



# KANE COUNTY CIRCUIT CLERK

2025 BUDGET PRESENTATION  
JULY 11, 2024

The Circuit Clerk of Courts is an Illinois Constitutional Office under the umbrellas of the Illinois Supreme Court Article V. The Circuit Clerk and its functions are established under 705 ILCS 105/13 of the Illinois Compiled State Statutes.

# Primary Duties

2

- Responsible for creating, maintaining and keeping court records.
- Serves as the official custodian of all evidence from trials placed in the official court records.
- Ensures a Deputy Clerk(s) is present at every court hearing in person or via remote.
- Performs scanning and linking of documents not electronically filed as well as previous paper case filings.
- Provides customer service for the public, bench and bar at the Circuit Clerk main office and at the 3 satellite offices.
- Responsible for a number of administrative functions including processing all fines, fees and assessments that come thru the office.
- Responsible for the compliance and reporting as directed by Federal and State Legislation and Local Rules.



# 16<sup>th</sup> Judicial Court Locations

3



**Aurora  
Branch  
Court**



**Main Location-Kane  
Branch Court**



**Judicial  
Center**



**Elgin  
Branch  
Court**



**Juvenile  
Justice  
Center**



**Third Street  
Courthouse**





# 16<sup>th</sup> Judicial Court Locations

4

Deputy Clerks staff the following four agencies for remote court.

- Elgin Mental Health every Friday
- AMITA Mercy Medical Center f/k/a Provena Mercy Medical Center, Aurora
- St. Joseph Provena Medical Center, Elgin.
- AMITA Mercy Medical Center and St. Joseph Provena alternate on Tuesdays.



# MANDATED BY State Statute

5

- **Court Documentation:** The clerks shall attend the sessions of their respective courts, preserve all the files and papers thereof, make, keep and preserve complete records of all the proceedings and determinations thereof, except in cases otherwise provided by law, and perform all other duties pertaining to their offices, as may be required by law or the rules and orders of their courts respectively.
- **Records:** The clerks shall enter of record all judgments and orders of their respective courts, as soon after the rendition or making thereof as practicable, unless otherwise provided by rule or administrative order of the Supreme Court.



## PRETRIAL FAIRNESS ACT

The PreTrial Fairness Act is the biggest structural change to the criminal justice system the Illinois Court system has seen in decades.

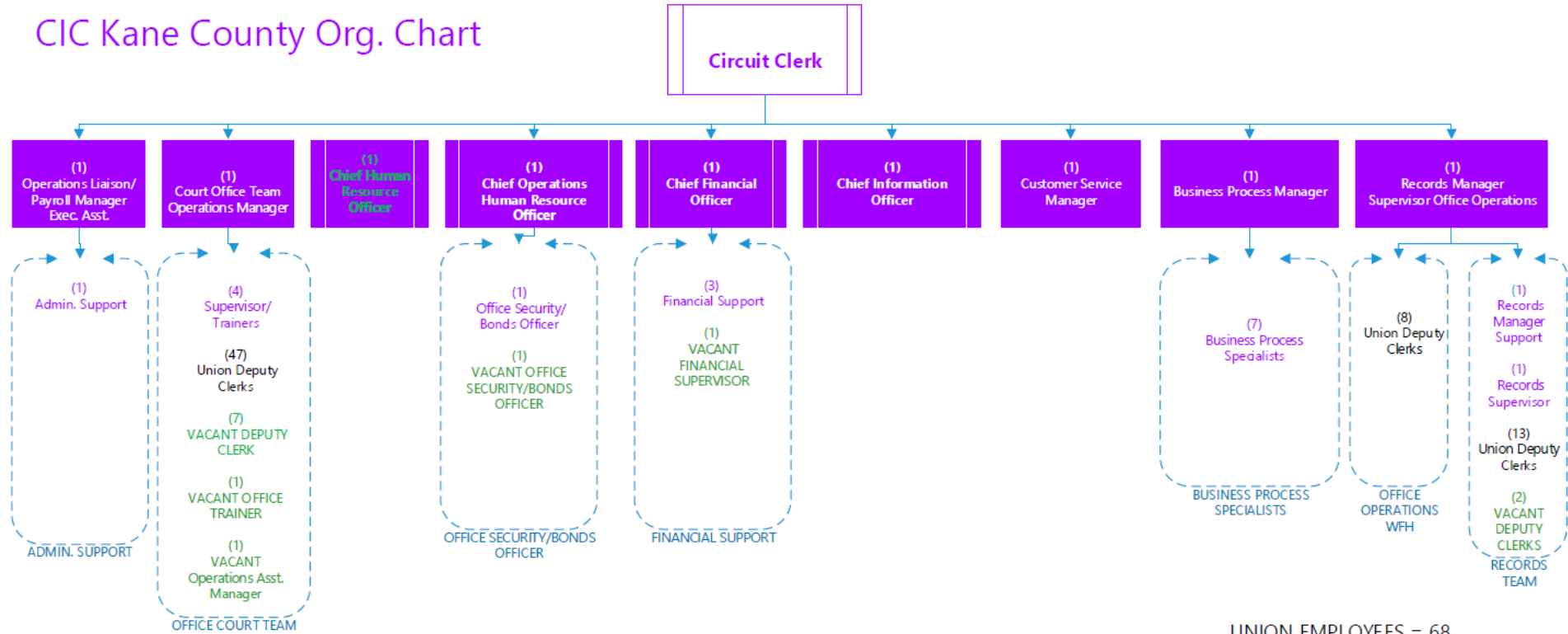
In 2022 the 16<sup>th</sup> Circuit was selected as one of three pilot sites in the State to work with the Administrative Office of Illinois Courts who put together policies and practices. Began on 9/18/2023.



