

Manual On Recordkeeping



Clerk of the Circuit Court of Cook County, Illinois

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Effective January 1, 2022

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MANUAL ON RECORDKEEPING

Effective January 1, 2022

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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, Electronic Docket, removal of the Basic Record from the Office of the Clerk of the Circuit Court of Cook County, Illinois (“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. Exceptions to these instructions may be granted by the Director of the Administrative Office of the Illinois Courts (“AOIC”) upon application by the 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 or scanned and stored electronically. For conventionally filed documents which are not otherwise maintained electronically, the Clerk has the option of using an envelope for Small Claim, Domestic Violence, and Criminal Misdemeanor cases, and for the Security Record; the Clerk has the option of using a jacket for Major Traffic, Minor Traffic, Ordinance Violation, Quasi-criminal, Conservation and Civil Law cases.

If the Clerk requires an exception to the instructions regarding type of folder, application should be made to the AOIC.

2. 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.

3. Arrangement of Documents

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 most recent appearing first.

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 (closed, 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, the files will be maintained separately, and the designation will appear on the Electronic Docket.

PART 1

SECTION B

CASE NUMBER ASSIGNMENT

1. Format

- A case number shall be governed by General Orders of the Circuit Court of Cook County, Order 6.2, section (a) and any subsequent amendment thereto (See Exhibit 1); as follows: The two-digit century + last two digits of the year.
- The abbreviation of the Division or District in which the action is filed; 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

A case number is assigned at the time the first document in a case is filed in the Clerk's Office.

3. Case Categories

Case categories are governed by General Orders of the Circuit Court of Cook County, Order 1.2 and any subsequent amendment thereto (See Exhibit 2).

4. Instructions for Selected Case Categories and Documents

- **Annual Sale Case (COMS)**
When a case number is assigned to County Division Annual Scavenger or Tax Sale case, such cases and their related subsequent matters shall be tied by the Property Index Number (PIN) as assigned by the Cook County Recorder of Deeds. Objections and petitions for issuance of a tax deed shall be included under the annual tax sale case.
- **Arbitration 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 Division, District 1 case if the amount of the award is over \$30,000 or a Municipal Department, District 1 Civil case if the award is \$30,000 or less. The petition shall be filed in a Law Department Suburban case if the amount of the award is over \$100,000 or a Municipal Department, Suburban Civil case if the award is \$100,000 or less.
- **Civil Law Violation (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)).

Note: (720 ILCS 600/3.5(c)) was repealed on 12-04-2019 (P.A. 101-593)

- **Civil Matters Not Otherwise Designated (COMS)**
A Civil Matter Not Otherwise Designated case number may be assigned to miscellaneous civil matters not otherwise designated or identical herein; or not otherwise identified or related to General Orders of the Circuit Court of Cook County, Order 6.2
- **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, or if no case exists, assign a MR case number.
- **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 a MR case number.
- **Confidential Intermediary (COCI)**
A Confidential Intermediary case number may be assigned to any petition for appointment of a Confidential Intermediary under the Adoption Act and shall not be filed in the Adoption case to which it relates but shall be assigned the appropriate case number in the county division.
- **Contempt of Court (ACC)**
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.
- **Expungement**
A petition to expunge is filed in the case to which it relates. If no case exists, assign a MR case number. However, if there are other case numbers on a joint petition that contain a case without a number, then the petition shall be filed in the cases that have numbers and not assigned a new MR case number.
- **Interstate and Intrastate Probationer Transfer**
When a form, indicating a probationer transfer, is filed by a probation department, the probationer will be assigned a MR case number.
- **Judicial Waiver of Notice Under the Parental Notice of Abortion Act**
When a Petition for Judicial Waiver of Notice Under the Parental Notice 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. The case shall be assigned a county case number.

- **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 Cook County, the case shall not be assigned a new case number but shall be filed in the original case.
- **Order of Protection (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.
- **Other Criminal Matters Not Otherwise Designated (MR)**
A Miscellaneous Remedies case number may be assigned to all other criminal matters not otherwise designated or identified herein; or not otherwise identified or related to General Orders of the Circuit Court of Cook County, Order 6.2.
- **Seal**
A petition to seal is filed in the case to which it relates. If no case exists, assign a MR number. However, if there are other case numbers on a joint petition that contain a case without a number, then the petition shall be filed in the cases that have numbers and not assigned a new MR case 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 a 900 series number without a letter designation by the Clerk's Office. The State's Attorney's Office assigns a SW case number to search warrants that are not related to a pending case.
- **Traffic and Conservation Matters**
For cases filed as Traffic and Conservation violations, as defined by Illinois Supreme Court Rule 501, the case designation shall be the traffic or conservation citation number.

PART 1

SECTION C

CASE CODE LETTER AND RECORD SERIES DESIGNATIONS

1. Cases

Case Code Letters and Record Series Designations are governed by the General Orders of the Circuit Court of Cook County, Order 1.2 and Order 6.2, and any subsequent amendment thereto (See Exhibits 1 and 2).

For a comprehensive listing of Cook County subcategories available for filing, refer to the eFileIL Trial Court Public Facing Codes at: <http://efile.illinoiscourts.gov/Trial-Court-Configuration-Standards.htm>

PART 1
SECTION D
INDEXES

1. Number and Types of Indexes Required

Subject to the exceptions given in this section, 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, and who is named in his/her official capacity, 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, but the index 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 electronically, on microfilm or other storage medium;
- Any additional data prescribed below for specific case categories.

a. Civil

Unless otherwise specified, 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 the petitioners.

f. Small Claim

Index all defendants and counter-defendants.

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 and 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 and 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, record "ex parte;"
- Offense convicted of, if different from offense charged (the name of the offense);
- Sentence, which shall include all 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, which is maintained as part of the Electronic Docket under the existing case, 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 by court;
- 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 a condemnation 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 attorney's 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 withdraw;
- 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
ELECTRONIC DOCKET

1. Definition

The Electronic Docket, also known as the Record Sheet, is a chronological register of all documents filed, all orders entered, and all proceedings held in a case. The Electronic Docket is maintained through an 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 copy shall be printed on demand. For cases maintained prior to the Electronic Docket, the docket system is maintained through docket books and the Clerk Registry System.

2. Format

More than one screen may be required to make an inquiry to all data on the Electronic Docket.

3. Data Required

The Electronic Docket shall contain the following data:

- Case number.
- First-named plaintiff/petitioner and first-named defendant/respondent only.
- The nature of the case.
- For each document filed:
 - Type of document;
 - Date of filing.
- For each proceeding:
 - Date of proceeding;
 - Name or initials of the judge presiding;
 - 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.

- Written objections by any party to the regularity of the proceedings and rulings thereon.
- 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(s) and Self-represented Litigants

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

5. Notation of Costs

Any financial obligation specifically imposed or waived by the court must be included on the Electronic Docket. However, if the Clerk's automated case management system maintains such data somewhere other than on the Electronic Docket, this data may be omitted from the Electronic Docket. Otherwise, any financial obligation shall be included on the Electronic Docket although the Clerk may not be responsible for its collection.

6. Additional Electronic Docket

If the Clerk elects to separate claims from other documents in an estate file folder, an Additional Electronic Docket shall be created. The Additional Electronic Docket 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 Electronic Docket 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. Minutes

If practicable, entries may be made in the courtroom directly to the Electronic Docket or updated after a court proceeding from minutes made in court by the Clerk, court personnel, 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 and all of the documents filed in the case, whether filed electronically or conventionally, together with the Electronic Docket and additional Electronic Docket where applicable.

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. The *Illinois Supreme Court Remote Access Policy* shall govern access to case information and documents accessed remotely.

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 with the clerk or
- If no signed judgment is to be filed, when the Clerk or judge records the orally pronounced judgment on the Electronic Docket.

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 Electronic Docket for the new material relating to the post-termination. Place in this file folder such printouts from the microfilm record as may be directed by the judge.

PART 1

SECTION G

REMOVAL OF RECORDS MAINTAINED IN PAPER FORM 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 written 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 maintained in paper form 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 written 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 [list](#) 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, electronic document management system, or an imaging system.

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 consists of the microfilmed copy of orders or a copy of the Basic Record, the Electronic Docket, and the index.

2. Wills and Naturalization Papers

The original Will and the original Naturalization Papers shall be retained permanently in their original form.

3. 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, 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. 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

The 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 appropriate division of the Clerk's Office, and one to be kept in the micrographics department.

PART 1

SECTION K

RETENTION-DESTRUCTION

SCHEDULE ONE: CASE FILES AND RELATED MATERIALS, AND NON-RECORD MATERIALS (SEE EXHIBIT 3)

1. Definition of Disposition

For the purpose of computing the time periods contained in Schedule One, the following definitions of "disposition" apply:

a. Appealed Cases

If a case is appealed, the time periods in Schedule One shall be computed from the date of filing of the original circuit court case. Mandates will be retained permanently.

b. Civil

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

c. Civil Law

In a case closed by dismissal, discharge, or finding in favor of defendant, the case is closed 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 is upon the final satisfactory disposition.

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

In a case closed by dismissal, discharge, or not guilty finding, the case is closed 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 will depend upon the terms of the sentence.

e. Juvenile

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

- 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).

2. Definition of the Column Headings

For the purpose of defining the column headings in Schedule One, the following definitions apply:

a. Category Name/Category

It is the case type or a case code letter designation that is created by the AOIC in order to cross-reference with the Clerk's records.

b. Division

Jurisdictional limitations that are established by General Order of the Circuit Court of Cook County, Order 1.2 (See Exhibit 2).

c. Record Series

A group of related documents which are arranged under a single filing system that are similar in function, relate to the same subject, or result from the same activity; and have similar retention requirements.

d. Retention

The time period required to maintain and store the Basic Record.

- Destruction allowed: Approval from the AOIC needed. Destruction is allowed after the retention period has lapsed, disposition is entered, and sentence has been served. Retention is based on year of filing. 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. If microfilming is required, it must be verified prior to destruction.
- Anytime: Records that may be destroyed when no longer needed. Microfilming and permission of the AOIC is not needed.
- Destruction Not Permitted: Records shall be kept indefinitely in their original form.

e. Sequence #

The record series identification number.

3. Non-Record Materials

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 statutorily or officially created 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. A committee is considered an officially created committee if it is expected to create a final report affecting public policy.

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

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

i. Lists and registries created by an Administrative Order: Permanent.

j. Master in Chancery Periodic Financial Report to the Circuit Court: Destruction permitted at any time.

k. 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.

l. Office Policy: Permanent.

m. 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.

n. State's Attorney Financial Reports to the Circuit Court (55 ILCS 5/4-2006): Ten (10) years.**o. Statistical Reports to the AOIC: One (1) year.** This applies to originals or copies.**p. Unclaimed Bail Bond:** The Clerk transfers the unclaimed bail deposit to the State Treasurer pursuant to the Revised Uniform Unclaimed Property Act. (765 ILCS 1026/ et. al.)**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 AOIC; 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 AOIC 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 AOIC 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 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 AOIC.

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 the Clerk's Office. If the Clerk is uncertain which category a particular book or series belongs to, inquiry should be made to the AOIC.

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.
- e. 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.
- f. Execution Book or Docket: Five (5) years after the latest entry.**
- g. Judgment (or Judgment and Execution) Book or Docket: Twenty-one (21) years after the latest entry.**
- h. Clerk's, Judge's or Bar Docket (abolished after 1961): Destruction permitted at any time.**
- i. General Docket as defined by 705 ILCS 105/16(1): One (1) year after the latest entry.**
- j. Judgment by Confession Record: Twenty-one (21) years after the latest entry.**
- k. Transcript of Judgments: Twenty-one (21) years after the latest entry.**
- l. Justice of the Peace and Police Magistrate Books: Destruction permitted at any time.**
- m. 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.

n. 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.

PART 1

SECTION L

IMPOUNDING, SEALING, AND EXPUNGING

1. Definitions

All cases and documents are presumed to be accessible by the court and the clerk. Clerks shall limit access to cases and documents which are not identified as public to the clerk and/or limited supervisory staff through the use of access codes restricting access. Access to court records and documents remotely over the Internet shall be as authorized by the *Illinois Supreme Court Remote Access Policy*.

Unless otherwise specified by Rule, statute or order of court, access to cases and documents maintained by the clerk are defined as follows:

a. Public

- A case or document which is accessible by any person upon request.

b. Confidential

- A case or document that is available only to the submitting party unless released by order of the court.

c. Impounded

- A case or document which is accessible only to the parties of record on a case.

d. Sealed

- A case or document which is accessible only upon order of the court.

e. Expunged

- A case or document which is accessible only upon order of the court as provided in 20 ILCS 2630/5.2(E).

Notwithstanding the above, the court may enter an order restricting access to any case or document per order of court.

2. Case Categories or Subcategories

a. Case Categories or Subcategories required by statute, rule, or order to be Impounded regardless of the year of filing:

- Administrative Subpoena pursuant to 725 ILCS 725 ILCS 5/115-17b.
- Adoption pursuant to 750 ILCS 50/18(c)(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);
- Mental Health pursuant to Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/3, 10(a) & 10(b));
- 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.
Note: The general public is excluded from court hearings. Any order for examination of file shall name the specific person or person(s) who is/are permitted to examine such file, and certified copies are only permitted upon order of the court.
- Petition for Judicial Waiver of Notice Under the Parental Notice of Abortion Act (while pending) filed pursuant to Supreme Court Rule 303A. These petitions should be assigned a COPN case number;
- A search warrant which is filed prior to a return shall be impounded until the return is filed;
- Petition for Confidential Intermediary pursuant to 750 ILCS 50/18.3a;
- 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 pursuant to 705 ILCS 405/5-125;
Note: 720 ILCS 600/3.5(c) repealed on 12-04-2019 (P.A. 101-593) ;
- Firearms Restraining Order cases, if a Search Warrant is granted, shall be issued in the same case and impounded until the return is filed. (430 ILCS 67/35(f-5));
- Ordinance violations for a minor under 18 years of age filed on or after July 29, 2016, pursuant to 705 ILCS 405/5-125; or
- Any case impounded by court order.

b. Case Categories or Subcategories required to be Confidential by statute, rule, or order regardless of the year of filing:

- A Petition for Emergency Stalking No Contact Order, Petition for Civil No Contact Order, or Petition for Emergency Order of Protection shall be confidential until the Order granting the petition has been served on the respondent or the petition is denied. If the petition is filed in an existing case, including a delinquency petition or criminal prosecution as provided in Article 112A of the Code of Criminal Procedure of 1963, only the documents related to the petition shall be sealed; if the petition is filed as an OP case, the entire case shall be confidential as indicated;
 - Emergency Stalking No Contact Order: (740 ILCS 21/20(a-5) & 95(a-5)
 - Civil No Contact Order: (740 ILCS 22/202(a-5) & 213(a-5)
 - Domestic Violence Act – Emergency Order of Protection (750 ILCS 60/202(a-5) & 217(a-5)
- c. Case Categories or Subcategories required to be Sealed by statute, rule, or order regardless of the year of filing:**
- Adoption pursuant to 750 ILCS 50/18(c) (closed);
 - Communicable Disease Report Act pursuant to 745 ILCS 45/1 et seq.;
 - 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 sealed until the defendant is in custody or released on bail;
 - Eavesdropping— any written request and approval made under the law enforcement exemption to eavesdropping (725 ILCS 5/108A-7(b) & (c); or until reviewed by the Chief Judge or his/her designee 720 ILCS 5/14-3(q)(3)(D));
 - 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-9(b) & 725 ILCS 5/108B-10(a));
 - 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), 705 ILCS 405/1-8, 705 ILCS 405/5-901;
 - Petitions to expunge or seal an arrest record (MR Case) at the time the order to expunge is entered;
 - Petition for Judicial Waiver of Notice Under the Parental Notice of Abortion Act filed pursuant to Supreme Court Rule 303A (closed);
 - Proceedings pursuant to the Illinois Sexually Transmissible Disease Control Act (410 ILCS 325/6(c) and 8(c));

- Proceedings pursuant to Illinois False Claims Act (740 ILCS 175/4(b)(2).
- Illinois Sexually Transmissible Disease Control Act pursuant to 410 ILCS 325/6(c); see also 410 ILCS 325/8(c));
- Firearms Restraining Order cases shall be sealed 3 years after the expiration of the order granting the FRO. (430 ILCS 67/ (80));
- Bulk Petitions for Expungement of Minor Cannabis offenses by the Attorney General. (20 ILCS 2630/5.2 (i)(2)) filed in MR cases.
- Individual counts may be sealed pursuant to 20 ILCS 2630/5.2(g) of the Criminal Identification Act; or
- Any case sealed by court order.

d. Case Categories required to be Expunged by statute, rule, or order:

- Civil Law Violations as provided by law 20 ILCS 2630/5.2(a)(2.5);
- A case for a petition for Firearms Restraining Order shall be immediately expunged if the court denies petition. (705 ILCS 67/80);
- A case shall be expunged only by court order.

