in my office and the microfilm negative has been deposited in the Illinois State Archives.

13

CLERK OF THE CIRCUIT COURT

14

DATE

Judicial Circuit: 1		County: 2		Page: 3 of 4 pages		
ITEM NUMBER	SCHEDULE OF ITEMS TO BE DESTROYED 1. Describe item or record to be destroyed 2. Show earliest date (FROM) and latest date (TO) 3. Show required or recommended retention period 4. a) Indicate (X) if record has been microfilmed; if so b) Complete certification at bottom of page		FROM	TO	RETENTION PERIOD	MICRO-FILMED
7	8		9	10	11	12

Upon receipt of approval, and after destroying or otherwise disposing of any records contained in Schedule One, Two or Three in this manual and listed on the Notice of Intent to Destroy or Otherwise Dispose of Records, the clerk should submit a copy of the form titled "Records Disposal Certificate."

The certificate should be sent to the Springfield location of the Administrative Office via regular mail to: 3101 Old Jacksonville Road, Springfield, IL 62704 or via email to tsours@illinoiscourts.gov.

The Records Disposal Certificate on the following page has numbers indicating the various items of information to be filled in. Instructions for filling out these items are as follows:

1. **County:** Name of County.
2. **Date of Notice:** Date Notice of Intent to Destroy submitted to AOIC.
3. **Date of Authorization:** Date listed on the Director's Authorization to Destroy Records.
4. **Description of Records:** Description of records being destroyed as listed on line 8 of the Notice of Intent to Destroy or Otherwise Dispose of Records.
5. **Inclusive Dates:** The dates of the records approved for destruction on lines 9 & 10 of the Notice of Intent to Destroy or Otherwise Dispose of Records.
6. **Method of Disposal:** List the method used to destroy the records approved for destruction. Records may be burned (where permitted) or shredded (and given away or sold for recycling).
7. **Date of Disposal:** The date the records were destroyed.
8. **Dated:** The date the clerk signed line 9.
9. **Clerk of the Circuit Court:** Signature of the Circuit Clerk.

RECORDS DISPOSAL CERTIFICATE

TO: Director
Administrative Office of the Illinois Courts
c/o Court Services Division
3101 Old Jacksonville Road
Springfield, Illinois 62704

EMAIL: tsours@illinoiscourts.gov

FROM: Clerk of the Circuit Court, 1 County

1. Records included in Clerk's NOTICE OF INTENT TO DESTROY COURT RECORDS dated 2 and authorized for disposal pursuant to Director's Notice dated 3.

2. Description of Records: 4

3. Inclusive Dates: 5

4. Method of Disposal: 6

5. Date of Disposal: 7

I hereby certify that in compliance with authorization received from the Director, the records listed above were disposed of as indicated.

Dated: 8

9

Clerk of the Circuit Court, 1 County

APPENDIX 3

This appendix contains a list of rules and statutes that restrict access to documents that may be included in the Basic Record of a case. Statutes are listed in alphabetical order by title, each one containing a brief summary of the nature of the restriction involved.

This list is not intended to be exhaustive, but rather to illustrate the types of statutes that restrict access to individual documents.

Statutes

- **Abused and Neglected Child Reporting Act**
Records relating to an abused and neglected child may be examined under certain circumstances, in an in camera inspection or by a guardian ad litem. In addition, under certain circumstances a court may order public disclosure of such records. (325 ILCS 5/11.1)
- **Alcohol or Drug Use Evaluation Report**
If such a report is filed as part of a proceeding relating to issuance of a Judicial Driving Permit, it is "privileged and only available to courts and Secretary of State..." (625 ILCS 5/6-206.1(b)7, NOTE: P.A. 95-0400, effective 1/1/09, eliminated these reports from statute, however, any reports filed with the clerk shall remain sealed.)
- **Certificate of Relief from Disabilities**
Identifies persons authorized to have access to reports filed by probation or court services department. "Any written report submitted to the court under this Section is confidential..." (730 ILCS 5/5-5.5-15(e))
- **Child Pornography Evidence to be Sealed**
At the conclusion of a child pornography case, the court shall seal all evidence depicting a victim or witness that is sexually explicit. (720 ILCS 5/11-20.1(e-5))
- **Commitment Proceedings (under the Mental Health and Developmental Disabilities Confidentiality Act)**
In mental health commitment proceedings, records relating to mental health or developmental disabilities may be disclosed only to the state's attorney and to the recipient's attorney. (740 ILCS 110/11(vi))
NOTE: Effective January 1, 1996, the MH case category is impounded
- **Communicable Disease Report Act**
The identity of any individual contained in a report made under this act shall not be disclosed publicly or "in any action of any kind in any court..." (745 ILCS 45/1)
- **Electronic Criminal Surveillance**
Any application, order or recording made under the Electronic Criminal Surveillance statute which is placed in the custody of the clerk shall be sealed unless otherwise ordered by the court. (725 ILCS 5/108B-9(b); 725 ILCS 5/108B-10(a))