# Organizational Chart

7

CIC Kane County Org. Chart



UNION EMPLOYEES = 68  
 UNION VACANT POSITIONS = 9  
 NON-UNION EMPLOYEES = 27  
 NON-UNION VACANT POSITIONS = 5  
 JUDICIARY POSITION = 1



9 Union positions in the General Fund.

**9 Deputy Clerks** – 7 in court and office team. 2 are in background check, brings down to 5 remaining. Supervisors are taking turns on pressing issues

5 Non-Union positions in the Circuit Clerk's Special Funds.

Supervisor Office Trainer

Operations Assistant Manager – Court and Office Team Manager left in November 17, 2023. Moved the Assistant Manager into role.

Financial Supervisor – Left in 4/24

HR – currently absorbed by the chief deputy and office liaison until all vacant deputy clerks are filled

Security Officer – once Smart-Safe is installed will need to hire as courier between branch locations and main location.

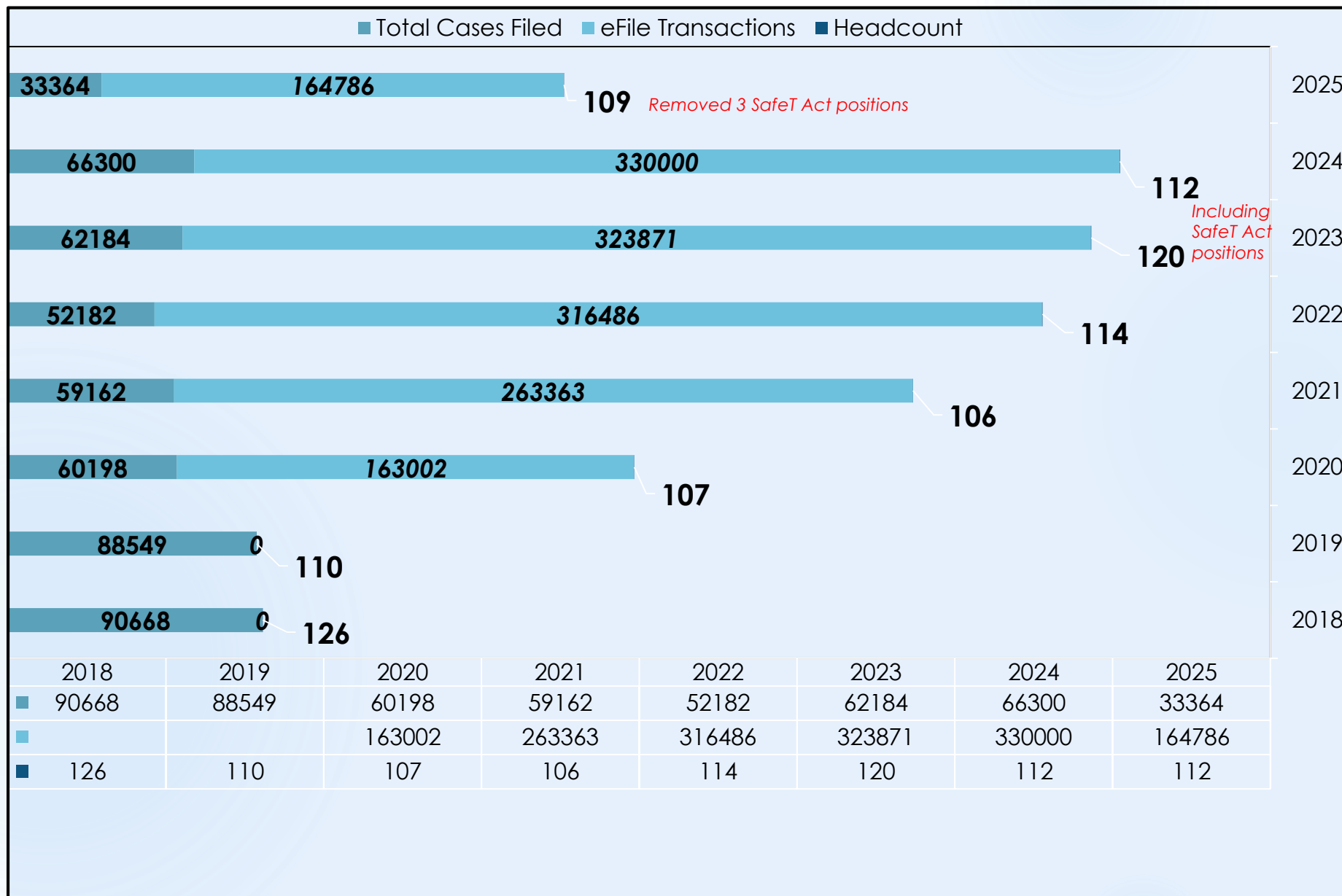
Immediate need to fill all deputy clerk positions in the **2024 Approved Budget**.  
Once those are filled the non-union positions will be filled.





# Total Cases Filed/headcount

9



## Defining Critical Need

- The 16<sup>th</sup> Judicial Courts can NOT operate without the Circuit Clerk's Office.
  - **A Deputy Clerk must be present in all 32 court rooms.**
    - Process all documents
    - Train and Assist Judges on using the applications/software
    - Train and Assist Local Prosecutors on using the applications/software
  - Conduct analysis for State of Illinois
  - Reporting Process on Statistics.
  - Pre-Trial Court Hearings (bond call) require 1 extra deputy clerk.
  - Appeals have increased with the new PFA

## CIC Workforce

2018 - **126**

2019 - 110

2020 - 107

2021 - 106

2022 - 114

2023 - 120, 9 SafeT Act

2024 - 109, 3 SafeT Act

**2025 - 99** based on the amount of employees at time budget was due allowing only 2 vacancies for 2025



# Critical Response Times

11

## Defining Critical Response Times

- The undefined reporting requirements from Pre-Trial Fairness Act will require the collection of data from multiple offices.
- To maintain the increasing workload on the current Kane County ITD with the case management system.
- **Implement all State wide requirements in the 284 Statutes mandated by the State of Illinois**



Cause and Effect – loss of 9 employees – from General Fund, (2 in background check) 5 in Special Funds (discretion under Circuit Clerk)

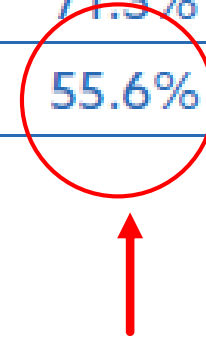
What does that look like?