3. Basic Record

Any confidential, impounded, sealed, or expunged case that is maintained on an automated case management system shall have security settings to restrict access to case information, record sheet, and the ability to view documents within the court file. The security settings shall include differentiating levels of access as required for the court, clerk, court personnel, judicial partners, and court patrons pursuant to this Manual, statute, or court order.

If the case is maintained in paper format: The file folder containing the Basic Record of a confidential, 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 Record or Sealed Record or Expunged Record)" as appropriate.

- a. Confidential Case (for either paper or electronic format)**
Access is limited to the party filing the case or as otherwise authorized by statute or court order.
- b. Impounded Case (for either paper or electronic format)**
Access is limited to parties of the case or as otherwise authorized by statute or court order.

c. Sealed or Expunged Case – Paper Records

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.

d. Sealed or Expunged Case - Automated Records

- Any record of a sealed or expunged case that is maintained on an automated case management system, including any portion of the Basic Record such as the Electronic Docket, shall be restricted by the use of access codes limited to the court, Clerk, or a specifically authorized deputy.

e. 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 Record or Sealed Record or Expunged Record)." Impounded records shall also include the initials or pseudonym as prescribed by law (e.g. the Adoption Act – 750 ILCS 50/18(b)).

4. Index**a. Public Indexes**

Follow one of the two procedures below:

1. Public dissemination of party name allowed – cases impounded by court order: the response to an inquiry to the name of the party shall provide the case number, the party names, 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 – cases required to be confidential, impounded, or sealed by statute or rule and cases where an order for expungement has been entered by the court: if the name of the party is entered to the index, the response shall provide words indicating

"No case found" or removed from the public index. 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— any written request and approval made under the law enforcement exemption to eavesdropping until reviewed by the Chief Judge or his/her designee (720 ILCS 5/14-3(q)(3)(D));
- 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 COAD numbers);
- Petition for Judicial Waiver of Notice Under the Parental Notice 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;
- Firearms Restraining Order cases, if a Search Warrant is granted, shall be issued in the same case and impounded until the return is filed. (430 ILCS 67/35(f-5));
- Order of Protection cases when a Petition for Emergency Stalking No Contact Order, Petition for Civil No Contact Order, or Petition for Emergency Order of Protection is filed, when the Order granting the petitions are granted, and until the order has been served on the respondent;

- MR when Petition for Expungement of Minor Cannabis offenses filed by the Attorney General;
- Any case impounded or sealed by the court where the names of the parties are included under the impounding or sealing order;
- 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, or;
- Any case expunged by court order.

5. Microfilmed Cases

- a. If a case which has already been microfilmed is ordered to be permanently confidential, 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 confidential, 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 confidential, 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 4 above.

- These procedures apply to any copy of microfilm deposited with the Micrographics Department of the Clerk's Office.
- b. If an impounded case is microfilmed, the entire roll of microfilm may instead be impounded. Storage, access, and any index to the microfilm are governed by the provisions above for the file folder and index. Otherwise, the provision in Paragraph 5.a. must be followed.

6. Confidential, Impounding, Sealing, or Expunging an Individual Document

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

Paper Record:

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

Automated Record:

- b. A confidential, impounded, or sealed document that is maintained on an automated case management system shall have access limited to authorized parties. The Record Sheet shall not identify the type of document or document title; instead, shall only indicate that a confidential, impounded, or sealed document is on file.
- c. Any record of an expunged document that is maintained on an automated case management system, including any portion of the Basic Record and Record Sheet entries referencing the document, shall be removed from view. Access shall be limited to the court, clerk or a specifically authorized deputy.

Microfilmed Record:

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

7. Statutes and Rules 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 and unless otherwise specified by rule or law, access shall be limited as defined in this section.

The following is a list of rules and statutes restricting access to individual documents and records which 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 COMH 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 this 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 COMH 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)
- Pretrial Services Act Records
Information and records maintained by the agency which have not been disclosed in open court during a court proceeding shall not be released by the agency to any individual or organization, other than any employee of Probation Courts Serviced Department, without the express permission of the interviewed or supervised person. If functions of the pretrial services agency have been

delegated to the probation department or other arm of the court under Section 3, their records should be segregated from other records. (725 ILCS 185/24 and 31):

- 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 2630/5.2(b)(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).

8. Problem Solving Court Records

Federal laws may govern the confidentiality of records for Problem Solving Courts. Local rules must ensure compliance with federal and state confidentiality laws. The *Illinois Supreme Court's Problem Solving Courts Standards* include directives and information relating to these procedures: https://courts.illinois.gov/Probation/Problem-Solving_Courts/P-SC_Standards_2015.pdf.

9. Juvenile Intrastate Transfers of Probation

In order to maintain the confidentiality of juvenile transfer cases, the Juvenile Probation Intrastate Transfer Standards require jurisdictions that elect to collect supervision fees to have an administrative order on file by the Chief Circuit Judge that directs the circuit clerk to impound both the case and index. The Juvenile Probation Intrastate Transfer Standards can be found at: <https://drive.google.com/file/d/1TX3uUKYcg3-POumyiG6HPP8AVybG9igF/view>.

10. DUI Evaluations

Written policies and procedures to protect the non-disclosure privilege of DUI offenders require no evaluation information shall be released to any party other than the DUI offender, the Illinois circuit court of venue or its court officials as specified by local court rules, the Office of the Secretary of State or the Department without written consent of the DUI offender under Section 2060.503 of the Administrative Code by the Joint Committee on Administrative Rules:

PART 1
SECTION M
WILLS

1. Definitions

The term “Will” includes electronic will, certified paper copy of an electronic will, testament and codicil as defined in the Probate Act of 1975 (755 ILCS 5/1-2.18).

Pursuant to the Electronic Wills and Remote Witnesses Act (755 ILCS 6/10-5) where the rule of law requires information to be presented or retained in its original form that rule of law is satisfied by a certified paper copy of the electronic record.

2. 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 only. A clerk shall not accept or file an original Will prior to the death of the testator. Note: In certain circumstances an original Will may be deposited with the Secretary of State prior to the death of the testator pursuant to 15 ILCS 305/5.15.

3. Secure Storage

All original Wills deposited with the clerk shall be 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; however, this does not prohibit the clerk from placing a copy of the original Will in a probate case file, either on paper or electronically. Wills proven prior to 1951 are stored in the corresponding Probate case file.

4. 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 stored alphabetically by name of testator, or numerically by Will Number. If Wills are stored by Will Number, the Will Index must include the name of the testator.

5. Removal of Wills

See Section G.

PART 1
SECTION N
EXHIBITS

Exhibits admitted during the course of a trial, hearing or other proceeding shall be retained by the circuit clerk upon the court's order to impound the exhibits.

1. Procedure for Release or Other Disposition

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.

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

2. Release Schedule

Excluding exhibits that have a specific retention period set by statute (criminal case), and except as otherwise provided above, exhibits may be released or destroyed according to the following schedule by order of the judge who presided at the trial or by administrative order/local court rule of the chief judge:

- a.** Civil, Traffic, Ordinance, Conservation, and Civil Law: When the time for taking an appeal has passed; there is no requirement that fines, fees, assessments, penalties, and costs be paid in full to release exhibits.
- b.** Criminal, Juvenile, At the time destruction of the Basic Record is permitted by Schedule One. There is no requirement that fines, fees, assessments, penalties, and costs be paid in full to release exhibits.

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.

PART 1

SECTION O

COURT ADMINISTRATION FILE

1. Documents to be Included

Each Clerk's Office shall maintain a Court Administration File which may be maintained electronically or on paper. 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 Clerk's Office, correspondence received from the Administrative Office of the Illinois Courts authorizing programs or procedures not otherwise authorized by this Manual, oaths of those deputized by the circuit clerk, 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, Annual Report of Public Guardian, 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.

PART 1
EXHIBIT 1
GENERAL ORDER 6.2

To reference the most recent version of these General Orders, use the following link:

<http://www.cookcountycourt.org>

GENERAL ORDER NO. 6.2 - Numbering of Actions

(a) New Actions- Every action, upon the filing of the complaint or other paper initiating the action or proceeding, shall be numbered in annual series with the number of the action preceded by the last two figures of the current year and by the abbreviation of the Division or District in which the action is filed, and the Record Series where implemented by the Clerk of the Circuit Court, in the following form:

County Department

Chancery Division 15-CH-12345

County Division

Abandoned Baby 15-COAD-123456

Action in Debt 15-COAC-123456

Adoption 15-COAD-123456

Annexation 15-COAN-123456

Annual Tax Sale 15-COMS-123456

Certificate of Error 15-COCE-123456

Civil Asset Forfeiture 15-COFO-123456

Confidential Intermediary 15-COCI-123456

Disconnection 15-COAN-123456

Drainage District 15-COMS-123456

Elections 15-COEL-123456

Emancipation 15-COMS-123456

Estate Tax 15-COET-123456

Estray 15-COES-123456

Expunge Redemption 15-COTD-123456

Father Identification 15-COFI-123456

Gestational Surrogacy 15-COMS-123456

Habeas Corpus 15-COMS-123456

Indemnity 15-COIN-123456

Inheritance Tax 15-COIT-123456

Mechanic Lien 15-COMS-123456

Mental Health 15-COMH-123456

Minor Marriage 15-COMS-123456

Miscellaneous 15-COMS-123456

Name Change 15-CONC-123456

Parental Notice 15-COPN-123456

Property Tax Appeal Board 15-COPT-123456

Real Estate Tax Refund 15-COTR-123456
Relief After Tax Purchase 15-COMS-123456
Request for Records 15-COMH-123456
School Dispute 15-COMS-123456
Special Assessments 15-COSA-123456
Tax Deed 15-COTD-123456
Tax Objection 15-COTO-123456
Termination of Parental Rights 15-COAD-123456
Treatment (Mental Health) 15-COMH-123456
Treatment Contagious Disease 15-COMS-123456/15-COPH-123456
Unpaid Tax Bid 15-COMS-123456
Vacate Tax Sale 15-COVT-123456

Criminal Division

Contempt of Court 15-ACC-123456
Habeas Corpus 15-HCC-123456
Indictment 15-CR-1234567
Information 15-CR-123456
Miscellaneous Remedies 15-MR-1234567
Search Warrant (pre-charge) 15-9-12345

Domestic Relations Division 15-D-123456

Domestic Violence Division

Civil 15-OP-12345
Criminal 15-DV-12345

Elder Law and Miscellaneous Remedies Division (civil actions) 15-EL-123456

Law Division 15-L-123456

Probate Division 15-P-123456

Juvenile Justice and Child Protection Department

Child Protection Division 15-JA-12345

Juvenile Justice Division 15-JD-12345

Municipal Department

District 1

Civil 15-M1-123456
Criminal
Complaint (Misdemeanor or Felony) 15-MC1-123456
Fugitive (Interstate only) Warrant or Complaint 15-MC1-123456
Information (Felony) 15-C1-1234567

District 2

Civil 15-M2-123456

Criminal

Complaint (Misdemeanor or Felony) 15-MC2-123456

Fugitive (Interstate only) Warrant or Complaint 15-MC2-123456

Information (Felony) 15-C2-1234567

District 3

Civil 15-M3-123456

Criminal

Complaint (Misdemeanor or Felony) 15-MC3-123456

Fugitive (Interstate only) Warrant or Complaint 15-MC3-123456

Information (Felony) 15-C3-1234567

District 4

Civil 15-M4-123456

Criminal

Complaint (Misdemeanor or Felony) 15-MC4-123456

Fugitive (Interstate only) Warrant or Complaint 15-MC4-123456

Information (Felony) 15-C4-1234567

District 5

Civil 15-M5-123456

Criminal

Complaint (Misdemeanor or Felony) 15-MC5-123456

Fugitive (Interstate only) Warrant or Complaint 15-MC5-123456

Information (Felony) 15-C5-1234567

District 6

Civil 15-M6-123456

Criminal

Complaint (Misdemeanor or Felony) 15-MC6-123456

Fugitive (Interstate only) Warrant or Complaint 15-MC6-123456

Information (Felony) 15-C6-1234567

Any changes conforming to the numbering system set forth in this General Order 6.2 (a) implemented prior to November 2, 2015, are hereby approved.

(b) Pending Actions – Each action pending on December 31, 1963, in any given court in or for Cook County shall retain the number given in the court in which the action was filed prior to Jan. 1, 1964, and pleadings, orders, judgments and other papers subsequently filed shall bear the number so given. Unless expressly provided otherwise in the circuit rules or the general orders of this court, each action pending in the court on November 2, 2015, shall retain the number it had on that date, and pleadings, orders, and other papers subsequently filed shall bear the same number.

(c) Remanded Actions – Every action remanded by the Appellate Court or the Supreme Court for a new trial or hearing, upon reinstatement, shall retain the same case number, unless otherwise ordered by the Presiding Judge, or the Presiding Judge's designee, of the Division or District in which the case is pending to be renumbered by the circuit clerk. The case shall be set for hearing or trial on the motion of either party or the court.

[Amended, effective November 2, 2015.]

PART 1
EXHIBIT 2
GENERAL ORDER 1.2

To reference the most recent version of these General Orders, use the following link:

<http://www.cookcountycourt.org>

General Order 1.2. Operation

The Circuit Court of Cook County is composed of departments, divisions and districts as follows:

2.1 COUNTY DEPARTMENT The County Department is composed of the following divisions:

- **(a) -- Law Division**

(1) The Law Division hears civil actions at law, whether or not a jury is demanded, except:

(i) Actions filed in Municipal District One with complaints or counterclaims for compensatory and consequential money damages not in excess of \$30,000 unless a tax claim in excess of \$3,000 is involved;

(ii) Actions filed in Municipal Districts Two, Three, Four, Five or Six with complaints or counterclaims for compensatory and consequential money damages not in excess of \$100,000 unless a tax claim in excess of \$3,000 is involved;

(iii) Actions for the recovery of property of a value not in excess of \$30,000 filed in Municipal District One;

(iv) Actions for the recovery of property of a value not in excess of \$100,000 filed in Municipal Districts Two, Three, Four, Five and Six;

(v) Actions of forcible entry and detainer;

(vi) Actions arising under the Parentage Act of 1984, as amended (750 ILCS 45/1 et seq.);

(vii) Actions brought under the Land Titles Act of 1897, as amended.

(2) The amount of punitive damages sought may be considered in determining whether an action filed in the Law Division shall remain in the Law Division if the court, in its discretion, finds a reasonable likelihood of proving facts at trial sufficient to support a substantial award of punitive damages

(3) The Law Division consists of the following sections:

- (i)** Motion Section;
- (ii)** Assignment Section;
- (iii)** Jury Section;
- (iv)** Non-Jury Section;
- (v)** General Individual Calendar Section;
- (vi)** Commercial Individual Calendar Section;
- (vii)** Complex Litigation Case Management Section (to manage complex litigation consistent with the requirements of Supreme Court Rule 218);
- (viii)** Tax and Miscellaneous Remedies Section (to include replevin, condemnation, habeas corpus, ejectment, citations, garnishments, executions, levies, attachments and other supplemental proceedings, statutory summons under the Workers' Compensation Act [820 ILCS 305/19], administrative review under the Unemployment Insurance Act [820 ILCS 405/1100] and all tax matters including administrative review of such matters [except administrative review of Property Tax Appeal Board final decisions taken pursuant to 35 ILCS 200/16-195] when the amount in controversy exceeds \$3,000 regardless of the remedy requested).

(4) Law Division actions may be filed and disposed in Municipal District court locations Two, Three, Four, Five and Six as follows:

- (i)** Law Division actions, excluding commercial actions as set forth on the Law Division Civil Action Cover Sheet, seeking compensatory and consequential damages in excess of \$ 100,000 wherein the occurrence took place or a defendant resides within the boundaries of Municipal Districts Two, Three, Four, Five or Six may be filed and heard in the respective Municipal District court locations. A motion objecting to the location where the action is pending may be filed and noticed before the assigned suburban judge not later than the time for a party to appear or any extension thereof. Upon the filing of such motion the judge shall enter an order transferring the action to the Presiding

Judge of the Law Division for reassignment within the Law Division in the Richard J. Daley Center.

Thereafter, only the Presiding Judge of the Law Division, for administrative purposes with notice to all parties of record, may transfer any Law Division case pending in Municipal Districts Two, Three, Four, Five or Six to the Law Division of the Richard J. Daley Center for reassignment. A motion for substitution of judge shall not serve as a basis for transfer of an action to the Richard J. Daley Center unless the Presiding Judge of the Law Division determines that no other judge is available in the municipal district location.

(ii) In those Municipal District court locations where more than one Law Division calendar is established, actions filed pursuant to section (i) above shall be randomly assigned.

(5) The following definitions shall apply to section 2.1(a):

(i) Any private corporation or railroad or bridge company organized under the laws of this State and any foreign corporation authorized to transact business in this State is a resident of any district in which it has its registered office or other office. If there is no registered office or other office in Cook County, the corporation or company is deemed to be a resident of any district in which it is transacting business.

