



16th Judicial Clerk
of the Circuit Court
Kane County, Illinois

2021 Annual Report



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Message from the Circuit Clerk

When I served on the Kane County Board for District 2, I had the opportunity to serve on several committees. Those committees included, Energy and Environment, Executive, Development, Finance, Judicial and Public Safety, Labor Management, Human Services, Riverboat Commission and co-Chair Jobs. I was Chair of CDBG (Community Development Block Grants), Development, and the Foreclosure Taskforce. This was just the first four years in office. The next four years were challenging for the county. But this service gave me insights into the budget and the budget process. When serving on those county committees, I met with the directors of departments and other office holders throughout the county. I learned how Kane County is structured and what is required of our elected officials throughout the county. I was able to determine the difference between low and high performing offices. With my previous public service experience, I believed I could contribute more to the county. This supported my decision to run for the office of Kane County Circuit Clerk.



In the next 18 months, I listened to people that weren't able to have their voices heard. Many complained about the lack of leadership at the Circuit Clerk's office. Many judges, attorneys, employees, expressed the need for

improvement in this area. It appeared that the office was in a holding pattern and needed new vision and leadership in order to better serve Kane County. The judicial system consists of the Courts, States Attorney's Office, Sheriff, IT and the Circuit Clerk's Office. It has been a pleasure working alongside my colleagues in the judicial system. In reality the judicial system would not be able to operate without the clerks. They maintain all of the court records and conduct daily functions of the office. Based on extensive feedback, I wanted to upgrade our case management system and update the office structure. In other words, we already paid for the case management system and it should function correctly. I am pleased to announce that finally we have addressed this huge hurdle. This was not an easy fix but required cooperation and hard work from the Kane County IT Department, Tyler (our case management system), and the Circuit Clerk's staff. I look forward to accomplishing many more goals in the next year, and with the help of the staff I hope to make the Circuit Clerk's office something the people of Kane County can be proud of.

THERESA E. BARREIRO





Theresa E. Barreiro was sworn into office by Circuit Judge Rene Cruz on November 30, 2020. She began her term as the first Democratic Kane County Circuit Clerk elected into Office on December 1st, 2020.



Years of Leadership



Jan Carlson (R)
1964-
1996

Clerk Carlson served as the first Circuit Clerk for Kane County. He served for a record eight terms. During his tenure the office moved from the Third Street Courthouse to the Campana Building.



Deborah Seyller (R)
1996-
2012

Clerk Seyller served as the first female Circuit Clerk for Kane County. She served for three terms. During her tenure the office moved from the Campana Building to the current location at 540 S. Randall Rd., St. Charles.



Thomas Hartwell (R)
2012-
2020

Clerk Hartwell served as the Kane County Circuit for three terms. Hartwell also served on the Kane County Board.



Theresa E. Barreiro (D)
2020-
2024

Clerk Barreiro was elected in 2020 as the first Democrat to hold the office of Circuit Clerk of Kane County. Barreiro formerly served on the Kane County Board from 2012-2020.

The office of the Kane County Circuit Clerk has a main office location with 3 satellite office locations and 10 court locations throughout Kane County. The main location is the old Montgomery Ward's building on S. Randall Rd., in St. Charles. This location houses the criminal, civil, accounting, and records teams. The Circuit Clerk's Office is located next to the Kane County Branch Court.

Kane County Branch Court



Juvenile Justice Center



Aurora Branch Court



Kane County Judicial Center



Geneva Courthouse



Elgin Branch Court



Court is currently held via **ZOOM**:

- Elgin Mental Health every Friday
- AMITA Health Mercy Medical Center, Aurora
- AMITA Health St. Joseph Medical Center, Elgin
- Alternating between Aurora and Elgin facilities on Tuesdays

Supports 33 Circuit & Associate Judges

10 Locations:

Main Office, St. Charles
Judicial Center, St. Charles
Old Court House, Geneva
Elgin, Kane & Aurora Branch Courts
3 Mental Health Locations
Juvenile Justice Center, St. Charles