- A. Close courtrooms due to lack of deputy clerks
  - a. Duties for remaining courtrooms is increased to accommodate the closed courtrooms
  - b. Unable to answer phones
  - c. Statutory required timely reporting is delayed
  - d. Public wait longer times for a court date
  - e. Those sitting in jail stay there longer awaiting court date
  - f. Child Support payments delayed
  - g. Payments to other State, local and county agencies delayed
  - h. Upgrades to the Case Management System will be put on hold
    - 1. Employees will be handling day to day issues
    - 2. Delayed response times
      - A. Public
      - B. Kane County Judicial Partners
  - i. No grants awarded





YEAR	FILED	REINSTATED	CLOSED	CLEARANCE RATE %	OPEN
2022	51,934	2,348	75,480	139.1%	52,178
2021	57,994	112	57,844	99.5%	102,422
2020	64,308	79	28,415	44.1%	102,258
2019	102,151	1,143	73,652	71.3%	66,286
2018	89,521	1,403	50,555	55.6%	118,521



Clearance Rates for 2023 and 2024 will be at 100% or higher.  
 2025 based on loss of headcount will reflect 2018.  
 Impact courts and the number of Judges, etc., for Kane County



# Salary & Benefits by Fund

14

## FY25 Circuit Clerk Total Salary & Benefits By Fund

<b>General Fund</b>					<b>Child Support</b>			
	93 Full-Time					1 Full-Time		
	2 Part-Time						Total Salary	\$ 52,468.25
		Total Salary	\$ 4,600,236.14				Benefit Total	\$ 9,942.73
		Benefit Total	\$ 841,472.83					
<b>Court Automation</b>					<b>Adiminstrative &amp; Ops</b>			
	4 Full-Time + 1 Chief Judge Ofc					3 Full-Time	Total Salary	\$ 203,161.58
		Total Salary	\$ 380,681.73				Benefit Total	\$ 38,499.12
		Benefit Total	\$ 72,139.19					
					<b>E-Citation</b>	2 Full-Time	Total Salary	\$ 139,133.63
<b>Document Storage</b>							Benefit Total	\$ 26,362.03
	3 Full-Time							
		Total Salary	\$ 206,155.97					
		Benefit Total	\$ 39,066.56					
		<b>Total Employee Salary</b>	<b>\$ 5,581,837.30</b>					
		<b>Total Employee Benefits</b>	<b>\$ 1,027,482.46</b>					
			<b>\$ 6,609,319.76</b>					