(ii) A partnership sued in its firm name is a resident of any district in which any partner resides or in which the partnership has an office or is doing business.

(b) -- Chancery Division

The Chancery Division is composed of the following sections:

(1) General Chancery

The General Chancery Section hears actions and proceedings, regardless of the amount of the claim, concerning class actions, arbitration, injunctions, temporary restraining orders (other than matters brought under the Controlled Substance and Cannabis Nuisance Act, (740 ILCS 40/0.01 et seq.), mandamus, quo warranto, declaratory judgments, interpleader, ne exeat, specific performance, rescission and reformation of contracts, creditors rights, complaints for contribution, actions to quiet title and the setting aside of deeds, partition, equitable liens, redemption rights, declarations concerning the constructions of trust and wills (other than

during the period of an estate administration), the appointment of trustees, successor trustees and the removal of trustees (other than during the period of an estate administration), receiverships, accounting cases, dissolution of partnerships and corporations, or other proceedings under the Corporations and Partnership Acts, proceedings under the Illinois Uniform Transfers to Minors Act (760 ILCS 20/1 et seq.), statutory review, certiorari (except under the Workers' Compensation Act (820 ILCS 305/19), and all administrative review (except tax matters, matters under the Unemployment Insurance Act (820 ILCS 405/1100), and matters concerning vehicle impoundment under ordinances 8-8-060 and 8-20-015 of the Municipal Code of Chicago (1993), and decisions of the Illinois State Toll Highway Authority imposing civil fines pursuant to authority granted under the Toll Highway Act (605 ILCS 10/10), and all other actions or proceedings formerly cognizable in courts of Chancery not otherwise provided for.

(2) Mortgage Foreclosure--Mechanics Lien Section.

The Mortgage Foreclosure/Mechanics Lien Section hears all actions and proceedings concerning Mechanics Lien rights under contracts, either expressed or implied, liens on chattels for labor or storage, and other lien remedies available under 770 ILCS 60/0.01 et seq., and all actions and related proceedings initiated under the Illinois Mortgage Foreclosure Act, 735 ILCS 5/15-1101 et seq.

(c) -- Domestic Relations Division (Amended May 23, 2011, effective June 1, 2011.)

The Domestic Relations Division hears actions or proceedings seeking an order or judgment relating to dissolution of marriage or civil union, declaration of invalidity of marriage or civil union or legal separation, child support and maintenance, child custody, or visitation arising under the Illinois Marriage and Dissolution of Marriage Act, the Illinois Religious Freedom Protection and Civil Union Act, the Hague Convention, the Illinois Parentage Act of 1984 [750 ILCS 40/1 et seq.], the Illinois Public Aid Code [305 ILCS 5/1-1 et seq.], the Illinois Uniform Premarital Agreement Act, Non-Support of Spouse and Children Act, Non-Support Punishment Act, Revised Uniform Reciprocal Enforcement of Support Act [750 ILCS 20/1 et seq.], Uniform Interstate Family Support Act, Expedited Child Support Act, Income Withholding for Support Act, Emancipation of Mature Minors Act, Uniform Child Custody Jurisdiction Enforcement Act, Rights of Married Persons Act, and related Acts. Such proceedings also include all post-judgment matters relating thereto and petitions for civil orders of protection filed in conjunction with domestic relations matters involving the same parties pursuant to the Domestic Violence Act of

1986 except for those matters heard in the Domestic Violence Division.

(d) -- County Division

The County Division hears actions and proceedings concerning mental health, the adoption of children and the taking of any and all consents pertaining to any adoption matters, the marriage of minors, inheritance taxes, elections, actions brought under Article 14 of the Illinois School Code of 1961 (105 ILCS 5/1-1 et seq.), actions brought under The Land Titles Act of 1897, as amended, proceedings pursuant to Supreme Court Rules 754 and 764, review of final decisions of the Property Tax Appeal Board pursuant to 35 ILCS 200/16-195, actions filed to forfeit property seized pursuant to the Criminal Code of 1961, as amended, the Cannabis Control Act, the Controlled Substances Act, Methamphetamine Control and Community Protection Act and forfeitures attendant to prohibition against illegal money laundering, Petitions for Change of Name (735 ILCS 5/21-101 et seq.) and other matters formerly cognizable in the Circuit Court of Cook County not otherwise provided for. County Division actions under 735 ILCS 5/21-101 et seq. (Change of Name) may be filed and disposed of in Municipal District Court locations Two, Three, Four, Five and Six.

(e) -- Probate Division

The Probate Division hears actions and proceedings concerning the probate and contest of wills and testamentary instruments, claims against an estate arising in contract, tort or otherwise, actions and proceedings arising under the Illinois Power of Attorney Act (755 ILCS 45/1-1 et seq.) [755 ILCS 45/1-1 et seq.], and the administration of estates of decedents, disabled persons, minors and wards and petitions pursuant to the Illinois Insurance Code [215 ILCS 5/1 et seq.] to permit an insurance company to make payments on a structured settlement of a claim for personal injury to anyone other than the beneficiary of the settlement or by the beneficiary of such a structured settlement to assign the payments of the settlement to another (215 ILCS 5/155.31). The Probate Division also hears actions and proceedings concerning contracts to make a will, construction of wills, the appointment of testamentary trustees during the period of administration, and the appointment of receivers pursuant to Supreme Court Rule 776.

(f) -- Criminal Division

The Criminal Division hears criminal actions and prosecutions, commenced by indictment or information, except for those actions heard in the Domestic Violence Division, related matters arising under the Mental Health and Developmental Disabilities Code, as amended (405 ILCS 5/1-100 et seq.) and proceedings commenced under the Sexually Violent Persons Commitment Act, (725 ILCS 207/1 et seq.).

The Criminal Division also hears criminal actions and proceedings concerning habeas corpus and extradition in criminal matters and petitions to expunge records of arrest pursuant to the Criminal Identification Act of 1931, as amended (20 ILCS 2630/0.01 et seq.)

(g) -- Domestic Violence Division

The Domestic Violence Division hears actions and proceedings for civil no contact orders arising under the Civil No Contact Order Act (740 ILCS 22/101, et seq.), stalking no contact orders arising under the Stalking No Contact Order Act (740 ILCS 21/1, et seq.), orders of protection arising under the Domestic Violence Act of 1986 (750 ILCS 60/101, et seq.), except actions arising under the Juvenile Court Act (705 ILCS 405/1 1, et seq.), the Mental Health and Developmental Disabilities Code (405 ILCS 5/1 100, et seq.), and the Probate Act of 1975 (755 ILCS 5/1 1, et seq.). The Division also hears all of the following criminal actions and proceedings involving family and household members, as defined in the Domestic Violence Act of 1986: 1) all matters through the preliminary examination or indictment, pursuant to 725 ILCS 5/109 3.1, in which the most serious offense charged is a class 1, 2, or 3 felony; and 2) all matters in which the most serious offense charged is aggravated stalking, any class 4 felony, or any misdemeanor.

This order incorporates the above referenced statutes as they may be amended from time to time.

(Amended, eff. 1-28-92; amended 4-28-93, eff. 5-3-93; amended 3-21-94, eff. 3-28-94; amended 9-18-95, eff. 10-2-95; amended 4-22-96, eff. 8-1-96; amended 4-15-96, eff. 7-1-96; amended 6-30-96, eff. 8-1-96; amended 12-31-97, eff. 1-2-98; amended, eff. 6-12-98; amended, eff. 7-12-00; amended, eff. 3-1-5; amended, eff. 7-5-06; amended, eff. 1-1-08; amended, eff. 4-19-10.

2.2 JUVENILE JUSTICE AND CHILD PROTECTION

DEPARTMENT The Juvenile Justice and Child Protection Department is composed of the following divisions:

(a) -- Juvenile Justice Division

The Juvenile Justice Division hears actions and proceedings arising under Articles I and V of the Juvenile Court Act of 1987, as amended [705 ILCS 405/1-1 et seq.], and related matters arising under the Parentage Act of 1984, as amended (750 ILCS 45/1 et seq.), the Mental Health and Developmental Disabilities Code, as amended (405 ILCS 5/1-100 et seq.), and the School Code of 1961, as amended (105 ILCS 5/1-1 et seq.).

(b) -- Child Protection Division

The Child Protection Division hears actions and proceedings arising under Articles I, II, III and IV of the Juvenile Court Act of 1987, as amended [705 ILCS 405/1-1 et seq.], and related matters arising under the Parentage Act of 1984, as amended (750 ILCS 45/1 et seq.), the Mental Health and Developmental Disabilities Code, as amended (405 ILCS 5/1-100 et seq.), the School Code of 1961, as amended (105 ILCS 5/1-1 et seq.), and the Probate Act of 1975, as amended (755 ILCS 5/11-1 et seq.).

2.3 MUNICIPAL DEPARTMENT The Municipal Department is divided into six districts:

(a) Districts (Amended April 21, 2011, effective May 2, 2011.)

(1) District 1: The City of Chicago;

(2) District 2: The Townships of Evanston, Maine, excluding that part of the Township of Maine within the territorial limits of the municipality of Rosemont, New Trier, Niles, Northfield, excluding that part of the Township of Northfield within the territorial limits of the municipality of Prospect Heights, and that part of the Township of Wheeling within the territorial limits of the municipality of Des Plaines;

(3) District 3: The Townships of Barrington, Elk Grove, Hanover, Palatine and Schaumburg, that part of the Township of Leyden within the territorial limits of the municipalities of Rosemont and Schiller Park, that part of the Township of Maine within the territorial limits of the municipality of Rosemont, that part of the Township of Northfield within the territorial limits of the municipality of Prospect Heights, Wheeling, excluding that part of the Township of Wheeling within the territorial limits of the municipality of Des Plaines, Norwood Park, excluding that part of the Township of Norwood Park within the territorial limits of the City of Chicago;

(4) District 4: The Townships of Berwyn, Cicero, Leyden, excluding that part lying within the territorial limits of the municipalities of Rosemont and Schiller Park, Oak Park, Proviso, River Forest, and Riverside;

(5) District 5: The Townships of Lemont, Lyons, Orland, Palos, Stickney, and Worth;

(6) District 6: The Townships of Bloom, Bremen, Calumet, Rich, and Thornton.

(7) Notwithstanding the above, the municipalities of Crestwood and Oak Forest and the part of the Village of Tinley Park that is within the territorial limits of Cook County are in District 5.

(8) Notwithstanding the above, the territorial limits of the municipality of Bensenville which is within the territorial limits of Cook County is in District 4.

(b) *Civil Actions Heard*

(1) Municipal District One hears civil actions and proceedings at law seeking compensatory and consequential money damages not in excess of \$30,000, actions for the recovery of property of a value not in excess of \$30,000, actions of forcible entry and detainer, and proceedings ancillary and supplemental thereto, including attachment, garnishment, distress and citation.

(2) Municipal Districts Two, Three, Four, Five and Six hear civil actions and proceedings at law seeking compensatory and consequential money damages not in excess of \$100,000, actions for the recovery of property of a value not in excess of \$ 100,000, actions of forcible entry and detainer, and proceedings ancillary and supplemental thereto, including attachment, garnishment, distress and citation.

(3) Upon amendment prior to trial of a complaint ordinarily filed as a Municipal Department case, the amendment reflecting an increase in the ad damnum above the monetary damage amount set forth in section 2.1(a)(1) above, for reassignment purposes, the court, upon its own motion or upon motion of a party filed not later than 28 days after amendment of the complaint, shall transfer the action to the Presiding Judge of the respective Municipal District for reassignment to the Presiding Judge of the Law Division.

(4) Upon the court's own motion or motion of any party where the court finds that the reasonable value of an action pending in the Municipal Department exceeds the monetary damage amount set forth in section 2.1(a)(1) above, the court shall transfer the action to the Presiding Judge of the respective Municipal District for transfer to the Presiding Judge of the Law Division. The Presiding Judge of the Law Division shall hold a status hearing at which the parties may agree to allow the action to proceed as a Law Division action in the

appropriate Municipal District courthouse location. If there is no agreement, the action shall proceed in the Law Division in the Richard J. Daley Center location.

(5) In actions filed seeking damages in the Municipal Department the complaint shall allege the amount of damages sought wherever applicable as follows:

(i) The amount sought to be recovered does not exceed \$2,500;

(ii) The amount sought to be recovered is not less than \$2,500 nor more than \$30,000 for actions filed in Municipal District One nor more than \$50,000 for actions filed in Municipal District Two, Three, Four, Five or Six. Pursuant to Illinois Supreme Court Rule 222, any such action shall have attached to the initial pleading the party's affidavit that the total money damages sought does not exceed \$50,000;

(iii) The amount sought to be recovered is not less than \$50,000 nor more than \$100,000 for actions filed in Municipal Districts Two, Three, Four, Five or Six. Pursuant to Supreme Court Rule 222, any such action shall have attached to the initial pleading the party's affidavit that the total money damages sought exceeds \$50,000.

(6) The Municipal Department also hears actions and proceedings filed by municipal corporations seeking certain relief, including injunctive relief, except proceedings in which the validity of a zoning ordinance is in controversy. Those actions heard in the Municipal Department include:

(i) The enforcement of building, housing and zoning ordinances;

(ii) The appointment of receivers in said cases to cause compliance with the said ordinances;

(iii) The demolition of dangerous, unsafe and uncompleted buildings.

(7) The Municipal Department hears actions commenced to create receiverships under 765 ILCS 735/2.

(8) The Municipal Department hears civil actions brought by the Illinois Attorney General, under the Public Aid Code (305 ILCS 5/1-1 et seq.), to recover money in any amount given public aid recipients to which they were not entitled.

(9) The Municipal Department hears actions of Administrative Review under 625 ILCS 5/11-208.3, (administrative adjudication of violations of traffic regulations concerning the standing or parking of vehicles), as well as Administrative Review of vehicle impoundment hearings under ordinances 8-8-060 and 8-20-015 of the Municipal Code of Chicago (1993).

(10) The Municipal Department hears actions brought under the Controlled Substance and Cannabis Nuisance Act (740 ILCS 40/1 et seq.).

(11) Petitions for changes of name may be heard in Municipal Districts Two, Three, Four, Five and Six without regard to the municipal district within which petitioner resides. (Petitions for changes of name also may be heard in the Chancery Division without regard to the municipal district in which petitioner resides.)

(12) The Municipal District in which the municipality is located hears actions for administrative review of final decisions regarding municipal code violations made by code hearing units or departments established by such municipality pursuant to 65 ILCS 5/1-2.1-1, et seq. (applicable to municipalities that are home rule units) or 65 ILCS 5/1-2.2-1, et seq. (applicable to municipalities that are non-home rule units) and hears actions filed by municipalities pursuant to 65 ILCS 5/1-2.1-8 or 65 ILCS 5/1-2.2-55 for the enforcement of judgments and judgments on the findings, decision and order, respectively.

(c) **Presiding Judges** The Presiding Judges of those Municipal Districts in which actions of other division(s) are filed and heard shall be deemed supervising judges in such other division(s) for the purpose of facilitating case flow management.

(d) **Place of Filing -- Civil Proceedings** Civil Actions in the Municipal Department are filed in:

(1) The district of residence of any defendant who is joined in good faith and with probable cause for the purpose of obtaining a judgment against the defendant and not solely for the purpose of permitting a filing in that district; or

(2) The district in which the transaction or some part thereof occurred out of which the cause of action arose. Actions of attachment, distress for rent, forcible entry and detainer, and for the recovery of property may be filed in the district where the property is located.

(3) Actions seeking relief enumerated in section 2.3(b)(6) above shall be filed in the district where the municipal

corporation seeking the relief is situated. Notwithstanding the provisions of this subparagraph, all actions filed by the County of Cook seeking relief as stated herein shall be filed in Municipal District 1.

The following definitions shall apply to section 2.3:

(i) Any private corporation or railroad or bridge company organized under the laws of this State and any foreign corporation authorized to transact business in this State is a resident of any district in which it has its registered office or other office. If there is no registered office or other office in Cook County, the corporation or company is deemed to be a resident of any district in which it is transacting business.

(ii) A partnership sued in its firm name is a resident of any district in which any partner resides or in which the partnership has an office or is doing business.

(e) ***Criminal Actions Heard*** The Municipal Department hears criminal and quasi-criminal actions and prosecutions commenced by complaint or information.

(f) *Place of Filing -- Criminal Proceedings*

(1) District 1. All criminal or quasi-criminal cases shall be filed as prescribed by the Presiding Judge of District 1.

(2) Districts 2 through 6. Complaints for examination in all felony cases shall be filed in the Central District Court in the appropriate district. All other criminal or quasi-criminal cases shall be filed whenever practicable in that court in the appropriate district which is nearest to the location of the offense or in the Central District Court in the appropriate district.