Workforce of 105 Employees

Serving 534,216 people
in Kane County

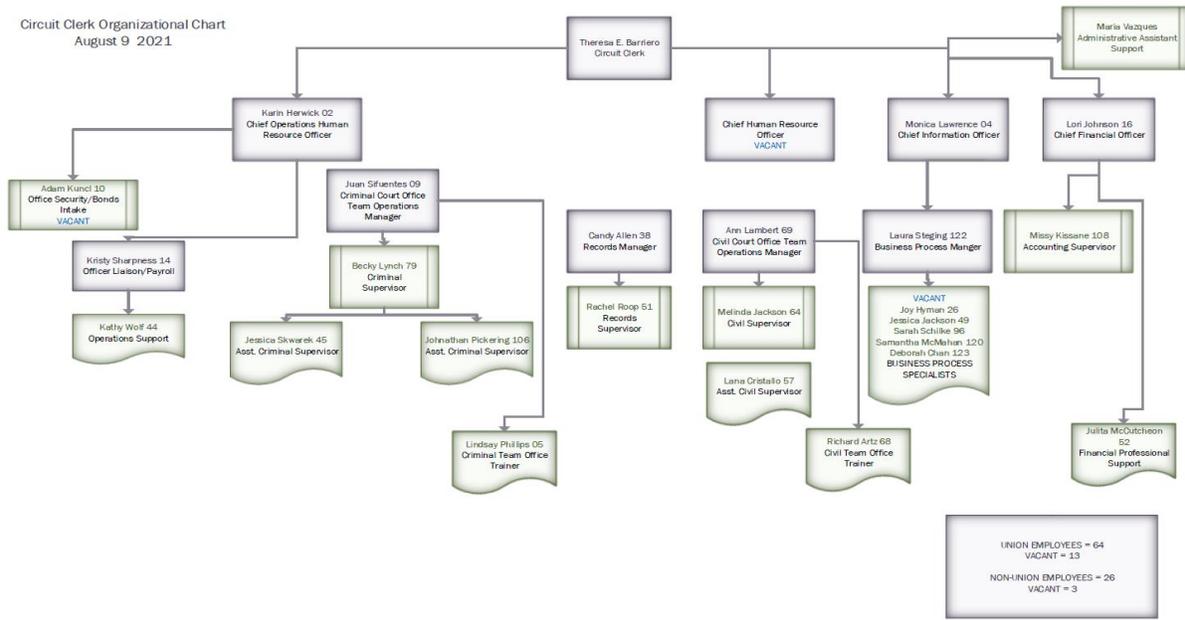


CIRCUIT CLERK'S OFFICE AT A GLANCE

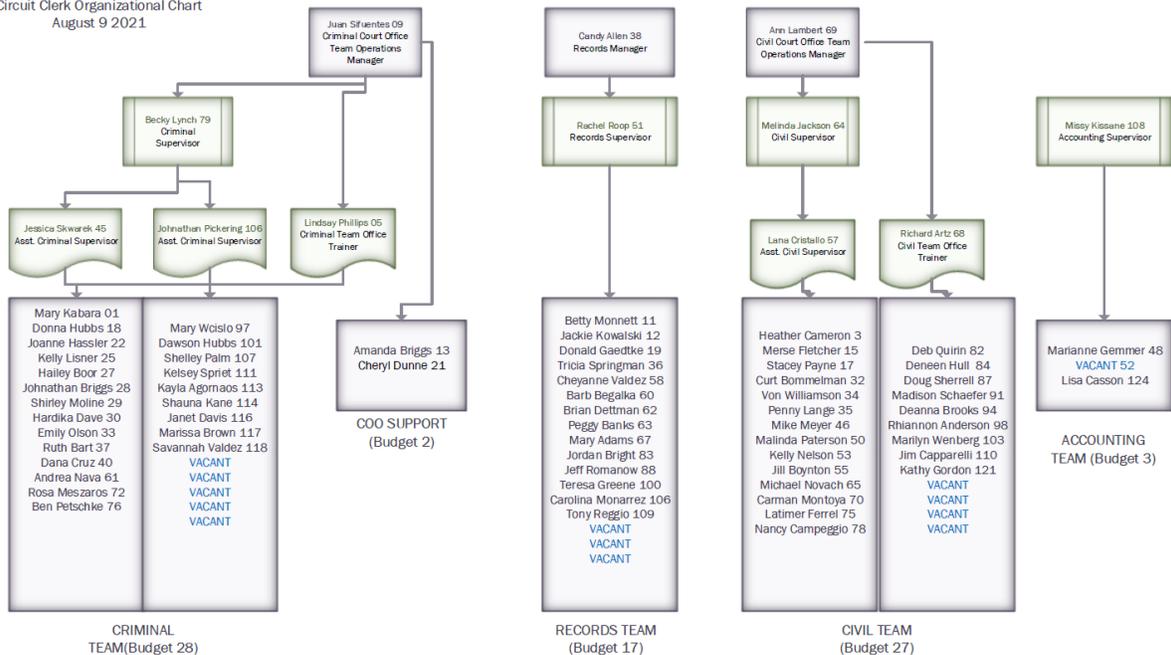
The
Circuit
Court
Clerk, by
law, is the
official
keeper of
records
for all
judicial
matters
brought
into the
Circuit
Court of
Kane
County.