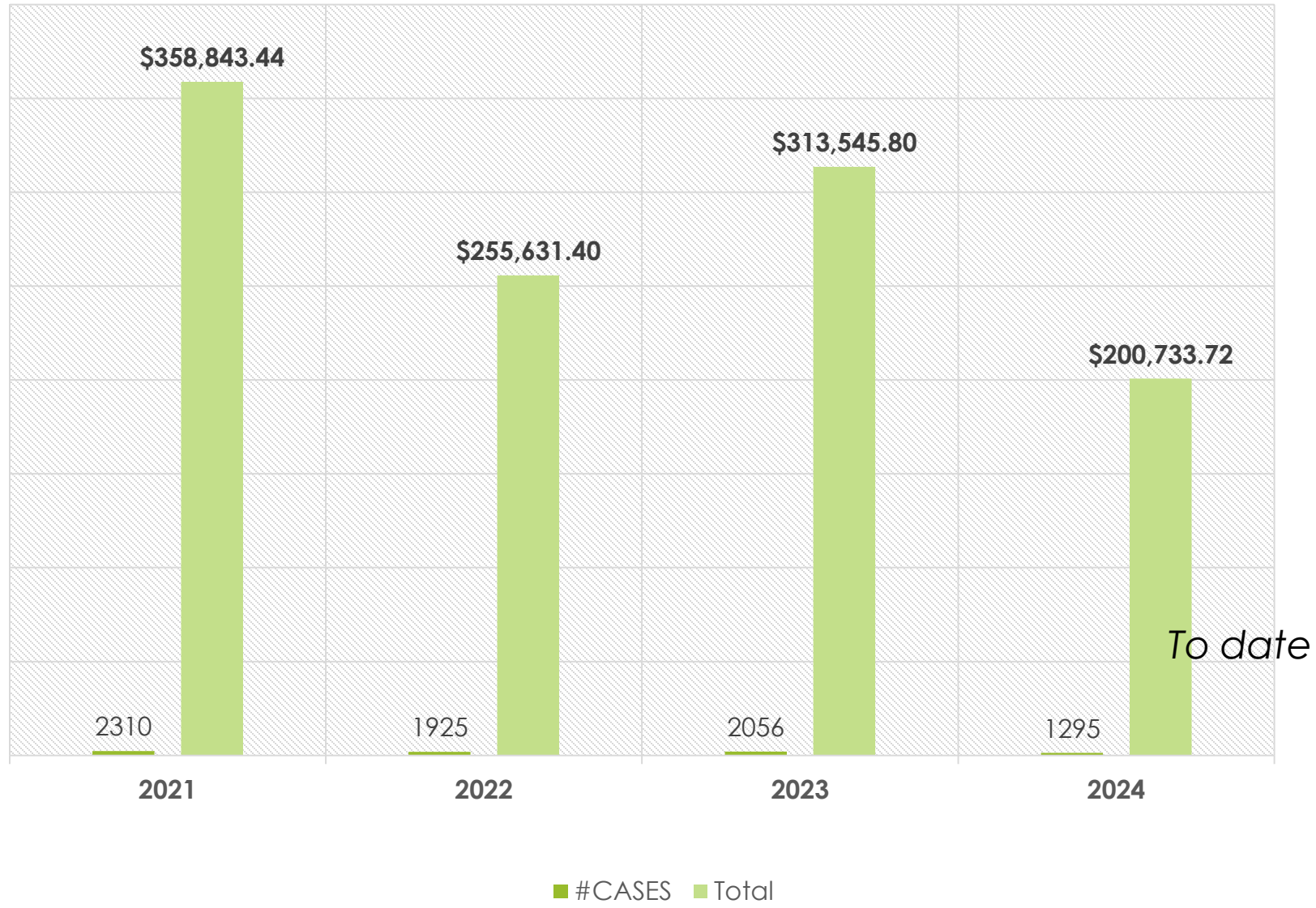
# Revenue & Expenditures

	2020 Amended	2020 Actual	(+/-)	2021 Amended	2021 Actual	(+/-)	2022 Amended	2022 Actual	(+/-)
General Funds	6,110,500.00	4,507,470.90	(1,603,029.10)	5,465,000.00	3,872,703.48	(1,592,296.52)	5,058,000.00	3,699,797	(1,358,203.13)
Court Automation	1,350,282.00	892,075.50	(458,206.50)	1,565,861.00	1,044,702.64	(521,158.36)	1,290,154.00	773,575	(516,578.91)
Document Storage	1,302,076.00	839,619.85	(462,456.15)	1,733,933.00	1,044,443.72	(689,489.28)	1,311,614.00	745,914	(565,699.98)
Child Support	171,816.00	109,047.92	(62,768.08)	152,539.00	86,438.66	(66,100.34)	291,012.00	98,709	(192,303.01)
Circuit Clerk Admin Services	386,097.00	492,775.53	106,678.53	489,275.00	403,237.55	(86,037.45)	513,135.00	342,516	(170,619.16)
eCitation	377,000.00	186,055.54	(190,944.46)	278,121.00	175,619.82	(102,501.18)	335,737.00	177,790	(157,947.43)
Circuit Clerk Op & Admin	150,500.00	55,750.67	(94,749.33)	30,100.00	98,008.78	67,908.78	75,500.00	67,965	(7,535.41)
Total Revenue	9,848,271.00	7,082,795.91	(2,765,475.09)	9,714,829.00	6,725,154.65	(2,989,674.35)	8,875,152.00	5,906,265	(2,968,887.03)