(3) Notwithstanding the provisions of subparagraphs (1) and (2), complaints in all criminal and quasi-criminal cases initiated by the State of Illinois Legislative Advisory Committee on Public Aid shall be filed in the Sixth Municipal District of the Circuit Court of Cook County

PART 1

EXHIBIT 3

**SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND
NON-RECORD MATERIALS**

**SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3**

SEQ NUM	BUREAU	DIVISION	SERIES	REC NR	PROPERT	FOLLOWUP
644	County Bureau	Chancery	Case File: Administrative Review	R	PERM	C
645	County Bureau	Chancery	Case File: Change of Name	R	PERM	C
646	County Bureau	Chancery	Case File: Class Action	R	PERM	C
647	County Bureau	Chancery	Case File: Declaratory Judgment	R	PERM	C
648	County Bureau	Chancery	Case File: General Chancery	R	PERM	C
649	County Bureau	Chancery	Case File: Injunction	R	PERM	C
650	County Bureau	Chancery	Case File: Mechanic's Lien	R	PERM	C
651	County Bureau	Chancery	Case File: Mortgage Foreclosures	R	PERM	C
6022	County Bureau	Chancery	Case File: Transferred to Civil Case Files	R	PERM	C
6019	County Bureau	Chancery	Case File: Transferred to Law Case File	R	PERM	C
586	County Bureau	Chancery	Court Disposition Listing	NR	PERM	C
587	County Bureau	Chancery	Court Room Schedule	NR	US	C
4618	County Bureau	Chancery	Court Sheets	NR	Destroy upon verification of film	C
228	County Bureau	Chancery	Electronic Docket Report	NR	2 yrs onsite and total	C
518	County Bureau	Chancery	Filing Clerks Daily Summary	NR	1 yr	C
372	County Bureau	Chancery	Register of Mailing	NR	3 YRS	C
634	1st Municipal Bureau	Civil	Case File: Administrative Review	R	21 yrs OR 2 yrs post disposition, film entire file	C
376	1st Municipal Bureau	Civil	Case File: Contract Confession	R	21 yrs OR 2 yrs post disposition, film entire file	C
636	1st Municipal Bureau	Civil	Case File: Contracts	R	21 yrs OR 2 yrs post disposition, film entire file	C

**SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3**

378	1st Municipal Bureau	Civil	Case File: Detinue	R	21 yrs OR 2 yrs post disposition, film entire file	C
379	1st Municipal Bureau	Civil	Case File: Distress for Rent	R	21 yrs OR 2 yrs post disposition, film entire file	C
540	1st Municipal Bureau	Civil	Case File: Foreign Judgment	R	21 yrs OR 2 yrs post disposition, film entire file	C
638	1st Municipal Bureau	Civil	Case File: Housing Court	R	PERM	C
542	1st Municipal Bureau	Civil	Case File: Joint Action	R	21 yrs OR 2 yrs post disposition, film entire file	C
639	1st Municipal Bureau	Civil	Case File: Miscellaneous	R	21 yrs OR 2 yrs post disposition, film entire file	C
640	1st Municipal Bureau	Civil	Case File: Parking Fines	R	21 yrs OR 2 yrs post disposition, film entire file	C
641	1st Municipal Bureau	Civil	Case File: Personal Injury	R	21 yrs OR 2 yrs post disposition, film entire file	C
642	1st Municipal Bureau	Civil	Case File: Pro Se	R	21 yrs OR 2 yrs post disposition, film entire file	C
385	1st Municipal Bureau	Civil	Case File: Replevin	R	21 yrs OR 2 yrs post disposition, film entire file	C
545	1st Municipal Bureau	Civil	Case File: Revival of Judgment	R	21 yrs OR 2 yrs post disposition, film entire file	C

SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3

643	1st Municipal Bureau	Civil	Case File: Tort	R	21 yrs OR 2 yrs post disposition, film entire file	C
547	1st Municipal Bureau	Civil	Case File: Tort Auto	R	21 yrs OR 2 yrs post disposition, film entire file	C
6021		Civil	Case File: Transferred to Chancery Case Files	R	PERM	C
6020		Civil	Case File: Transferred to Law Case Files	R	21 yrs.	C
682	1st Municipal Bureau	Civil	Court Disposition Listing	NR	PERM	C
694	1st Municipal Bureau	Civil	Court Room Schedule	NR	US	C
552	1st Municipal Bureau	Civil	Court Sheets	NR	Destroy upon verification of film	C
566	1st Municipal Bureau	Civil	Motion Call	NR	US	C
561	1st Municipal Bureau	Civil	Return Day Books	NR	1 yr onsite and total.	C
4623	County Bureau	County	Adoption Indices	R	PERM	C
652	County Bureau	County	Case File: Action in Debt	R	PERM	C
5637	County Bureau	County	Case File: Annual Tax Sale	R	PERM	C
6123	County Bureau	County	Case File: CO Common Law	R	Perm	C
662	County Bureau	County	Case File: Administrative Review of Property Tax Appeal Board (PTAB)	R	PERM	C
226	County Bureau	County	Case File: Adoption	R	PERM	C
654	County Bureau	County	Case File: Annexation	R	PERM	C
5644	County Bureau	County	Case File: Appointment of Election Board Member	R	PERM	C
655	County Bureau	County	Case File: Certificate of Error	R	2 yrs microfilm entire file	C
5630	County Bureau	County	Case File: Confidential Intermediary	R	PERM	C

**SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3**

5643	County Bureau	County	Case File: Contested Matter/Election	R	PERM	C
5645	County Bureau	County	Case File: Disconnection	R	PERM	C
656	County Bureau	County	Case File: Election	R	PERM	C
5646	County Bureau	County	Case File: Emancipation of Minor	R	PERM	C
5640	County Bureau	County	Case File: Enforcement of Unpaid Scavenger Sale Bid	R	PERM	C
657	County Bureau	County	Case File: Estray	R	PERM	C
5636	County Bureau	County	Case File: Expunge Redemption	R	PERM	C
223	County Bureau	County	Case File: Father Identification	R	PERM	C
5634	County Bureau	County	Case File: Habeas Corpus	R	PERM	C
658	County Bureau	County	Case File: Indemnity	R	PERM	C
659	County Bureau	County	Case File: Inheritance Tax	R	PERM	C
660	County Bureau	County	Case File: Mental Health	R	PERM	C
5633	County Bureau	County	Case File: Mental Retardation	R	PERM	C
5647	County Bureau	County	Case File: Minor Marriage	R	PERM	C
661	County Bureau	County	Case File: Miscellaneous	R	PERM	C
5632	County Bureau	County	Case File: Needs Mental Treatment	R	PERM	C
5639	County Bureau	County	Case File: Petition for Relief Before Application for Tax Deed	R	PERM	C
5641	County Bureau	County	Case File: Petition to Collect Estate Tax	R	PERM	C
5638	County Bureau	County	Case File: Scavenger Tax Sale	R	PERM	C
5642	County Bureau	County	Case File: School Dispute	R	PERM	C
663	County Bureau	County	Case File: Special Assessment	R	PERM	C
664	County Bureau	County	Case File: Tax Deed	R	PERM	C
665	County Bureau	County	Case File: Tax Objections	R	PERM	C
5631	County Bureau	County	Case File: Termination of Parental Rights	R	PERM	C
666	County Bureau	County	Case File: Vacate Tax Sale	R	PERM	C

**SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3**

218	County Bureau	County	Case Types disposition codes	NR	PERM	C
683	County Bureau	County	Court Disposition Listing	NR	PERM	C
4622	County Bureau	County	Court Sheets	NR	Destroy upon verification of film	C
4625	County Bureau	County	Docket books	R	PERM	C
392	County Bureau	County	Inheritance Tax Docket Books	R	PERM	C
4624	County Bureau	County	Mental Health Indices	R	PERM	C
501	County Bureau	County	Minute Books	NR	5 years	C
5628	Criminal Bureau	Criminal Department	C, D, I Bonds (White Defendant Copy)	NR	none	C
6520	Criminal Bureau	Criminal Department	C, D, I Bonds (Yellow Copy)	NR	6 mos.	C
667	Criminal Bureau	Criminal Department	Case File: Domestic Violence	R	PERM	C
668	Criminal Bureau	Criminal Department	Case File: Felony Information	R	PERM	C
556	Criminal Bureau	Criminal Department	Case File: Quasi-Criminal	R	10 yrs OR see Comments column	C
684	Criminal Bureau	Criminal Department	Court Disposition Listing	NR	PERM	C
696	Criminal Bureau	Criminal Department	Court Room Schedule	NR	1 yr onsite and total	C
616	Criminal Bureau	Criminal Department	File Request Log (999*027)	NR	2 years	C
624	Criminal Bureau	Criminal Department	Jury Demand Listing 363*002	NR	1 yr onsite and total	C
11	Criminal Bureau	Criminal Department	Transmittals	NR	3 yrs, microfilmed	C
237	Family Law Bureau	Domestic Relations	Case File	R	PERM	C
685	Family Law Bureau	Domestic Relations	Court Disposition Listing	NR	PERM	C
4627	Family Law Bureau	Domestic Relations	Court Sheets	NR	Destroy upon verification of film	C

**SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3**

714	Family Law Bureau	Domestic Relations	Filing Clerks Daily Summary	NR	1 yr onsite and total	C
4628	Family Law Bureau	Domestic Relations	LEADS Transmittal Sheets	NR	2 yrs onsite and total	C
62	County Bureau	Law	Asbestos Registry	NR	PERM	C
672	County Bureau	Law	Case File: Law	R	21 yrs OR 2 yrs post disposition, film entire file	C
673	County Bureau	Law	Case File: Tax and Condemnation	R	PERM	C
6023		Law	Case File: Transferred to Chancery Case Files	R	PERM	C
6024		Law	Case File: Transferred to Civil Case Files	R	21 yrs.	C
77	County Bureau	Law	Case Jacket Removed from Law Division	NR	US	C
15	County Bureau	Law	Computer Transaction List	NR	PERM	C
66	County Bureau	Law	Consolidated Law Division Cases Report	NR	US	C
686	County Bureau	Law	Court Disposition Listing	NR	PERM	C
31	County Bureau	Law	Court Docket Update	NR	US	C
4629	County Bureau	Law	Court Sheets	NR	Destroy upon verification of film	C
17	County Bureau	Law	D.W.P. and Default Notice Transmittal	NR	2 yrs onsite and total	C
64	County Bureau	Law	Daily Consolidations and Transfers	NR	US	C
28	County Bureau	Law	Daily Jury Trials District 1	NR	US	C
27	County Bureau	Law	Daily Jury Verdict	NR	US	C
14	County Bureau	Law	Daily Transaction Statistics Report	NR	US	C
25	County Bureau	Law	Daily Trial Call	NR	US	C
82	County Bureau	Law	Fee/No Fee Weekly Status Report	NR	US	C

**SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3**

63	County Bureau	Law	General Docket of Cases Filed Report	R	US	C
26	County Bureau	Law	Judicial Calendar	NR	US	C
485	County Bureau	Law	Law Records Verdict Book	NR	5 yrs onsite and total	C
18	County Bureau	Law	Notice of Appeal Filed Report	R	US	C
6493	County Bureau	Law	Skip Audit List	NR	US	C
65	County Bureau	Law	Transfer/Intake Form Report	NR	US	C
149	County Bureau	Probate	Case File: Deceased	R	PERM	C
145	County Bureau	Probate	Case File: Disabled	R	PERM	C
148	County Bureau	Probate	Case File: Minors	R	PERM	C
147	County Bureau	Probate	Case File: Wills	R	PERM	C
687	County Bureau	Probate	Court Disposition Listing	NR	PERM	C
699	County Bureau	Probate	Court Room Schedule	NR	1 yr onsite and total	C
4630	County Bureau	Probate	Docket Books	R	PERM	C
4631	County Bureau	Probate	Indices	R	PERM	C
571	1st Municipal Bureau	Traffic	Alpha Listing (Sworn Report)	NR	1 yr onsite and total	C
4632	1st Municipal Bureau	Traffic	Case file: Conservation Cases, Major	R	PERM	C
496	1st Municipal Bureau	Traffic	Case file: Conservation Cases, Minor	R	5 YRS	C
4633	1st Municipal Bureau	Traffic	Case file: DUI	R	PERM	C
503	1st Municipal Bureau	Traffic	Case file: Ordinance Violation Cases	R	10 years	C
568	1st Municipal Bureau	Traffic	Case file: Traffic Tickets (minor)	R	5 yrs	C
688	1st Municipal Bureau	Traffic	Court Disposition Listing	NR	PERM	C
700	1st Municipal Bureau	Traffic	Court Room Schedule	NR	US	C
4634	1st Municipal Bureau	Traffic	Court Sheets	NR	Destroy daily	C
617	1st Municipal Bureau	Traffic	Daily log - Motions & Fees 999*019	NR	US	C
595	1st Municipal Bureau	Traffic	Failure to Appear Notice	R	US	C
597	1st Municipal Bureau	Traffic	Implied Consent	R	PERM	C
605	1st Municipal Bureau	Traffic	Pre-Court Convictions	R	US	C

**SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3**

610	1st Municipal Bureau	Traffic	Skipped Ticket Report	NR	US	C
612	1st Municipal Bureau	Traffic	Traffic Court Call Projection Report	NR	US	C
613	1st Municipal Bureau	Traffic	Traffic Court Diversion Edits	NR	US	C
114	Family Law Bureau	Child Support	Affidavit for Change of Address/Name - Working Copy	NR	3 yrs	C
115	Family Law Bureau	Child Support	Affidavit for Electronic Direct Deposit - Working Copy	NR	3 yrs	C
86	Family Law Bureau	Child Support	Case File	R	PERM	C
689	Family Law Bureau	Child Support	Court Disposition Listing	NR	PERM	C
4635	Family Law Bureau	Child Support	Court Sheets	NR	Destroy upon verification of film	C
111	Family Law Bureau	Child Support	Customer Service Request	NR	1 yr onsite and total	C
718	Family Law Bureau	Child Support	Filing Clerks Daily Summary	NR	Monthly	C
519	Family Law Bureau	Child Support	Forgery Payout Letters & Affidavits - Working Copies	NR	7 yrs	C
112	Family Law Bureau	Child Support	Summary Form	NR	1 yr onsite and total	C
126	Family Law Bureau	Juvenile Justice	Transmittal of Appeal to Appellate Court	NR	3 yrs onsite and total	C
690	Family Law Bureau	Juvenile Justice	Court Disposition Listing	NR	PERM	C
702	Family Law Bureau	Juvenile Justice	Court Room Schedule	NR	US	C
116	Family Law Bureau	Juvenile Justice	Daily Audit Report	NR	Monthly	C
121	Family Law Bureau	Juvenile Justice	Data Entry Statistical Report	NR	US	C
			Case File: Extended Jurisdiction			
4638	Family Law Bureau	Juvenile Justice	Juvenile Prosecution Case File	R	PERM	C
719	Family Law Bureau	Juvenile Justice	Filing Clerks Daily Summary	NR	Monthly	C
117	Family Law Bureau	Juvenile Justice	Request for Certified Copy	NR	6 months	C
127	Family Law Bureau	Juvenile Justice	Request for Preparation of Record on Appeal	NR	3 yrs onsite and total	C
120	Family Law Bureau	Juvenile Justice	Transmittals Listing	NR	3 yr onsite and total	C
4637	Family Law Bureau	Juvenile Justice	Warrant Transmittals	NR	6 months hard copy, then microfilm	C

**SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3**

135	Family Law Bureau	Child Protection	Case File: Abuse and Neglect	R	PERM	C
691	Family Law Bureau	Child Protection	Court Disposition Listing	NR	PERM	C
703	Family Law Bureau	Child Protection	Court Room Schedule/Call Sheet	NR	1 yr onsite and total	C
720	Family Law Bureau	Child Protection	Filing Clerks Daily Summary	NR	1 yr onsite and total	C
89	Criminal Bureau	Criminal Division	Case File: Felony Criminal	R	PERM	C
407	Criminal Bureau	Criminal Division	Clerks Grand Jury Docket	NR	PERM	C
410	Criminal Bureau	Criminal Division	Complaint Docket - Grand Jury	NR	PERM	C
585	Criminal Bureau	Criminal Division	Conviction Report	NR	1 YR (hardcopy)	C
692	Criminal Bureau	Criminal Division	Court Disposition Listing	NR	PERM	C
704	Criminal Bureau	Criminal Division	Court Room Schedule	NR	US	C
516	Criminal Bureau	Criminal Division	Defendant Index	R	PERM	C
721	Criminal Bureau	Criminal Division	Filing Clerks Daily Summary	NR	1 yr onsite and total	C
421	Criminal Bureau	Criminal Division	General Habeas Corpus Docket Book	R	PERM	C
422	Criminal Bureau	Criminal Division	Grand Jury Docket Book	R	PERM	C
424	Criminal Bureau	Criminal Division	Habeas Corpus Book	R	PERM	C
425	Criminal Bureau	Criminal Division	Habeas Corpus Files	R	PERM	C
4641	Criminal Bureau	Criminal Division	Bail Bond (pink audit copies)	NR	10 yrs	C
90	Criminal Bureau	Criminal Division	Judge's Schedule	NR	Weekly	C
6499	Criminal Bureau	Criminal Division	Common Law Record	R	PERM	C
92	Criminal Bureau	Criminal Division	Transmittal Listing	NR	6 months onsite and total	C
203	Civil Appeals	Civil Appeals	CCG 044 Notice of Appeal Transmittal	NR	1 yr onsite and total	C
205	Civil Appeals	Civil Appeals	Remand Transmittal Form	NR	3 yrs	C
5491	Suburban Bureau Court Operations	District 2	Case File: Civil	R	PERM	C
5492	Suburban Bureau Court Operations	District 2	Case File: Civil	R	21 yrs OR 2 yrs post disposition, film entire file	C

SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3

5493	Suburban Bureau Court District 2 Operations	Court Sheets: Civil	R	Destroy upon verification of film	C
5497	Suburban Bureau Court District 2 Operations	Case File: Child Support (private)	R	PERM	C
5498	Suburban Bureau Court District 2 Operations	Case File: Child Support (state)	R	PERM	C
5499	Suburban Bureau Court District 2 Operations	Case File: Domestic Relations	R	PERM	C
5500	Suburban Bureau Court District 2 Operations	Case File: Orders of Protection (Civil)	R	5 yrs, filmed	C
5501	Suburban Bureau Court District 2 Operations	Court Sheets: Domestic Relations	NR	Destroy upon verification of film	C
5504	Suburban Bureau Court District 2 Operations	Case File: Law	R	21 yrs OR 2 yrs post disposition, film entire file	C
5505	Suburban Bureau Court District 2 Operations	Court Sheets: Law	NR	Destroy upon verification of film	C
5506	Suburban Bureau Court District 2 Operations	Court Sheets: Probate	NR	Destroy upon verification of film	C
5508	Suburban Bureau Court District 2 Operations	Case File: Traffic DUIs	R	PERM	C
5509	Suburban Bureau Court District 2 Operations	Case File: Traffic Minors	R	5 yrs.	C
5510	Suburban Bureau Court District 2 Operations	Court Sheets: Traffic	NR	Destroy daily.	C
5511	Suburban Bureau Court District 2 Operations	Case File: Felony Criminal	R	PERM	C
4852	Suburban Bureau Court District 2 Operations	Logbook: Filings	NR	PERM	C
5514	Suburban Bureau Court District 2 Operations	Transmittal Form	NR	3 yrs	C

**SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3**

5516	Suburban Bureau Court District 3 Operations	Case File: Civil	R	PERM	C
5517	Suburban Bureau Court District 3 Operations	Case File: Civil	R	21 yrs OR 2 yrs post disposition, film entire file	C
5518	Suburban Bureau Court District 3 Operations	Court Sheets: Civil	NR	Destroy upon verification of film.	C
5522	Suburban Bureau Court District 3 Operations	Case File: Child Support (private)	R		C
5523	Suburban Bureau Court District 3 Operations	Case File: Child Support (state)	R		C
5524	Suburban Bureau Court District 3 Operations	Case File: Domestic Relations	R	PERM	C
5525	Suburban Bureau Court District 3 Operations	Case File: Orders of Protection (Civil)	R	5 yrs, filmed	C
5526	Suburban Bureau Court District 3 Operations	Court Sheets: Domestic Relations	NR	Destroy upon verification of film.	C
5528	Suburban Bureau Court District 3 Operations	Case File: Law	R	21 yrs OR 2 yrs post disposition, film entire file	C
5529	Suburban Bureau Court District 3 Operations	Court Sheets: Law	NR	Destroy upon verification of film.	C
5530	Suburban Bureau Court District 3 Operations	Court Sheets: Probate	NR	Destroy upon verification of film.	C
5532	Suburban Bureau Court District 3 Operations	Case File: Traffic DUIs	R	PERM	C
5533	Suburban Bureau Court District 3 Operations	Case File: Traffic Minors	R	5 yrs	C
5534	Suburban Bureau Court District 3 Operations	Court Sheets: Traffic	NR	Destroy daily.	C
5536	Suburban Bureau Court District 3 Operations	Case File: Felony Criminal	R	PERM	C

**SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3**

5540	Suburban Bureau Court District 3 Operations	Logbook: Filings	NR	PERM	C
5541	Suburban Bureau Court District 3 Operations	Transmittal	NR	3 yrs	C
5542	Suburban Bureau Court District 3 Operations	Transmittals	NR	3 yrs	C
5414	Suburban Bureau Court District 4 Operations	Case File: Civil	R	PERM	C
5415	Suburban Bureau Court District 4 Operations	Case File: Civil	R	21 yrs OR 2 yrs post disposition, film entire file	C
5416	Suburban Bureau Court District 4 Operations	Court Sheets: Civil	NR	Destroy upon verification of film.	C
5420	Suburban Bureau Court District 4 Operations	Case File: Child Support (private)	R	PERM	C
5421	Suburban Bureau Court District 4 Operations	Case File: Child Support (state)	R	PERM	C
5419	Suburban Bureau Court District 4 Operations	Case File: Domestic Relations	R	PERM	C
5418	Suburban Bureau Court District 4 Operations	Case File: Orders of Protection (Civil)	R	5 yrs, destroy upon verification of film	C
5422	Suburban Bureau Court District 4 Operations	Court Sheets: Domestic Relations	NR	Destroy upon verification of film.	C
5423	Suburban Bureau Court District 4 Operations	Case File: Law	R	21 yrs OR 2 yrs post disposition, film entire file	C
5425	Suburban Bureau Court District 4 Operations	Court Sheets: Law	NR	Destroy upon verification of film.	C
5427	Suburban Bureau Court District 4 Operations	Court Sheets: Probate	NR	Destroy upon verification of film.	C
5429	Suburban Bureau Court District 4 Operations	Case File: Traffic DUIs	R	PERM	C

**SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3**

5428	Suburban Bureau Court District 4 Operations	Case File: Traffic Minors	R	5 yrs, pull outstanding warrants	C
5431	Suburban Bureau Court District 4 Operations	Case File: Felony Criminal	R	PERM	C
5435	Suburban Bureau Court District 4 Operations	Logbook: Filings	NR	PERM	C
5433	Suburban Bureau Court District 4 Operations	Transmittal	NR	3 YRS	C
5434	Suburban Bureau Court District 4 Operations	Transmittals	NR	3 yrs	C
5377	Suburban Bureau Court District 5 Operations	Case File: Civil	R	21 yrs OR 2 yrs post disposition, film entire file	C
5375	Suburban Bureau Court District 5 Operations	Case File: Civil	R	PERM	C
5376	Suburban Bureau Court District 5 Operations	Case File: Orders of Protection (Civil)	R	5 yrs, destroy upon verification of film	C
5386	Suburban Bureau Court District 5 Operations	Court Sheets: Civil	NR	Destroy upon verification of film.	C
5381	Suburban Bureau Court District 5 Operations	Case File: Child Support (private)	R	PERM	C
5382	Suburban Bureau Court District 5 Operations	Case File: Child Support (state)	R	PERM	C
5380	Suburban Bureau Court District 5 Operations	Case File: Domestic Relations	R	PERM	C
5385	Suburban Bureau Court District 5 Operations	Court Sheets: Domestic Relations	NR	Destroy upon verification of film.	C
5383	Suburban Bureau Court District 5 Operations	Case File: Law	R	21 yrs OR 2 yrs post disposition, film entire file	C
5384	Suburban Bureau Court District 5 Operations	Court Sheets: Law	NR	Destroy upon verification of film.	C

**SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3**

5387	Suburban Bureau Court District 5 Operations	Court Sheets: Probate	NR	Destroy upon verification of film.	C
5389	Suburban Bureau Court District 5 Operations	Case File: Traffic DUIs	R	PERM	C
183	Suburban Bureau Court District 5 Operations	Case File: Traffic Minors	R	5 yrs, pull outstanding warrants	C
5390	Suburban Bureau Court District 5 Operations	Court Sheets: Traffic	NR	Destroy daily.	C
181	Suburban Bureau Court District 5 Operations	Case File: Felony Criminal	R	PERM	C
5391	Suburban Bureau Court District 5 Operations	Logbook: Filings	NR	PERM	C
4661	Suburban Bureau Court District 5 Operations	Transmittals	NR	3 yrs	C
5394	Suburban Bureau Court District 6 Operations	Case File: Civil	R	21 yrs OR 2 yrs post disposition, film entire file	C
5392	Suburban Bureau Court District 6 Operations	Case File: Civil	R	PERM	C
5395	Suburban Bureau Court District 6 Operations	Court Sheets: Civil	NR	Destroy upon verification of film.	C
5398	Suburban Bureau Court District 6 Operations	Case File: Child Support (private)	R	PERM	C
5399	Suburban Bureau Court District 6 Operations	Case File: Child Support (state)	R	PERM	C
5397	Suburban Bureau Court District 6 Operations	Case File: Domestic Relations	R	PERM	C
5393	Suburban Bureau Court District 6 Operations	Case File: Orders of Protection (Civil)	R	5 yrs, destroy upon verification of film	C
5400	Suburban Bureau Court District 6 Operations	Court Sheets: Domestic Relations	NR	Destroy upon verification of film.	C

**SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3**

5402	Suburban Bureau Court Operations	District 6	Case File: Law	R	21 yrs OR 2 yrs post disposition, film entire file	C
5403	Suburban Bureau Court Operations	District 6	Court Sheets: Law	NR	Destroy upon verification of film.	C
5404	Suburban Bureau Court Operations	District 6	Court Sheets: Probate	NR	Destroy upon verification of film.	C
5406	Suburban Bureau Court Operations	District 6	Case File: Traffic DUIs	R	PERM	C
5405	Suburban Bureau Court Operations	District 6	Case File: Traffic Minors	R	5 yrs, pull outstanding warrants	C
5407	Suburban Bureau Court Operations	District 6	Court Sheets: Traffic	NR	Destroy daily	C
5408	Suburban Bureau Court Operations	District 6	Case File: Felony Criminal	R	PERM	C
5411	Suburban Bureau Court Operations	District 6	Logbook: Filings	NR	PERM	C
240	Suburban Bureau Court Operations	District 6	Transmittal Form	NR	3 YRS	C
5410	Suburban Bureau Court Operations	District 6	Transmittals	NR	3 yrs	C
6496	Criminal Bureau	Criminal Division	Bail Bond (yellow audit copies)	NR	3 months	C
4642	Criminal Bureau	Criminal Division	Transcripts/ Report of Proceedings	R	PERM	C
6497	1st Municipal Bureau	Traffic	Case file: Major	R	10 yrs.	C
6498	1st Municipal Bureau	Traffic	Court Disposition Report to SOS	NR	US	C
6513	Suburban Bureau Court Operations	District 2	Case File: Traffic Majors	R	PERM	C
6514	Suburban Bureau Court Operations	District 3	Case File: Traffic Major	R	PERM	C
6515	Suburban Brueau Court Operations	District 4	Case File: Traffic Major	R	PERM	C

**SCHEDULE ONE - CASE FILES AND RELATED MATERIALS AND NON-RECORD MATERIALS
PART 1, EXHIBIT 3**

6516	Suburban Bureau Court Operations	District 5	Case File: Traffic Major	R	PERM	C
6517	Suburban Bureau Court Operations	District 6	Case File: Traffic Major	R	PERM	C
6518	Family Law Bureau	Child Support	Case File	R	PERM	C
6519	Family Law Bureau	Child Support	Case File	R	PERM	C
5629	Criminal Brueau	Criminal Department	C, D, I Bonds (Golden Rod - Original)	NR	10 years	C
6521	Criminal Bureau	Criminal Department	C, D, I Bonds (Pink Financial Audit Copy)	NR	10 years	C
509	Finance	Comptroller	Bank Statements	FR	5 years	C
517	Finance	Comptroller	Deposit	FR	5 years	C
525	Finance	Comptroller	Register Tapes	FR	5 years	C
530	Finance	Comptroller	Vouchers	FR	5 years	C
6236	Finance	Comptroller	General Accounting Records	FR	5 years	C
6237	Finance	Comptroller	Daily Folders	FR	5 years	C
6238	Finance	Comptroller	Cancelled/Returned/Outstanding/Imprest Checks of Clerk	FR	5 years	C
6545	Finance	Comptroller	Balance Sheets	FR	5 years	C
6546	Finance	Comptroller	Cash Receipts	FR	5 years	C
6547	Finance	Comptroller	Periodic Computer Report-To Prepare Journal Ledger	FR	5 years	C
6548	Finance	Comptroller	Cash Disbursement	FR	5 years	C
6549	Finance	Comptroller	Journal Entries	FR	5 years	C
6550	Finance	Comptroller	Refunds Substantiation	FR	5 years	C
6551	Finance	Comptroller	Transmittals (Financial) Sheets	FR	5 years	C

MANUAL ON RECORDKEEPING**Table of Contents****Part 2****INSTRUCTIONS RELATING TO STATISTICAL REPORTS**

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STATISTICAL RECORDS

The Clerk shall file reports containing information and statistical data with the AOIC on forms and according to instructions of the AOIC.

NOTE: the Statistical Services Unit prepares and files reports A-H and K. Cook County is EXEMPT from filing report I 'Age of Open Cases.' The Chief Financial Officer prepares Report J. The Clerk's Office will continue to group and report statistical information as prescribed in this Part and not as categorized in Part 1.

PART 2

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 calendar year, the Clerk 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

The Clerk shall prepare and file the various reports by the 15th of the 2nd 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.

Case Count

A case should be reported in the appropriate column each time the case changes from one status to another.

Definition of Terms

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

1. New Filed

A case shall be counted as "new filed" when it is assigned a case number during the period covered by the report. It occurs when any of the following documents is filed:

- Filing of initial pleading, complaint, indictment, information, or petition;
- Foreign judgment;
- Case transferred to your jurisdiction from another jurisdiction on change of venue or change of place of trial;
- 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. As of January 1, 2022, you will no longer report new filed cases in the following case categories: D, F, J, L, MC, and P.

2. Reinstated

A case shall be counted as "reinstated" when the case had been closed and 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;
- Entry of a court order vacating a dismissal order, final order.

3. Inactive/Reactivated Category

A case is "inactive" when any of the following occurs during the period of time covered by the report:

- Immediately upon acceptance into a pre-trial deferred prosecution, diversion, or problem-solving court program; (Criminal & Juvenile)
- Interlocutory Appeal

A case shall be counted as "reactivated" when the reason for being inactive has been resolved.

4. Closed

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

- 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 closed 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.

5. Open

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

Open cases for the last reporting period:

$$\begin{array}{rcl} + & \text{new filed cases for the current reporting period;} & \\ + & \text{reinstated cases for the current reporting period;} & \\ - & \text{closed cases for the current reporting period;} & \\ \hline = & \text{open cases for the current reporting period.}^* & \end{array}$$

*At the end of any reporting period, any case which cannot be accounted for in the other categories, may be reported for in the adjustment column. Any adjustment greater than 2% in any category must be accompanied with an explanation for any deviation.

NOTE: The count of respondents in civil cases is not included in this calculation.

PART 2

SECTION A

ADDITIONAL INSTRUCTIONS FOR REPORT A ACTIVITY OF ALL CIVIL CASES

1. Inactive

A case is “inactive” when, upon notice of a bankruptcy petition, the court enters an order placing the case in inactive status pending the resolution of a bankruptcy proceeding. A case shall be counted as “reactivated” when the reason for being inactive has been resolved.

2. Closed

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

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

A Civil Case is closed upon the filing of the last judgment resolving all issues for all parties;

The following orders closing cases 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.
- Judgment for or against Plaintiff/Defendant.

The following orders apply to specific case categories:

- **AR Arbitration (Mandatory Arbitration)**

Arbitrator's award entered as judgment

NOTE: When the arbitrator's award is rejected, an AR case may be closed on a regular court call and any of the dispositions found under LA and LM may be used to close the case.

- **CH Chancery (Cases in the Chancery Division, CH)**

- Judgment of foreclosure;
- 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;

- **ED Eminent Domain (Condemnation cases in the Law Division, LA)**

- Order vesting title;
- Order fixing compensation.

- **Foreclosure (Real Estate)**

- Judgment of foreclosure and sale and entry of order approving sheriff's sale of the property: upon approval of the report of distribution.

- **GC Governmental Corporation**

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

- **Guardianship**

- Order appointing permanent guardian.

