

Fiscal Year 2009/2010 Budget Program Description

Circuit Clerk

Department Mission Statement:

The McHenry County Circuit Clerk's Office mission is to accurately maintain the court records of the 22nd Judicial Circuit Court as mandated by Illinois State Statute. We strive to provide an independent office that provides accessible, responsive, internal and external customer service. Our goal is to bring value, quality and satisfaction to the taxpayers of McHenry County.

Program Description (By OCA Code)	Customers Served	Mandated Service	Funding Source
<u>OCA: 410001 – Circuit Clerk Administration</u> - The Circuit Clerk is an Illinois Constitutional Office under the auspices of the Illinois Supreme Court Article V. The Circuit Clerk and its functions are established under 705 ILCS 105/13. Under state statute, the duty of clerks shall be to attend the sessions of their respective courts, preserve all the files and papers, make, keep and preserve complete records of all proceedings and determinations, and perform all other duties pertaining to their offices, as may be required by law or the rules and orders of their respective courts.	Citizens of McHenry County	705 ILCS 105/13	General Fund
<u>OCA: 410110 – Court Automation Fund</u> – To help defray the expense of establishing and maintaining an automated record keeping system in the Office of the Circuit Clerk, state statute allows for a Court Automation Fee of not less than \$1 and not more than \$15 to be charged and collected on all cases. We currently charge \$15 on most cases and these fees are to be used for any cost related to the automation of court records, including hardware, software, research and development costs, and personnel. These expenditures must be approved by the Circuit Clerk and the Chief Judge or his designee.	Citizens of McHenry County	705 ILCS 105/27.3a	Court Automation Fund
<u>OCA: 410105 – Document Storage Fund</u> - To help defray the expense of establishing and maintaining a document storage system and convert the records of the circuit clerk to electronic storage, state statute allows for a Court Document Fee of not less than \$1 and not more than \$15 to be charged and collected on all cases. We currently charge \$15 on most cases and these fees are to be used for any cost related to the storage of court records, including hardware, software, research and development costs, and personnel. These expenditures must be approved by the Circuit Clerk.	Citizens of McHenry County	705 ILCS 105/27.3c	Document Storage Fund
<u>OCA: 410115 – Maintenance and Child Support Collection Fund</u> – In maintenance and child support matters, the Circuit Clerk shall collect an annual fee of up to \$36 from the person making the payments for the administration of the child support records. We currently charge \$36 annually, which is deposited in a separate Maintenance and Child Support Collection Fund of which the Circuit Clerk is the custodian. These funds shall be used by the Circuit Clerk to help defray the expense of maintaining child support records and recording payments collected by the State Disbursement Unit.	Citizens of McHenry County	705 ILCS 105/27.1a	Child Support Collection Fund
<u>OCA: 410120 – Circuit Court Clerk Operation & Administrative Fund</u> – The Circuit Court Clerk is authorized to collect fees to offset the costs incurred by the Circuit Court Clerk in performing the additional duties required to collect and disburse funds to entities of State and local government. These Administrative Fees shall be collected where allowable by the Illinois Compiled Statutes. The Circuit Court Clerk is the custodian of this fund and it is to be used for expenses required to perform the duties required by the office.	State & Local Governments	705 ILCS 105/27.3d	Operation & Administrative Fund

Fill out as many worksheets as necessary to describe the programs within your department. Under the mandated column, indicate whether a service is mandated by local, state or federal governments. Cite specific statute or ordinance.