Total Expenditures	7,639,140.00	6,096,425.17	(1,542,714.83)	8,118,607.00	6,159,371.45	(1,959,235.55)	7,999,436.00	5,930,977	(2,068,458.87)
	2023 Amended	2023 Actual	(+/-)	2024 Amended	2024 Actual (to date)	(+/-)	2025 Submitted	% Difference	
General Funds	3,595,731.00	3,716,798.61	121,067.61	3,337,500.00	1,787,930.52	(1,549,569.48)	3,342,000.00	0.00	
Court Automation	1,030,671.00	804,785.53	(225,885.47)	1,038,233.00	406,143.33	(632,089.67)	1,055,527.27	0.02	
Document Storage	828,487.00	773,775.70	(54,711.30)	755,047.00	403,945.37	(351,101.63)	755,047.00	0.00	
Child Support	182,835.00	94,857.56	(87,977.44)	156,040.00	27,494.42	(128,545.58)	97,446.00	-0.38	
Circuit Clerk Admin Services	406,952.00	319,831.50	(87,120.50)	328,910.00	136,598.95	(192,311.05)	379,350.41	0.15	
eCitation	244,950.00	196,651.53	(48,298.47)	234,813.00	101,894.55	(132,918.45)	281,165.22	0.20	
Circuit Clerk Op & Admin	75,500.00	90,865.97	15,365.97	82,827.00	45,540.45	(37,286.55)	77,827.00	-0.06	
Total Revenue	6,365,126.00	5,997,566.40	(367,559.60)	5,933,370.00	2,909,547.59	(3,023,822.41)	5,988,362.90	0.01	
Total Expenditures	8,949,666.00	6,156,123.69	(2,793,542.31)	8,163,576.00	2,925,245.73	(5,238,330.27)	7,982,188.73	-0.02	