- **LA, LM, Law over \$50,000 and Law Magistrate \$50,000 and under (Law Division Jury cases, Law Division Non-Jury cases, LA; and Civil Jury cases Districts 1-6, Civil Non-Jury cases Districts 1-6, M)**

- 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.
-
- **MH Mental Health (Mental Health cases in the County Division, COMH)**
 - 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;
 - Attachment petition: granted or denied;
 - Authorization for surety;
 - Canvass of election;
 - Change of name petition: granted or denied;
 - Judgment by confession;
 - Jury Verdict for or against plaintiff or defendant;
 - Mandamus: granted or denied;
 - Setting of election;
 - Statewide Grand Jury: upon order establishing county of venue for all counts.
-
- **PR Probate (Cases in the Probate Division, PR and Elder Law, EL and Miscellaneous Remedies, MR)**
 - Order revoking letters of office/discharging executor or administrator
 - Order disposing of the case
-
- **SC Small Claim (Small Claims cases in Districts 2-6, M)**
 - Judgment: for or against plaintiff or defendant;
 - Jury verdict: for or against plaintiff or defendant.
-
- **TX Tax (Tax cases in the County Division, COMS, COSA, COTD, COTO, COTR and the Law Division, L)**
 - Annual Tax Sale case (CCYY-TX-00000001) is closed upon the filing of the Petition for Annual Tax Sale by the County Treasurer
 - Abatement of taxes: granted or denied;

- Foreclosure of lien for special assessment: complaint granted or denied;
- Petition for Tax Deed: granted or denied;
- Petition for Sale in Error: granted or denied;
- Objection to the Annual Tax Sale case: granted or denied.
- 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: 2022 COUNTY: CIRCUIT:	REPORT A ACTIVITY OF ALL CIVIL CASES
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CATEGORY	CODE	BEGINNING OPEN*	NEW FILED	REINSTATED	CLOSED	ADJUSTMENT	ENDING OPEN	INACTIVE	REACTIVATED
ARBITRATION	AR	0	0	0	0	0	0	0	0
CHANCERY	CH	0	0	0	0	0	0	0	0
EMINENT DOMAIN	ED	0	0	0	0	0	0	0	0
EVICTION	EV	0	0	0	0	0	0	0	0
FORECLOSURE	FC	0	0	0	0	0	0	0	0
GOVERNMENT CORPORTATION	GC	0	0	0	0	0	0	0	0
GUARDIANSHIP	GR	0	0	0	0	0	0	0	0
LAW > \$50,000	L	0	0	0	0	0	0	0	0
LAW > \$50,000	LA	0	0	0	0	0	0	0	0
LAW < \$50,000	LM	0	0	0	0	0	0	0	0
MENTAL HEALTH	MH	0	0	0	0	0	0	0	0
MISCELLANEOUS REMEDY	MR	0	0	0	0	0	0	0	0
MUNICIPAL CORPORATION	MC	0	0	0	0	0	0	0	0
PROBATE	P	0	0	0	0	0	0	0	0
PROBATE	PR	0	0	0	0	0	0	0	0
SMALL CLAIM	SC	0	0	0	0	0	0	0	0
TAX	TX	0	0	0	0	0	0	0	0
TOTAL CIVIL		0	0	0	0	0	0	0	0

*NOTE: THE NUMBER OF BEGINNING OPEN CASES IS THE SAME NUMBER THAT YOU REPORTED AS YOUR ENDING OPEN CASES FROM THE PREVIOUS

PART 2

SECTION B

ADDITIONAL INSTRUCTIONS FOR REPORT B – ACTIVITY OF ALL CRIMINAL and QUASI-CRIMINAL CASES

1. 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.

NOTE: 725 ILCS 5/111-4 allows for two or more defendants to be charged in the same information, complaint, or indictment. Although authorized by statute, charging multiple defendants on a single document does not prevent the clerk from copying the pleadings and opening multiple sequential case files with one defendant per case. The clerk will include a copy of all pleadings in each case. This procedure enhances accurate recordkeeping, tracking of financial obligations, statistical reporting, protection of the individual defendant's rights, expungement processing, etc.

2. Reinstated

- 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 closed 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 dismissed or otherwise stricken with leave to reinstate.

3. Closed

A Criminal Case is closed upon the filing of the last judgment resolving all charges. When a sentence is imposed, the last judgment is the sentencing order.

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

A case is "closed" if one of the following occurs during the period of time covered by the report.

- When sentence is imposed after a finding of guilt on the last remaining defendant;
- When the verdict or finding is "not guilty," and the defendant is ordered discharged on that case;

- 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 permanently unfit for trial, to plead or to be sentenced 725 ILCS 5/104-23;
- Upon a finding of no probable cause and the entry of an order of dismissal in a preliminary hearing;
- When a case is sent to another jurisdiction on change of venue;
- When a case is transferred on excluded juvenile jurisdiction proceedings pursuant to 705 ILCS 405/5-130

Examples of dispositions which result in a case being closed, these are examples only and each disposition may not be valid for all case categories. This list is not intended to give every possible type of judgment or order that might close a case, but rather to illustrate the most common examples.

- **CF, Criminal Felony (CR), CM Criminal Misdemeanor (MC), criminal cases in the Domestic Violence Division (DV), criminal cases in the Elder Law (EL), and Miscellaneous Remedies (MR) Division**
 - Conditional Discharge;
 - 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 (725 ILCS 5/104-23).

4. Guilty Pleas Received by the Circuit Clerk Pursuant to Supreme Court rules 529, 530, & 531 (Table 2)

- "Total Pleas of Guilty to the Clerk" should include non-electronic and electronic pleas of guilty that resulted in either a guilty or a supervision disposition.
- "Total Pleas of Guilty to the Clerk with Request for Supervision" should include non-electronic and electronic pleas of guilty that resulted in a supervision disposition only.
- "Total Pleas of Electronic Guilty" should include electronic pleas of guilty that resulted in either a guilty or a supervision disposition.
- "Total Pleas of Electronic Guilty with Request for Supervision" should include electronic pleas of guilty that resulted in a supervision disposition only.
- "Total Pleas of Guilty to the Clerk" and "Total Pleas of Guilty to the Clerk with Request for Supervision" should only include may-appear charges.
- "Total Pleas of Electronic Guilty" and "Total Pleas of Electronic Guilty with Request for Supervision" should be limited to cases that have been satisfied via an on-line electronic payment.
- Report the plea and disposition at the time the cases is first closed.
- Report only one plea per case.
- Do not report any "reinstated" cases, second dispositions, or ex parte judgments.

5. Inactive/Reactivated Cases (Tables 1 & 3)

A Case is "inactive" when any of the following occurs during the period of time covered by the report:

- 60 days after warrant issued (Warrant);
- Case where defendant found unfit to stand trial by the court, but may be restored to fitness within a year;
- Immediately upon acceptance into a pre-trial deferred prosecution, diversion, or problem-solving court program (Specialty Court); or
- Interlocutory Appeal ;
- Failure to Appear; or
- Judgment Bond Forfeiture

A case shall be counted as "reactivated" when the reason for being inactive has been resolved.

At the end of any reporting period, the "Total Inactive" cases for each case category shall be calculated in the following manner:

Table 3 Calculations should be as follows:

+	cases where warrant issued exceeds 60 days for the current reporting period;
+	cases where defendant accepted to specialty court program for the current reporting period;
+	cases which are inactive for all other occurrences for the current reporting period;
<hr/>	
=	Total Inactive cases for the current reporting period.

NOTE: “Total Inactive” cases in Table 3 should match the “Inactive” cases listed in Table 1.

QUARTER: YEAR: 2022 COUNTY: CIRCUIT:	REPORT B ACTIVITY OF ALL CRIMINAL AND QUASI-CRIMINAL CASES
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TABLE 1											
CATEGORY	CODE	BEGINNING OPEN*	NEW FILED	NO. OF DEFENDANTS NEW FILED	NO. OF COUNTS	REINSTATED	CLOSED	ADJUSTMENT	ENDING OPEN	INACTIVE	REACTIVATED
CRIMINAL FELONY	CF	0	0	0	0	0	0	0	0	0	0
CRIMINAL MISDEMEANOR	CM	0	0	0	0	0	0	0	0	0	0
CONSERVATION VIOLATION	CV	0	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	DV	0	0	0	0	0	0	0	0	0	0
DRIVING UNDER THE INFLUENCE	DT	0	0	0	0	0	0	0	0	0	0
MAJOR TRAFFIC	MT	0	0	0	0	0	0	0	0	0	0
MINOR TRAFFIC	TR	0	0	0	0	0	0	0	0	0	0
ORDINANCE VIOLATION	OV	0	0	0	0	0	0	0	0	0	0
QUASI-CRIMINAL	QC	0	0	0	0	0	0	0	0	0	0
TOTAL CRIMINAL		0	0	0	0	0	0	0	0	0	0

*NOTE: THE NUMBER OF BEGINNING OPEN CASES IS THE SAME NUMBER THAT YOU REPORTED AS YOUR ENDING OPEN CASES FROM THE PREVIOUS QUARTER.

TABLE 2: GUILTY PLEAS RECEIVED BY THE CIRCUIT CLERK PURSUANT TO SUPREME COURT RULES 529, 530 & 531					
CATEGORY	CODE	TOTAL PLEAS OF GUILTY TO THE CLERK	TOTAL PLEAS TO THE CLERK WITH REQUEST FOR SUPERVISION	TOTAL PLEAS OF ELECTRONIC GUILTY	TOTAL PLEAS OF ELECTRONIC GUILTY WITH REQUEST FOR SUPERVISION
CONSERVATION VIOLATION (Rule 530)	CV	0	0	0	0
MINOR TRAFFIC VIOLATION (Rules 529 or 531)	TR	0	0	0	0
TOTALS		0	0	0	0

TABLE 3: REASONS FOR INACTIVE CASES					
CATEGORY	CODE	TOTAL INACTIVE*	WARRANT	SPECIALTY COURT	OTHER
CRIMINAL FELONY	CF	0	0	0	0
CRIMINAL MISDEMEANOR	CM	0	0	0	0
CONSERVATION VIOLATION	CV	0	0	0	0
DOMESTIC VIOLENCE	DV	0	0	0	0
DRIVING UNDER THE INFLUENCE	DT	0	0	0	0
MAJOR TRAFFIC	MT	0	0	0	0
MINOR TRAFFIC	TR	0	0	0	0
ORDINANCE VIOLATION	OV	0	0	0	0
QUASI-CRIMINAL	QC	0	0	0	0
TOTAL INACTIVE CASES		0	0	0	0

NOTE: THE TOTAL INACTIVE IN TABLE 3 SHOULD MATCH THE INACTIVE CASES LISTED IN TABLE 1

PART 2

SECTION C

ADDITIONAL INSTRUCTIONS FOR REPORT C ACTIVITY OF ALL FAMILY & JUVENILE CASES

1. Family Category Closed

A case in the Family category is “closed” upon the filing of the last judgment resolving all issues for all parties.

The following orders close cases in the family case category:

- Change of Venue
- Complaint Stricken
- Consent Decree
- Consolidation Order
- Default judgment
- Directed finding
- Dismissal
- Petition for adoption: granted or denied (AD Cases only)
- Dissolution of Marriage (DC or DN Cases only)
 - Dissolution of civil union: granted or denied
 - Dissolution of marriage: granted or denied
 - Invalidity of marriage: granted or denied
 - Separate maintenance: granted or denied
- Family (FA Cases)
 - Confidential intermediary: order appointing or denying (relating to Adoption case records);
 - Foreign support order filed;
 - Marriage license order: granted or denied (adult);
 - 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.

2. Juvenile Closed

A Juvenile Abuse and Neglect (JA) case is "closed" upon the filing of the judgment that terminates the jurisdiction of the juvenile court over the minor, or if the case is not otherwise closed, when the minor attains age as specified in the Juvenile Court Act of 1987 (705 ILCS 405/Article 2).

A Juvenile Delinquency (JD) case is “closed” upon the dismissal, upon imposition of the sentence, or if the case is not otherwise closed, when the minor attains ages as specified in the Juvenile Court Act of 1987) 705 ILCS 405/Articles 4 and 5).

A Juvenile (JV) case is “closed” upon the adjudication dismissing the minor, upon imposition of the sentence, or if the case is not otherwise closed, when the minor attains age as specified in the Juvenile Court Act of 1987 (705 ILCS 405/Article 3).

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;
- Order to try juvenile as adult;
- Closed by minor attaining age 19;
- Closed by minor attaining age 21;
- Nolle Prosequi;
- Termination of wardship;
 - Petition for Judicial Waiver of Notice Under the Parental Notice of Abortion Act: granted or denied;
- Marriage license order: granted or denied (minor).

3. Number of Defendants New Filed (Table 2)

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. 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.

4. Inactive Cases (Table 2)/Reactivated Category

A Case is “inactive” when any of the following occurs during the period of time covered by the report:

- 60 days after warrant issued (Warrant);
- Case where defendant found unfit to stand trial by the court, but may be restored to fitness within a year;
- Immediately upon acceptance into a pre-trial deferred prosecution, diversion, or problem-solving court program (Specialty Court); or
- Interlocutory Appeal; or
- Failure to Appear; or
- Judgment Bond Forfeiture.

A case shall be counted as “reactivated” when the reason for being inactive has been resolved.

QUARTER: YEAR: 2022 COUNTY: CIRCUIT:	REPORT C ACTIVITY OF ALL FAMILY & JUVENILE CASES
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Table 1							
CATEGORY	CODE	BEGINNING OPEN*	NEW FILED	REINSTATED	CLOSED	ADJUSTMENT	ENDING OPEN
ADOPTION	AD	0	0	0	0	0	0
DISSOLUTION OF MARRIAGE	D	0	0	0	0	0	0
DISSOLUTION WITH CHILDREN	DC	0	0	0	0	0	0
DISSOLUTION WITHOUT CHILDREN	DN	0	0	0	0	0	0
FAMILY	F	0	0	0	0	0	0
FAMILY	FA	0	0	0	0	0	0
TOTAL FAMILY		0	0	0	0	0	0

Table 2										
CATEGORY	CODE	BEGINNING OPEN*	NEW FILED	NO. OF DEFENDANTS NEW FILED	REINSTATED	CLOSED	ADJUSTMENT	ENDING OPEN	INACTIVE	REACTIVATED
JUVENILE	J	0	0	0	0	0	0	0	0	0
JUVENILE	JV	0	0	0	0	0	0	0	0	0
JUVENILE ABUSE & NEGLECT	JA	0	0	0	0	0	0	0	0	0
JUVENILE DELINQUENT	JD	0	0	0	0	0	0	0	0	0
TOTAL JUVENILE		0	0	0	0	0	0	0	0	0

*NOTE: THE NUMBER OF BEGINNING OPEN CASES IS THE SAME NUMBER THAT YOU REPORTED AS YOUR ENDING OPEN CASES FROM THE PREVIOUS QUARTER.

PART 2**SECTION D****ADDITIONAL INSTRUCTIONS FOR REPORT D
ACTIVITY OF ALL OTHER CASES****Closed**

A case is "closed" if one of the following occurs during the period of time covered by the report:

- When an interstate or intrastate probationer transfer (MX case) is filed, it is closed for statistical purposes at the time of filing.
- Order of Protection (OP) cases: case is closed upon the first order approving or denying the first petition filed.
- For civil law (CL) violations, admission, default judgment, court judgment, dismissal, no finding of violation;
- Contempt of Court (CC) cases: Finding of Contempt or Finding of No Contempt;
- Miscellaneous Criminal (MX) cases:
 - Change of Venue;
 - Complaint stricken;
 - Consent decree;
 - Consolidation order;
 - Default judgment;
 - Directed verdict;
 - Dismissal: (including but not limited to)
 - 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.
 - Administrative Subpoena: returned, not executed
 - Search Warrant
 - Return, search warrant not executed
 - Return, search warrant executed with inventory
 - Order providing custody of articles of material seized
 - Statewide Grand Jury order establishing county of venue for all charges outside county where true bill was returned;
 - 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.

QUARTER: YEAR: 2022 COUNTY: CIRCUIT:	REPORT D ACTIVITY OF ALL OTHER CASES
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CATEGORY	CODE	BEGINNING OPEN*	NEW FILED	REINSTATED	CLOSED	ADJUSTMENT	ENDING OPEN	INACTIVE	REACTIVATED
CIVIL LAW VIOLATION	CL	0	0	0	0	0	0	0	0
CONTEMPT OF COURT	CC	0	0	0	0	0	0	0	0
MISCELLANEOUS CRIMINAL	MX	0	0	0	0	0	0	0	0
ORDERS OF PROTECTION	OP	0	0	0	0	0	0	0	0
TOTAL OTHER		0	0	0	0	0	0	0	0

*NOTE: THE NUMBER OF BEGINNING OPEN CASES IS THE SAME NUMBER THAT YOU REPORTED AS YOUR ENDING OPEN CASES FROM THE PREVIOUS QUARTER.

PART 2

SECTION E

ADDITIONAL INSTRUCTIONS FOR REPORT E – TIME LAPSE OF ALL CASES CLOSED BY JURY OR BENCH TRIAL

1. Case Number

The case category assigned in accordance with the instructions in Part 1, Section B of this manual, except for Criminal Division felony cases, Municipal Department felony – information and Municipal Department civil cases. The case category for Criminal Division felony cases and Municipal Department felony – information will be re-identified as CF. The case category for Municipal Department civil cases will be re-identified as LM.

2. 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.

