

Fiscal Year 2011/2012 Budget Highlights and Goals

Circuit Clerk

FY2011 Highlights

- Implemented electronic Orders of Protections to shorten filing time for victims and increase speed and accuracy of case processing by decreasing amount of data entry.
- Launched Civil Case Reservation system allowing law firms to reserve dates in high-volume Civil courtrooms, improving the efficiency of our Civil Division's case scheduling process.
- Scanned Circuit Clerk index books dating back to the 1800's to improve access and preserve information contained in the books, some of which are over 100 years old.
- 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 and imports the page count of each document into our case management system (ICIS).
- Implemented new functionality in our case management system using the document page count for the auto calculation of statutory copy fees, based on the number of pages in the documents found in OnBase, saving employee calculation time, improving our accuracy and increasing the speed of our customer service.
- Began 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 will also allow us to economically have these files microfilmed for eventual destruction of the case files per Supreme Court file retention rules.
- Implemented quick update programs in Law & Family courtrooms, which greatly improved the speed and accuracy which these cases are being updated from the courtroom.
- 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.
- 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.
- Implemented enhancements to the Court Services case management system (ICIS Release 2) to provide more reporting functionality and case management capability for additional divisions within Court Services.
- Continued working through the application process 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, Alliance One, continued to improve compliance with court ordered sentences, collecting an additional \$345,000 during the first 2 years of our contract with the collection agency.
- Installed new shelving in our Secure Criminal Exhibit Vault to allow for additional exhibit storage.
- 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.

FY2012 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.
- Develop a Civil E-Filing program and integrate the electronic filing of civil cases with our case management system (ICIS).
- Integrate electronic Order of Protection program with our case management system (ICIS).
- Expand the use of our new courtroom software designed for the judge's bench, working towards our ultimate goal of paperless courtrooms.
- 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.
- Develop a Criminal Sentencing Order program in cooperation with the State's Attorney 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.
- Begin microfilming older case files where required, to allow for the destruction of these older case files and reduce the amount of storage space required by the Circuit Clerk.
- Remodel viewing room areas in our third floor offices to be used as additional file storage, replacing the area currently used to store index books with our public viewing terminals.
- 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 22nd 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 22nd Judicial Circuit Court.