# Collections

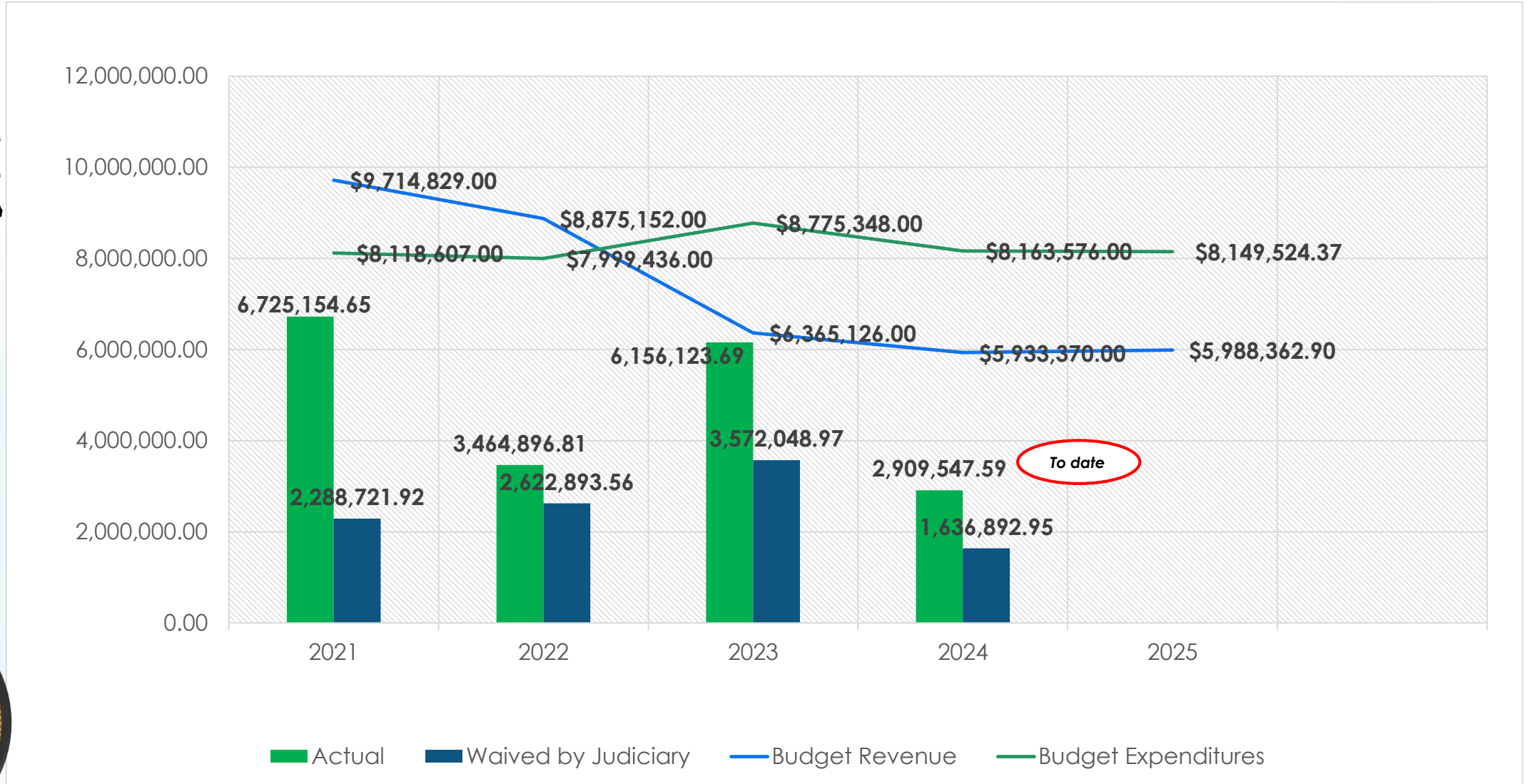
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Fees  
Waived/Revenue  
Loss