3. Date – Jury Trial

The "date closed" shall be reported as the date a case was closed as a result of a jury trial when it occurs during the period of time covered by the report:

NOTE: Do not include hung juries in this report.

4. Date Closed– Bench Trial

The date closed shall be reported as the date a case was closed as a result of a bench trial when it occurs during the period of time covered by the report:

NOTE: When counting bench trials, include bench trials for dissolution cases (DC/DN).

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

PART 2

SECTION F – Left Blank

SECTION G – Left Blank

PART 2**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. Do not report extensions to an order previously entered.

- The Civil No Contact Order Act (740 ILCS 22/) "Civil no contact order" means an emergency order or plenary order granted under this Act, which includes a remedy authorized by Section 213 of this Act.
 - Emergency = Ex Parte and Emergency Orders (430 ILCS 67/35)
 - Plenary = Six-month Orders or for those extended for a greater length of time by mutual agreement of the parties. (430 ILCS 67/40)
- Firearms Restraining Orders (430 ILCS 67/) "Firearms restraining order" means an order issued by the court, prohibiting and enjoining a named person from having in his or her custody or control, purchasing, possessing, or receiving any firearms.
 - Emergency = Ex Parte and Emergency Orders (430 ILCS 67/35)
 - Plenary = Six-month Orders or for those extended for a greater length of time by mutual agreement of the parties. (430 ILCS 67/40)
- Illinois Domestic Violence Act of 1986 (750 ILCS 60/101) "Order of protection" means an emergency order, interim order or plenary order, granted pursuant to this Act, which includes any or all of the remedies authorized by Section 214 of this Act.
- The Stalking No Contact Order Act (740 ILCS 21/) "Stalking no contact order" means an emergency order or plenary order granted under this Act, which includes a remedy authorized by Section 80 of this Act.
 - Emergency = Ex Parte and Emergency Orders (430 ILCS 67/35)
 - Plenary = Six-month Orders or for those extended for a greater length of time by mutual agreement of the parties. (430 ILCS 67/40)

QUARTER: YEAR: 2022 COUNTY: CIRCUIT:	REPORT H ORDERS OF PROTECTION ISSUED OR GRANTED
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CATEGORY	EMERGENCY	INTERIM	PLENARY	TOTALS
Civil No Contact	0		0	0
Firearms Restraining Order	0		0	0
Orders of Protections	0	0	0	0
Stalking No Contact	0		0	0
TOTAL	0	0	0	0

PART 2

SECTION I

**ADDITIONAL INSTRUCTIONS FOR REPORT I – AGE OF OPEN
CASES**

Cook County is exempt from filing Report I – Age of Open Cases.

QUARTER: YEAR: 2022 COUNTY: CIRCUIT:	REPORT I AGE OF OPEN CASES
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CATEGORY	CODE	YEAR FILED						TOTAL
		2022	2021	2020	2019	2018	PRIOR TO 2018	
ARBITRATION	AR	0	0	0	0	0	0	0
CHANCERY	CH	0	0	0	0	0	0	0
EMINENT DOMAIN	ED	0	0	0	0	0	0	0
EVICITION	EV	0	0	0	0	0	0	0
FORECLOSURE	FC	0	0	0	0	0	0	0
GOVERNMENT CORPORTATION	GC	0	0	0	0	0	0	0
GUARDIANSHIP	GR	0	0	0	0	0	0	0
LAW > \$50,000	L	0	0	0	0	0	0	0
LAW > \$50,000	LA	0	0	0	0	0	0	0
LAW < \$50,000	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
PROBATE	P	0	0	0	0	0	0	0
PROBATE	PR	0	0	0	0	0	0	0
SMALL CLAIM	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

CATEGORY	CODE	YEAR FILED						TOTAL
		2022	2021	2020	2019	2018	PRIOR TO 2018	
CRIMINAL FELONY	CF	0	0	0	0	0	0	0
CRIMINAL MISDEMEANOR	CM	0	0	0	0	0	0	0
CONSERVATION VIOLATION	CV	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	DV	0	0	0	0	0	0	0
DRIVING UNDER THE INFLUENCE	DT	0	0	0	0	0	0	0
MAJOR TRAFFIC	MT	0	0	0	0	0	0	0
MINOR TRAFFIC	TR	0	0	0	0	0	0	0
ORDINANCE VIOLATION	OV	0	0	0	0	0	0	0
QUASI-CRIMINAL	QC	0	0	0	0	0	0	0
TOTAL CRIMINAL		0	0	0	0	0	0	0

CATEGORY	CODE	YEAR FILED						TOTAL
		2022	2021	2020	2019	2018	PRIOR TO 2018	
ADOPTION	AD	0	0	0	0	0	0	0
DISSOLUTION OF MARRIAGE	D	0	0	0	0	0	0	0
DISSOLUTION WITH CHILDREN	DC	0	0	0	0	0	0	0
DISSOLUTION WITHOUT CHILDREN	DN	0	0	0	0	0	0	0
FAMILY	F	0	0	0	0	0	0	0
FAMILY	FA	0	0	0	0	0	0	0
TOTAL FAMILY		0	0	0	0	0	0	0

CATEGORY	CODE	YEAR FILED						TOTAL
		2022	2021	2020	2019	2018	PRIOR TO 2018	
JUVENILE	J	0	0	0	0	0	0	0
JUVENILE	JV	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

CATEGORY	CODE	YEAR FILED						TOTAL
		2022	2021	2020	2019	2018	PRIOR TO 2018	
CIVIL LAW VIOLATION	CL	0	0	0	0	0	0	0
CONTEMPT OF COURT	CC	0	0	0	0	0	0	0
MISCELLANEOUS CRIMINAL	MX	0	0	0	0	0	0	0
ORDERS OF PROTECTION	OP	0	0	0	0	0	0	0
TOTAL OTHER		0	0	0	0	0	0	0

THIS FORM IS TO BE USED 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 2

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. Part I: Revenue of the Clerk's Office;
- b. Part II: Cost of operating the Clerk's Office;
- c. Part III: 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 Clerks of Courts Act (705 ILCS 105/27.1b), 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 the Clerk 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 the 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.

**REPORT J
ANNUAL FINANCIAL REPORT**

CLERK OF THE CIRCUIT COURT

COUNTY

JUDICIAL CIRCUIT

FISCAL YEAR ENDING 2022

PART I - REVENUE OF CLERK'S OFFICE

A. CLERK'S FEES AND COSTS RECEIVED

SECTION A TOTAL

\$0.00

(Include the various fees in the Clerks of Courts Act (705 ILCS 105/1 et seq.). 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.)

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	\$0.00
(2) DHFS IV-D CONTRACTUAL AND INCENTIVE	\$0.00
(3) OTHER	\$0.00

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 SALARY (DO NOT INCLUDE STIPENDS)		\$0.00	
(2) DEPUTY AND ALL OTHER CLERK'S OFFICE PERSONNEL SALARIES			
(a) DEPUTY AND ALL OTHER CLERK'S OFFICE PERSONNEL PAID BY THE COUNTY		\$0.00	
(b) DEPUTY AND ALL OTHER CLERK'S OFFICE PERSONNEL PAID FROM AUTOMATION FUND		\$0.00	
(c) DEPUTY AND ALL OTHER CLERK'S OFFICE PERSONNEL PAID FROM MAINTENANCE AND CHILD SUPPORT FUND		\$0.00	
(d) DEPUTY AND ALL OTHER CLERK'S OFFICE PERSONNEL PAID FROM COURT DOCUMENT STORAGE		\$0.00	
(e) DEPUTY AND ALL OTHER CLERK'S OFFICE PERSONNEL PAID FROM CLERK OPERATION AND ADMINISTRATIVE FUND		\$0.00	
(3) NUMBER OF FULL-TIME STAFF POSITIONS (NOT INCLUDING CIRCUIT CLERK):	0		
NUMBER OF PART-TIME STAFF POSITIONS:	0		
DO NOT INCLUDE CONTRACTUAL PERSONNEL			
SECTION A (1,2) TOTAL			\$0.00
B. AUTOMATION EXPENSES			
(INCLUDE ALL HARDWARE, SOFTWARE, MAINTENANCE, TRAINING, AND OTHER EXPENSES RELATED TO AUTOMATION) (DO NOT INCLUDE ANY SALARIES)			
(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 EQUIPMENT AND AUTOMATION EXPENSES DEDICATED EXCLUSIVELY TO MAINTENANCE AND CHILD SUPPORT.) (DO NOT INCLUDE ANY SALARIES)			
(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 EQUIPMENT AND AUTOMATION EXPENSES DEDICATED EXCLUSIVELY TO DOCUMENT STORAGE.) (DO NOT INCLUDE ANY SALARIES)			
(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
(DO NOT INCLUDE ANY SALARIES)			
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, CONTRACTUAL PERSONNEL, 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

PART III - DISTRIBUTION OF FUNDS HELD IN TRUST OR AGENCY CAPACITY AND OF COLLECTIONS MADE FOR OTHERS**A. MAINTENANCE AND CHILD SUPPORT**

1) CLERK'S OFFICE (Include payments deposited and disbursed and personal checks endorsed without recourse and forwarded to obligee or public office.)	\$0.00
2) STATE DISBURSEMENT UNIT (Insert the total amount reported by the State Disbursement Unit)	\$0.00

SECTION A TOTAL \$0.00
[THIS AMOUNT FORWARDED TO PAGE 7](#)

B. FINES, PENALTIES, ASSESSMENTS, CHARGES AND FORFEITURES**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	\$0.00

(THE TOTAL OF ABOVE THREE AMOUNTS SHOULD BE TOTAL OF AMOUNT ATTACHMENT B)

[CLICK HERE TO GO TO ATTACHMENT B](#)
SUBTOTAL SECTION B (1,1.1,2)**\$0.00****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. (INCLUDES PERCENTAGE DISBURSEMENT TO COUNTY GENERAL CORPORATE FUND)	\$0.00
SUBTOTAL 3-a,b,c,d,e,f,g	\$0.00

[CLICK HERE TO GO TO ATTACHMENT C](#)
SUBTOTAL SECTION B (1,1.1,2,3)**\$0.00**[THIS AMOUNT FORWARDED TO THE TOP OF PAGE 5](#)

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. 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
45. LUMP SUM SURCHARGE*	\$0.00

SUBTOTAL 4 (1-45) \$ 0.00

[THIS AMOUNT FORWARDED TO PAGE 5](#)

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

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
	AMOUNT FORWARDED FROM THE BOTTOM OF PAGE 3	

4) STATE (Funds 46-999)	SUBTOTAL 4 (1-45)	\$0.00
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46. MENTAL HEALTH REPORTING FUND	\$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. PERFORMANCE-ENHANCING SUBSTANCE TESTING	\$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. TRUCKING ENVIRONMENTAL & EDUCATION FUND	\$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
86. STATE POLICE LAW ENFORCEMENT ADMINISTRATIVE FUND	\$0.00
87. COMMERCE COMMISSION PUBLIC UTILITY FUND	\$0.00
88. SCOTT'S LAW FUND (effective 1/1/2020)	\$0.00
89. LAW ENFORCEMENT CAMERA GRANT FUND	\$0.00
999.OTHER - PROVIDE A LINE ITEM BREAKDOWN ON ATTACHMENT D.	\$0.00
<div>CLICK HERE TO GO TO ATTACHMENT D</div>	
SUBTOTAL 4 (46-999) \$0.00	
SUBTOTAL 4 (1-999) \$0.00	
SUBTOTAL SECTION B (1,1.1,2,3,4) TOTAL \$ 0.00	
THIS AMOUNT FORWARDED TO PAGE 7	

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)

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		
a. TOTAL PAID TO COUNTY FOR ROOM AND BOARD	\$0.00	
b. TOTAL PAID TO OTHER INDIVIDUALS AND AGENCIES	\$0.00	
	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 (No longer applicable per Public Act 100-22, effective 1/1/2018)		\$0.00
5. ABANDONED (UNCLAIMED) PROPERTY TO STATE		\$0.00
6. DEPOSITS WITH CLERK DISBURSED DURING THE YEAR:		
a. FROM JUDICIAL SALES	\$0.00	
b. FROM ALL OTHER CASE CATEGORIES	\$0.00	
	SUBTOTAL (6-a,b)	\$0.00
7. REIMBURSEMENTS/CONTRIBUTIONS TO A "LOCAL ANTI-CRIME PROGRAM"		\$0.00
8. REFUND AND RETURNS		
a. BAIL	\$0.00	
b. OTHER	\$0.00	
	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 COUNTY, COLLECTION FEES OR OTHER VENDOR CONVENIENCE FEES, ETC.)		\$0.00

[CLICK HERE TO GO TO ATTACHMENT F](#)**SECTION D TOTAL****\$0.00**[THIS AMOUNT FORWARDED TO SECTION D BELOW](#)

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 THE MONTH YOUR FISCAL YEAR ENDS

MONTH:

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

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**

[illegible]

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 see examples of items that may or may not appear on Attachment C](#)

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 closed 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 closed 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).

1. New Filed Cases

A case shall be counted as "filed" as provided in the Additional Instructions for Reports A and C.

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 Reports A and C.

2. 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.

3. Closed Cases

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

NOTE: The number of "closed" cases in each category on this report must equal the number of "closed" cases reported for the same category on Reports A and C.

4. 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.

5. At Least One SRL

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

6. At Least One Plaintiff SRL and One Defendant SRL

Report the number of closed 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.

7. At Least One Plaintiff SRL

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

8. At Least One Defendant SRL

Report the number of closed 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.

9. Number of Limited Scope Appearances

Report the total number of Limited Scope Appearances filed by attorneys in closed 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. An example can be found on the [ISBA.org](https://www.cookcountyclerkofcourt.org/Forms/pdf_files/CCG0036.pdf) website: https://www.cookcountyclerkofcourt.org/Forms/pdf_files/CCG0036.pdf

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. intervener)
- Never participated in the case (e.g. non-appearing defendant, deceased litigant)
- Corporations
- Unnamed minor

QUARTER: YEAR: 2022 COUNTY: CIRCUIT:	REPORT K SELF REPRESENTED LITIGANTS (SRLs)
---	---

CATEGORY	CODE	NEW FILED CASES*	NEW FILED CASES SRL PLAINTIFF	CLOSED*	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
ARBITRATION	AR	0	0	0	0	0	0	0	0	0
CHANCERY	CH	0	0	0	0	0	0	0	0	0
EMINENT DOMAIN	ED	0	0	0	0	0	0	0	0	0
EVICITION	EV	0	0	0	0	0	0	0	0	0
FORECLOSURE	FC	0	0	0	0	0	0	0	0	0
GOVERNMENT CORPORATION	GC	0	0	0	0	0	0	0	0	0
GUARDIANSHIP	GR	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	LA	0	0	0	0	0	0	0	0	0
LAW < \$50,000	LM	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
MUNICIPAL CORPORATION	MC	0	0	0	0	0	0	0	0	0
PROBATE	P	0	0	0	0	0	0	0	0	0
PROBATE	PR	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
TOTAL CIVIL		0	0	0	0	0	0	0	0	0

CATEGORY	CODE	NEW FILED CASES*	NEW FILED CASES SRL PLAINTIFF	CLOSED*	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
DISSOLUTION OF MARRIAGE	D	0	0	0	0	0	0	0	0	0
DISSOLUTION WITH CHILDREN	DC	0	0	0	0	0	0	0	0	0
DISSOLUTION WITHOUT CHILDREN	DN	0	0	0	0	0	0	0	0	0
FAMILY	F	0	0	0	0	0	0	0	0	0
FAMILY	FA	0	0	0	0	0	0	0	0	0
TOTAL FAMILY		0	0	0	0	0	0	0	0	0

CATEGORY	CODE	NEW FILED CASES*	NEW FILED CASES SRL PLAINTIFF	CLOSED*	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
ORDERS OF PROTECTION	OP	0	0	0	0	0	0	0	0	0
TOTAL OTHER		0	0	0	0	0	0	0	0	0

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

PART 2

SECTION L

ADDITIONAL INSTRUCTIONS FOR REPORT L POST JUDGMENT ACTIVITY

Record the number of court events held in a closed case in each case category. A court event is defined as any hearing held by the court where one or more parties are present.

A court event shall be counted as follows:

- The number of cases in which a court event was held during the reporting period
- The number of times a court event was held during the reporting period

NOTE: A case may be counted more than once in the reporting period.