- **Fitness for Trial, to Plead or to be Sentenced**
Article 104 of the Code of Criminal Procedure of 1963 provides: "Any report filed of record with the court concerning diagnosis, treatment or treatment plans made pursuant to this Article shall not be placed in the defendant's court record but shall be maintained separately by the clerk of the court..." (725 ILCS 5/104-19). The statute also specifies persons who are authorized to have access to such records.
- **Guardians for Disabled Adults**
A report relating to an individual's disability and possible treatment, which may be filed in conjunction with a petition for appointment of a guardian, should not be available to the public. The Probate Act of 1975 specifies persons who are authorized to have access to such reports. (755 ILCS 5/11a-9(c))
- **Illinois Income Tax Act**
If it is necessary to file information obtained pursuant to this Act in a child support enforcement proceeding, the information shall be filed under seal. (35 ILCS 5/917(a)(ii))
- **Illinois Sexually Transmissible Disease Control Act**
A proceeding may be held in camera concerning apprehension, examination or treatment of a person subject to his act. The record of such proceeding shall be "sealed, impounded and preserved in the records of the court..." (410 ILCS 325/6(c) See also 410 ILCS 325/8(c))
- **Information for State Case Registry**
"Information filed by the obligor and obligee under this Section that is not specifically required to be included in the body of an order for support under other laws is not public record and shall be treated as confidential and subject to disclosure only in accordance with the provisions of this Section..." (305 ILCS 5/10-10.5(h) See also 305 ILCS 5/10-11.2(f), 750 ILCS 5/505.3(h), 750 ILCS 16/30(h), and 750 ILCS 45/14.1(h))
- **Judicial Supervision of the Use of Eavesdropping Devices**
Any application, order or recording made under the Eavesdropping statute which is placed in the custody of the clerk shall be sealed unless otherwise ordered by the court. (725 ILCS 5/108A-7(b) and (c))
- **Medical Reports Following Conviction for Certain Offenses**
Reports of medical examinations are to be delivered to the judge for inspection in camera following conviction for certain offenses under these acts:
 - Hypodermic Syringes and Needles Act;
 - Sex Offenses (Article 11 of the Criminal Code of 1961);
 - Bodily Harm (Article 12 of the Criminal Code of 1961).
 Any such report placed in the custody of the clerk should be sealed unless otherwise ordered by the court. (730 ILCS 5/5-5-3(g) and (h))
- **Mental Health and Development Disabilities Confidentiality Act**
This act governs the disclosure of records relating to mental health and developmental disabilities in a number of civil and criminal case categories.

It provides for in camera proceedings to resolve issues relating to dissemination of information. (740 ILCS 110/10(a) and (b))

NOTE: Effective January 1, 1996, the MH case category is impounded.

- Petition for Confidential Intermediary
In proceedings relating to a petition for confidential intermediary under the Adoption Act (750 ILCS 50/18.3a), any document that discloses the identity of a child before adoption or a natural parent is impounded.
- Photographs or Recorded Images in Construction Zones and at Railroad Crossings
Photographs or recorded images in construction zones and at railroad crossings made by an automated traffic control system are confidential and shall be made available only to the alleged violator and to governmental or law enforcement agencies within the jurisdiction for the purposes of adjudicating a driving violation of these sections. (625 ILCS 7/40 and 625 ILCS 5/11-1201.1(e)(ii))
- Presentence Reports
These reports are filed in sealed envelopes. After being unsealed by the judge, they should be treated as impounded documents. The Unified Code of Corrections specifies persons who are authorized to have access to them. (730 ILCS 5/5-3-4)
- Privacy of Child Victims of Criminal Sexual Offenses Act
This statute specifies persons who are authorized to examine and copy records of sex offense cases where a child is a victim. Records made available to any other persons must not disclose the identity of any child who is a victim of such an offense. (725 ILCS 190/3)
- Secrecy of Jury
A judge may prohibit the release to the public of the name of any member of a jury if the judge finds that there would be a reasonable threat of harm to the juror if his or her name were released. (705 ILCS 315/2)
- Victim Counselors' Reports
The court may hold in camera hearings to determine whether to disclose such reports. (735 ILCS 5/8-802.2)
- Victim of Sex Crime May Petition to Seal Records of Case
The victim of certain sex offenses may have the State's Attorney petition the trial judge to seal the circuit clerk's records of the proceedings for that offense. However, the court may for good cause make these records available for public inspection. (20 ILCS 2630/5(c-5))