- **Court Fees waived by Judiciary**
  - 2023 - \$6,156,123.69
  - 2024 to date - \$1,636,892.95
- **Actual** – Revenue Generated
- **NEVER RECOVERED** from Pandemic
- **Remote Courts** - **accountability when parties are in person to collect**
- **Incident Based Practice – PA100-987 705 ILCS135**
  - All Charges are under the highest offense case type
  - Fee Schedule is only charged once
- **Fee Schedule Breakdown 705 ILCS135**
  - Statute changes with less % going to Circuit Clerk, currently have the largest amount possible.
  - Fines and Fees Schedule changes in 2019 decreasing % to Circuit Clerk
    - Result – only county office with less revenue generated into special funds
    - **Higher % going into general fund than other county offices**



# 0% INCREASE IN FUNDS

## With requested 2025 Headcount of 109 (same as 2024).

	<u>2024 Amended</u>	<u>2024 Actual (to date)</u>	<u>(+/-)</u>	<u>2025 Submitted</u>	<u>% Difference</u>
<b>General Funds</b>	3,337,500.00	1,787,930.52	(1,549,569.48)	3,342,000.00	0.00
<b>Court Automation</b>	1,038,233.00	406,143.33	(632,089.67)	1,055,527.27	0.02
<b>Document Storage</b>	755,047.00	403,945.37	(351,101.63)	755,047.00	0.00
<b>Child Support</b>	156,040.00	27,494.42	(128,545.58)	97,446.00	-0.38
<b>Circuit Clerk Admin Services</b>	328,910.00	136,598.95	(192,311.05)	379,350.41	0.15
<b>eCitation</b>	234,813.00	101,894.55	(132,918.45)	281,165.22	0.20
<b>Circuit Clerk Op &amp; Admin</b>	82,827.00	45,540.45	(37,286.55)	77,827.00	-0.06
<b>Total Revenue</b>	5,933,370.00	2,909,547.59	(3,023,822.41)	5,988,362.90	0.01
<b>Total Expenditures</b>	8,163,576.00	2,925,245.73	(5,238,330.27)	7,982,188.73	-0.02



# Highlights / Goals

20

- Expanded Hours at ABC
- Increased Entry Level pay to \$18.46 per hour
- Established timeline for continual upgrades to CMS/Tyler Odyssey, currently 2023 install
- Continue to Restructure office by combining Court and Office Team to more efficiently operate 32 court rooms
- Held Expungement Clinics twice a year throughout Kane County/Expanding to quarterly
- Continue to increase Diversity of the office staff
- Pre-Trial Fairness Act – Impacts and future needs
- Defendant Access with a Kiosk at JC
- UPS Upgrade
- Report O implemented per AOIC Rules
- Continued Warrant Purge – reviewed and processed /totaling over 200 weekly
- Participated in the Strategic Planning process with the Judicial and Public Safety partners
- Electronic form conversion into new software
- Staff continuously adapting to process changes with the advancement of technology, laws, reporting requirements and/or within the office & courts





**Any questions?**