QUARTER: YEAR: 2022 COUNTY: CIRCUIT:	REPORT L POST JUDGEMENT ACTIVITY
---	---

CIVIL CASES		
CATEGORY	CODE	# OF COURT EVENTS
ARBITRATION	AR	0
CHANCERY	CH	0
EMINENT DOMAIN	ED	0
EVICITION	EV	0
FORECLOSURE	FC	0
GOVERNMENT CORPORTATION	GC	0
GUARDIANSHIP	GR	0
LAW > \$50,000	L	0
LAW > \$50,000	LA	0
LAW < \$50,000	LM	0
MENTAL HEALTH	MH	0
MISCELLANEOUS REMEDY	MR	0
MUNICIPAL CORPORATION	MC	0
PROBATE	P	0
PROBATE	PR	0
SMALL CLAIM	SC	0
TAX	TX	0
TOTAL		0

CRIMINAL AND QUASI-CRIMINAL CASES		
CATEGORY	CODE	# OF COURT EVENTS
CRIMINAL FELONY	CF	0
CRIMINAL MISDEMEANOR	CM	0
CONSERVATION VIOLATION	CV	0
DOMESTIC VIOLENCE	DV	0
DRIVING UNDER THE INFLUENCE	DT	0
MAJOR TRAFFIC	MT	0
MINOR TRAFFIC	TR	0
ORDINANCE VIOLATION	OV	0
QUASI-CRIMINAL	QC	0
TOTAL		0

FAMILY AND JUVENILE CASES		
CATEGORY	CODE	# OF COURT EVENTS
ADOPTION	AD	0
DISSOLUTION OF MARRIAGE	D	0
DISSOLUTION WITH CHILDREN	DC	0
DISSOLUTION WITHOUT CHILDREN	DN	0
FAMILY	F	0
FAMILY	FA	0
JUVENILE	J	0
JUVENILE	JV	0
JUVENILE ABUSE & NEGLECT	JA	0
JUVENILE DELINQUENT	JD	0
TOTAL		0

ALL OTHER CASES		
CATEGORY	CODE	# OF COURT EVENTS
CIVIL LAW VIOLATION	CL	0
CONTEMPT OF COURT	CC	0
MISCELLANEOUS CRIMINAL	MX	0
ORDERS OF PROTECTION	OP	0
TOTAL		0

PART 2

SECTION M

ADDITIONAL INSTRUCTIONS FOR REPORT M - TIME TO CASE CLOSED STATUS (include time spent on inactive status)

For cases filed on or after January 1, 2022, record the number of cases closed in each case category reported in Reports A, B, C or D as appropriate in the # Closed column during the reporting period.

For each case closed, report the amount of time in months from the date of filing to date closed in the appropriate column, including any time a case was on inactive status.

The totals recorded in each category for months to date closed should equal the #Closed column.

QUARTER:	REPORT M
YEAR: 2022	TIME TO CASE CLOSED STATUS (include time spent on inactive status)
COUNTY:	
CIRCUIT:	

CIVIL CASES			0-3	4-6	7-9	10-12	13-15	16-18	19-21	22-24	25-27	28-30	31-33	34-36	37-48	49+
CATEGORY	CODE	# CLOSED	months	months	months	months	months	months	months	months	months	months	months	months	months	months
ARBITRATION	AR	0														
CHANCERY	CH	0														
EMINENT DOMAIN	ED	0														
EVICTON	EV	0														
FORECLOSURE	FC	0														
GOVERNMENT CORPORTATION	GC	0														
GUARDIANSHIP	GR	0														
LAW > \$50,000	LA	0														
LAW < \$50,000	LM	0														
MENTAL HEALTH	MH	0														
MISCELLANEOUS REMEDY	MR	0														
PROBATE	PR	0														
SMALL CLAIM	SC	0														
TAX	TX	0														
TOTAL			0	0	0	0	0	0	0	0	0	0	0	0	0	0

CRIMINAL AND QUASI-CRIMINAL CASES			0-3	4-6	7-9	10-12	13-15	16-18	19-21	22-24	25-27	28-30	31-33	34-36	37-48	49+
CATEGORY	CODE	# CLOSED	months	months	months	months	months	months	months	months	months	months	months	months	months	months
CRIMINAL FELONY	CF	0														
CRIMINAL MISDEMEANOR	CM	0														
CONSERVATION VIOLATION	CV	0														
DOMESTIC VIOLENCE	DV	0														
DRIVING UNDER THE INFLUENCE	DT	0														
MAJOR TRAFFIC	MT	0														
MINOR TRAFFIC	TR	0														
ORDINANCE VIOLATION	OV	0														
QUASI-CRIMINAL	QC	0														
TOTAL			0	0	0	0	0	0	0	0	0	0	0	0	0	0

FAMILY AND JUVENILE CASES			0-3	4-6	7-9	10-12	13-15	16-18	19-21	22-24	25-27	28-30	31-33	34-36	37-48	49+
CATEGORY	CODE	# CLOSED	months	months	months	months	months	months	months	months	months	months	months	months	months	months
ADOPTION	AD	0														
DISSOLUTION WITH CHILDREN	DC	0														
DISSOLUTION WITHOUT CHILDREN	DN	0														
FAMILY	FA	0														
JUVENILE	JV	0														
JUVENILE ABUSE & NEGLECT	JA	0														
JUVENILE DELINQUENT	JD	0														
TOTAL			0	0	0	0	0	0	0	0	0	0	0	0	0	0

ALL OTHER CASES			0-3	4-6	7-9	10-12	13-15	16-18	19-21	22-24	25-27	28-30	31-33	34-36	37-48	49+
CATEGORY	CODE	# CLOSED	months	months	months	months	months	months	months	months	months	months	months	months	months	months
CIVIL LAW VIOLATION	CL	0														
CONTEMPT OF COURT	CC	0														
MISCELLANEOUS CRIMINAL	MX	0														
ORDERS OF PROTECTION	OP	0														
TOTAL			0	0	0	0	0	0	0	0	0	0	0	0	0	0

PART 2

SECTION N

ADDITIONAL INSTRUCTIONS FOR REPORT N - TIME TO CASE CLOSED STATUS (excluding time spent on inactive status)

For cases filed on or after January 1, 2022, record the number of cases closed in each case category reported in Reports A, B, C or D as appropriate in the # Closed column.

For each case closed, report the amount of time in months from the date of filing to date closed in the appropriate column, subtracting any time a case was on inactive status.

The totals recorded in each category for months to date closed should equal the # Closed column.

QUARTER: YEAR: 2022 COUNTY: CIRCUIT:	REPORT N TIME TO CASE CLOSED STATUS (excluding time spent on inactive status)
---	--

CIVIL CASES																
CATEGORY	CODE	# CLOSED	0-3 months	4-6 months	7-9 months	10-12 months	13-15 months	16-18 months	19-21 months	22-24 months	25-27 months	28-30 months	31-33 months	34-36 months	37-48 months	49+ months
ARBITRATION	AR	0														
CHANCERY	CH	0														
EMINENT DOMAIN	ED	0														
EVICION	EV	0														
FORECLOSURE	FC	0														
GOVERNMENT CORPORTATION	GC	0														
GUARDIANSHIP	GR	0														
LAW > \$50,000	LA	0														
LAW < \$50,000	LM	0														
MENTAL HEALTH	MH	0														
MISCELLANEOUS REMEDY	MR	0														
PROBATE	PR	0														
SMALL CLAIM	SC	0														
TAX	TX	0														
TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

CRIMINAL AND QUASI-CRIMINAL CASES																
CATEGORY	CODE	# CLOSED	0-3 months	4-6 months	7-9 months	10-12 months	13-15 months	16-18 months	19-21 months	22-24 months	25-27 months	28-30 months	31-33 months	34-36 months	37-48 months	49+ months
CRIMINAL FELONY	CF	0														
CRIMINAL MISDEMEANOR	CM	0														
CONSERVATION VIOLATION	CV	0														
DOMESTIC VIOLENCE	DV	0														
DRIVING UNDER THE INFLUENCE	DT	0														
MAJOR TRAFFIC	MT	0														
MINOR TRAFFIC	TR	0														
ORDINANCE VIOLATION	OV	0														
QUASI-CRIMINAL	QC	0														
TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

FAMILY AND JUVENILE CASES																
CATEGORY	CODE	# CLOSED	0-3 months	4-6 months	7-9 months	10-12 months	13-15 months	16-18 months	19-21 months	22-24 months	25-27 months	28-30 months	31-33 months	34-36 months	37-48 months	49+ months
ADOPTION	AD	0														
DISSOLUTION WITH CHILDREN	DC	0														
DISSOLUTION WITHOUT CHILDREN	DN	0														
FAMILY	FA	0														
JUVENILE	JV	0														
JUVENILE ABUSE & NEGLECT	JA	0														
JUVENILE DELINQUENT	JD	0														
TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ALL OTHER CASES																
CATEGORY	CODE	# CLOSED	0-3 months	4-6 months	7-9 months	10-12 months	13-15 months	16-18 months	19-21 months	22-24 months	25-27 months	28-30 months	31-33 months	34-36 months	37-48 months	49+ months
CIVIL LAW VIOLATION	CL	0														
CONTEMPT OF COURT	CC	0														
MISCELLANEOUS CRIMINAL	MX	0														
ORDERS OF PROTECTION	OP	0														
TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

MANUAL ON RECORDKEEPING

Table of Contents

Part 3

INSTRUCTIONS RELATING TO FINANCIAL RECORDS

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PART 3

INTRODUCTION RELATING TO FINANCIAL RECORDS

INTRODUCTION

The instructions in Part 3 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. The Clerk may develop formats for financial records according to the needs of the jurisdiction; however, they must conform to the definitions contained in these instructions relating to data and function.

These instructions are written with the assumption that the Clerk's case management system is automated. Exceptions to these instructions may be granted by the AOIC upon application by the Clerk.

PART 3

SECTION A

GENERAL PROVISIONS

1. Exceptions

Exceptions may be made only by written order of the AOIC. These instructions assume that the 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.

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 the 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 3

SECTION B

CHECKING ACCOUNT

1. Form of Check

The Clerk shall utilize a check that displays the same basic information for each account. 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;
 - date.

3. Number of Checking Accounts

For disbursing funds, the Clerk may have the following checking account(s):

- for each Division located in the Richard J. Daley Center;
- for each Municipal District; except for the First Municipal District;
- for bond cards;
- for bonds;
- for child support;
- for trusts: Chancery, Chancery real estate surplus, Domestic Relations, Law and Probate.
- for local debt recovery;
- for operations and administration;
- for returned checks;
- for professional bondsman; and
- for collection and disbursement of electronic payment transactions.

Exceptions to this requirement may be made upon application to the AOIC.

4. All Disbursements By Check or Automated Clearing House (“ACH”)

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

PART 3
SECTION C
RECEIPT

1. Minimum Data Required

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

- Clerk's name and address;
- defendant's/payor's name (limited to Traffic cases);
- case number (or "NC" number for payments not related to a court case);
- date received;
- amount received;
- unique receipt number.

The Clerk may utilize more than one receipt format for different types of payments as long as each format contains the minimum data listed above.

2. Copies

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

- Copy 1-payor's receipt;
- Copy 2-retained 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 3
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 and shall perform the functions listed in this section.

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:
 - Interest revenue;
- 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;
- Bank charges.

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 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 is left to the discretion of the Clerk.

PART 3

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 and shall perform the functions listed in this section.

3. Function

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

- b. Provide a printed record of the total cash disbursed each day.
- c. Provide a printed record of the total amount debited to each account each day.
- d. 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.
- e. Provide a printed record of the total cash disbursed each month.
- f. Provide a printed record of the total amount debited to each account each month.
- g. 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.
- h. 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 or ACH 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 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 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 or ACH payment 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 3

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.

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

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APPENDIX 1

This appendix contains the destruction schedule approved by the AOIC prior to the effective date of the Manual. The enclosed destruction schedule was originally approved on October 1, 1970 and was adhered to until 2007. Since 2007, the Clerk's Office has followed the retention and destruction schedule that is included in Part 1 of this Manual.

Note: All court records prior to 1871 were destroyed in the Chicago Fire.

Plan for Destruction of Certain Records of the Circuit Court of Cook County Pursuant to Supreme Court General Administrative Order on Recordkeeping in the Circuit Courts

Pursuant to Paragraph 3 of the General Administrative Order on Recordkeeping in the Circuit Courts, the following plan to destroy certain records of the Circuit Court of Cook County is submitted for the Director's approval.

Destruction of Existing Records

1. Upon receipt by the Director of a notice from the clerk of the circuit court of Cook County of the clerk's intention to destroy court records, the Director, after giving notice to the Local Records Commission, may in writing, authorize the clerk to dispose of any of the scheduled items within the limits herein provided. No records shall be destroyed until after notice to the Local Records Commission.
2. The Director of the AOIC shall provide instructions and establish procedures for compiling and submitting schedules of court records proposed for disposal, procedures for the physical destruction or other disposition of such records and standards for the reproduction of records, where required, by photographic or microphotographic process.
3. 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.
4. 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 of libraries or other appropriate institutions or organizations.
5. The following court records may be destroyed without the retention of microfilm copies:

A. Justice of the Peace and Police Magistrate Records

All records of Justices of the Peace and Police Magistrates including docket books and files made before January 1, 1964, may be destroyed. 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.

B. Traffic, Conservation and Ordinance Violation Cases

(1)

- a. All records of parking tickets may be destroyed 2-1/2 years after filing.

- b. All records of other traffic cases may be destroyed 1 year after filing, except those involving accidents, or those which guilty pleas or findings of guilty, ex parte judgments, and those discharged for want of prosecution, which are to be retained for 5 years after filing.

(2) All records of conservation cases – 5 years after filing.

(3) All records of ordinance violations cases except those relating to demolition (Ch. 24, Sec. 11-31-1) – 5 years after filing.

C. Forcible Entry and Detainer Cases

All records of forcible entry and detainer cases not joined with any claim for rent or other damages – 3 years after filing.

D. Personal Property Tax Cases

All records in action for collection of personal property taxes – 21 years after filing.

E. Non-Record Materials

Non-record materials consisting of books and documents in the possession of the clerk which are not part of the record of any case and are not required to be kept by virtue of any current statute, rule or order may be destroyed by the clerk after the proposed destruction has been approved by the Director. The following are examples of non-record materials which may be destroyed.

(1) Receipt books for requests for certified record

(2) Execution Books (Requests for issuance of execution)

(3) Copies of Case Bail Bonds 3 years old or older where residual monies, if any, have been turned over to the Treasurer of the County Pursuant to new Section 110-17 added to the “Code of Criminal Procedure of 1963,” as amended, effective October 1, 1977. Copies of Individual Recognizance Bonds 2 years old or older.

(4) Handwritten or computerized daily courtsheets 5 years old or older

(5) Minute Books – 5 years after the last entry in book

F. Contract cases whether judgments were entered by confession of otherwise, and cases of arbitration.

G. Cases in Tort.

- H. Forcible Entry and Detainer cases where claims for rent or other cases were joined with the action for possession.
- I. Replevin, trover and detinue cases.
- J. Distress for rent cases.

The material related to the cases described in paragraphs F through J may be destroyed 21 years after the date of filing together with docket books and indices applicable thereto, without retention of copies of such records reproduced by photographic or microphotographic process.

- K. Inheritance tax proceedings may be destroyed 7 years after filing.
 - L. Felony records may be destroyed 60 years after filing.
 - M. Habeas Corpus Records (criminal) may be destroyed 10 years after filing.
 - N. Juvenile records may be destroyed 21 years after filing.
 - O. All misdemeanor records and those preliminary hearing files which have not been made part of a felony file may be destroyed 10 years after filing.
6. Further proposals for destruction of additional records shall be forwarded for the Director's approval as recommendations are received from the Supreme Court's Committee on Recordkeeping.

Approved October 1, 1970

1st Amendment Approved August 21, 1973

2nd Amendment Approved May 20, 1974

3rd Amendment Approved June 30, 1977

4th Amendment Approved September 29, 1977

5th Amendment Approved November 29, 1977

6th Amendment Approved January 5, 1978

7th Amendment Approved August 21, 1978

APPENDIX 2

Before destroying or otherwise disposing of any records contained in any schedules approved by the AOIC, as amended in this manual, the Clerk's Office 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 CircuitClerkRecordsDestruction@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 Court of Cook County.
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. **Series number:** Record Series in Schedules One, Two and Three.
9. **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).
10. **From:** The beginning date of the group of records included in an item.
11. **To:** The end date of the group of records included in an item.
12. **Retention period:** The period indicated on Schedules One, Two or Three.
13. **Microfilmed:** Place an "X" in this column if the item has been microfilmed.
14. **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.
15. **Date:** The date the Clerk signed line 14.

MAIL TO: Director, Administrative Office of the Illinois Courts

NOTICE OF INTENT TO DESTROY OR OTHERWISE DISPOSE OF RECORDS

Judicial Circuit: <u>1</u> Circuit Court of Cook County	County: <u>2</u> Cook	Page: <u>3</u> of <u>4</u> pages
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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.

<u>5</u> CLERK OF THE CIRCUIT COURT				<u>6</u> DATE	
ITEM NUMBER/SERIES 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	13

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.

<u>14</u> CLERK OF THE CIRCUIT COURT	<u>15</u> DATE
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Judicial Circuit: <u>1</u> Circuit Court of Cook County		County: <u>2</u> Cook		Page: <u>3</u> of <u>4</u> pages	
ITEM NUMBER/ SERIES 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	13

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 CircuitClerkRecordsDestruction@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: CircuitClerkRecordsDestruction@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