Rules are listed in numerical order, each one containing a brief summary of the nature of the restriction involved. This list is not intended to be exhaustive, but rather to illustrate the types of rules that restrict access to individual documents.

Rules

- **Motion for Redaction and Confidential Filing**
A Motion for Redaction and Confidential Filing shall be impounded and the clerk shall remove the document or exhibit containing the personal identity information from public access pending the court's ruling on the substance of the motion, as provided by Supreme Court Rule 138(f)(1).
- **Notice of Confidential Information Within Court Filing**
A Notice of Confidential Information Within Court Filing and its attachments shall be impounded by the clerk immediately upon filing as provided by Supreme Court Rules 15(b) or 138(c).

APPENDIX 4

This appendix contains illustrations and discussions of formats for a check, receipt, cash disbursements and case receipts journal, and general ledger. Clerks who have specific questions relating to these documents should contact the Administrative Office.

EXAMPLE

GLEN EUBANKS		726
CLERK OF THE CIRCUIT COURT		
SECOND JUDICIAL CIRCUIT		
GALLATIN COUNTY, ILLINOIS		
SHAWNEETOWN, IL 62984		
		70-666
		----- 20 812
PAY	-----	Dollars \$ -----
[-----]
TO	CLERK OF THE CIRCUIT COURT	
THE		
ORDER		
OF		
[-----]
FIRST NATIONAL BANK		
SHAWNEETOWN, ILLINOIS		
f:0812=0666: r0000499r		

EXAMPLE

Name of Circuit Clerk
Courthouse Address

_____ County
_____ Judicial Circuit

RECEIPT

Receipt Number: 0000000

Date: 00/00/00

From: (Name of payor)

Case Number: 00000000000

Clerk's Fee	\$	15.00
State's Attorney		10.00
County Fund		5.00
Court Security		10.00
Court Automation	<u> </u>	<u>5.00</u>
 Total Paid	\$	45.00

Cash Receipts and Cash Disbursements Journals

Examples of a manual Cash Receipts Journal and Cash Disbursements Journal can be found in the forms section of the 1971 *Manual on Recordkeeping*, at paragraphs 5202 and 5203.

In formatting these journals so that they may be produced by an automated system, clerks have discretion to modify the layout presented on these two forms as long as the journal performs the functions listed in Sections 2-D-3 and 2-E-3 of this manual.

General Ledger

The following two pages are reproduced from the 1971 *Manual on Recordkeeping*. They illustrate the format of two General Ledger accounts: County Law Library and Cash Bail. In creating General Ledger accounts on automated systems, clerks should follow the format illustrated here. Modifications to this format are permitted as long as the General Ledger performs the functions listed in Section 2-F of this manual.

EXAMPLE
FEES ACCOUNT - COUNTY LAW LIBRARY

1970		Debit	Credit	Balance
June 30	Cash Receipts		1000.00	
June 30	Cash Disbursements	1000.00		-0-
July 31	Cash Receipts		1200.00	1200.00
Nov 30	Cash Receipts		1300.00	
Nov 30	Cash Disbursements	2500.00		-0-
		3500.00	3500.00	

EXAMPLE
CASH BAIL ACCOUNT

1970		Debit	Credit	Balance
June 1	Opening Entry		1700.00	1700.00
June 30	Cash Receipts		11000.00	
			2000.00	
June 30	Cash Disbursements	12000.00		
		2000.00		
July 31	Cash Receipts		17000.00	
			7500.00	
July 31	Cash Disbursements	11500.00		
		7500.00		
Nov 30	Cash Receipts		12800.00	
			4000.00	
Nov 30	Cash Disbursements	16500.00		
		3900.00		
Dec 1	Opening Entry		2600.00	2600.00