

**Fiscal Year 2010/2011 Budget  
Highlights and Goals**

**COUNTY CIRCUIT CLERK**

**FY2010 Highlights**

- Implemented the integration of our document imaging system (OnBase) with our new case management system (ICIS) which allowed for one click viewing of the related documents in a case file, saving time and frustration searching for court documents.
- Implemented additional functionality in our new case management system (ICIS) which added “quick update” functionality for our Civil Division, where we are continually seeing the largest growth in case load.
- Began participating in the Illinois Circuit Clerk’s Information Center (ICCIC) to electronically report our case information to a state repository for use by prosecuting attorneys in McHenry County and other counties giving prosecutors and the Court the most current information possible when making sentencing decisions.
- Vastly improved the customer service capability of our website by launching our new public access search program at [www.mchenrycircuitclerk.org](http://www.mchenrycircuitclerk.org) which allows the public to search basic court case information which is open to the public. This new search capability improved our customer service and has reduced the number of phone calls we receive looking for basic information such as when a next court date is scheduled.
- Improved our customer service by offering the purchase of electronic document copies on our website which allows customers to quickly purchase copies of court documents with their credit card and have them emailed.
- Developed & began testing a software program for use by judges in the courtroom to improve the information available to judges and reduce the number of paper court files necessary in the courtroom.
- Developed a Civil Case Reservation system which allows for law firms to reserve dates in high-volume Civil courtrooms and improves the efficiency of our Civil Division’s scheduling.
- Installed new improved version of our electronic ticketing system (APS) in a large percentage of McHenry County police agencies as part of a multi-county agreement. New version of APS ticketing program uses thermal printers along with officer’s digital signature and is electronically downloaded into the Circuit Clerk’s case management system without re-keying the information already entered by the officer.
- Developed additional interface between ICIS and APS which allows for the digital image of the electronic ticket to be attached to the case in our case management system, increasing our efficiency by eliminating the need to scan those tickets.
- Working with the McHenry County State’s Attorney and our collection agency, Alliance One, improved compliance with court ordered sentences and collected an additional \$180,000.00 in the first 12 months of our contract with the collection agency.
- 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 McHenry County College as part of the free tuition program offered with our Traffic Safety School contract.
- Managed an overall increased annual caseload of approximately 25% since 2000. Managed 425% increase in Chancery (Mortgage Foreclosures) cases and 150% increase in Small Claims filings since 2000, with Civil Division filings continuing to increase in 2010.

## **FY2011 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.
- Purchase an E-Filing program and integrate the E-Filing of civil cases 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 more police agencies on-line with the newest version of APS automated ticket writing software to further reduce the amount of traffic ticket data entry.
- 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.
- Implement electronic Orders of Protection to improve customer service and shorten filing time for victims, in addition to streamlining processes and increasing accuracy by reducing data entry.
- Begin the process of 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 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.