

## Fiscal Year 2012/2013 Budget Highlights and Goals

### Circuit Clerk

#### **FY2012 Highlights**

- Approved by the IL Supreme Court for pilot project to file appeals electronically with the 2<sup>nd</sup> District Appellate Court in Elgin. Will begin filing all appeals electronically August 1<sup>st</sup> which will save large amounts of staff time and make the appeal process more efficient.
- Developed an electronic sentencing order and will be implementing it in select courtrooms for further testing and development. Electronic sentencing order will not only improve our customer service by making a more readable, understandable sentencing order for criminal defendants, it will also save staff time by eliminating the need to scan the order and by pulling the data necessary to update the case electronically from the sentencing order, greatly reducing data entry time and improving accuracy.
- Microfilmed and destroyed 10 years of divorce files (1979-1989) as part of the first phase of a long-term project to work on the backlog of older files that need to be microfilmed before they can be destroyed per Illinois Supreme Court rules. Reduced the storage space needed by the Circuit Clerk in the Archives building by approximately 400 cubic feet.
- Implemented a test version of an interface between our electronic Orders of Protection program and case management system, which allows us to more quickly process Orders of Protection, allows case numbers to be assigned to OP's after hours, plus provides a mechanism for distributing Emergency OPs to all McHenry County law enforcement in a more streamlined and accurate manner.
- Moved our Juvenile/Adoption Division processes to first floor Criminal/Traffic Division, which allowed us to better serve the public by locating the customer service for Juvenile/Adoption cases on the same floor as the new Juvenile courtroom in Room 101. This move also temporarily solved our space concerns by moving Juvenile and Adoption files to our first floor office, where we have extra space, freeing up valuable file storage space in our crowded third floor office.
- Further integrated our document imaging system (OnBase) with our new case management system (ICIS), which allowed for comparison reports to improve the accuracy of our document information.
- Continued a back-scanning project to scan older court files (pre-1991 for Civil, pre-1994 for Criminal). The scanning of these older case files not only improves our customer service ability, but also allows us to economically have these files microfilmed for eventual destruction of the case files per Supreme Court file retention rules.
- Expanded use of judge's software program in the courtroom to improve the information available to judges on the bench and work towards paperless courtroom goal.
- Implemented a paperless system for Arbitration Hearings, saving staff time by eliminating the need to pull files and transport them to the Arbitration Center.
- Expanded our electronic ticketing system (APS) to additional McHenry County police agencies as part of a multi-county agreement. More police agencies began downloading APS ticket information directly into their records management system.
- Continued waiting for a response to our application with the Illinois Supreme Court for approval to become a pilot project county for the electronic filing of civil documents.
- Working with the McHenry County State's Attorney and our collection agency, continued to improve compliance with court ordered sentences, collecting an additional \$400,000 in fines and fees during the first 3 years of our contract with the collection agency.
- Redesigned the reception area where our index books were formerly located into public viewing terminal space, better serving the public with a more efficiently designed, centrally located viewing room. The project also allowed us to redesign our former public viewing rooms into trial exhibit storage space and increase our storage space on the 3<sup>rd</sup> floor.
- Received favorable report from the outside auditors that performed the state-required audit of the Circuit Clerk's office. This report found no areas where the McHenry County Circuit Clerk was not in compliance with Illinois State Statute, Supreme Court Rules or Local Court Rules.
- Continued to advance employee education with numerous employees continuing to take classes at MCC as part of the free tuition program offered with our Traffic School contract.

#### **FY2013 Goals**

- Continue to improve and expand our new case management system (ICIS) by adding new functionality and improving some of the existing functionality.
- Receive approval from the Administrative Office of the Illinois Courts to operate an E-Filing Pilot Project and offer electronic filing of specific Civil Division case types to attorneys and pro-se litigants. Complete development of our Civil E-Filing program and integrate the electronic filing of civil cases with our case management system (ICIS).
- Expand the use of our in-house designed courtroom software for the judge's bench, working towards our ultimate goal of all courtrooms operating without paper files.
- Bring the few remaining police agencies that are not currently writing electronic tickets on-line with the newest version of APS automated ticket writing software to further reduce the amount of traffic ticket data entry.
- Move our newly developed Criminal Sentencing Order program to additional courtrooms to allow for computer-generated sentencing orders that will include each court fee and the authorizing statute on the sentencing order.
- Continue back-scanning project, scanning older court files pre-dating the years we began scanning all court files (pre-1991 for Civil, pre-1994 for Criminal).
- Continue the process of integration with all other McHenry County Justice Agencies to reduce duplication of effort, and increase the accuracy and timeliness of data throughout the new ICIS system. High priority will be integration with new State's Attorney and Public Defender case management systems (New Dawn).
- Begin to send scanned case files to be microfilmed to allow for the destruction of older case files and continue to reduce the amount of storage space required by the Circuit Clerk.
- Remodel Circuit Clerk third floor file room by adding a ceiling with light fixtures and sprinklers, install a tile floor and paint the walls.
- To maintain our compliance with all Illinois State Statutes, Illinois Supreme Court Rules, case law and Administrative Orders of the 22<sup>nd</sup> Judicial Circuit Court
- To achieve a favorable outside audit, required by state statute, regarding our compliance with Illinois State Statutes, Illinois Supreme Court Rules, case law & Administrative Order of the 22<sup>nd</sup> Judicial Circuit Court.