ORGANIZATIONAL CHART

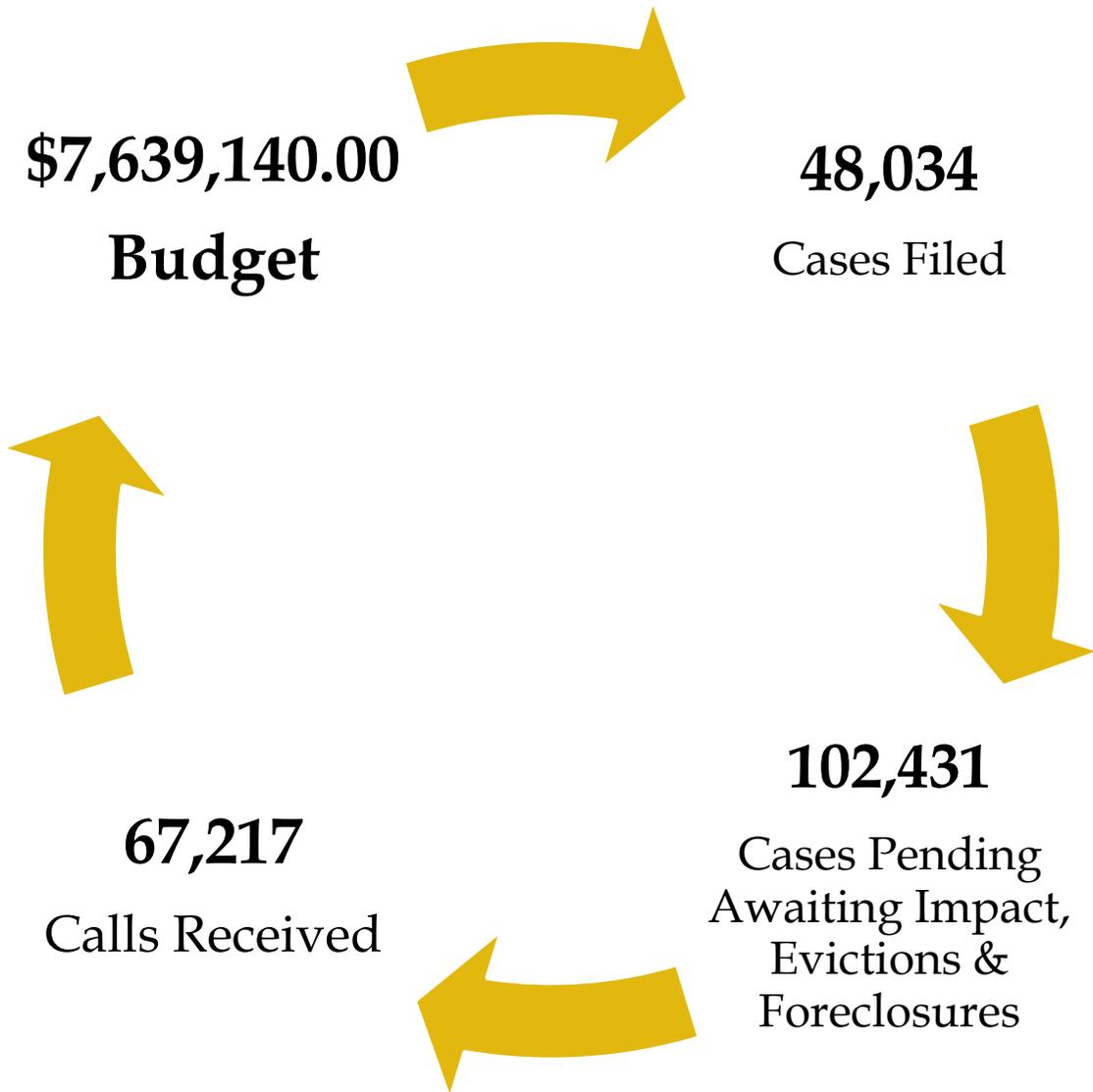
Circuit Clerk Organizational Chart
August 9 2021



Circuit Clerk Organizational Chart
August 9 2021



THE CIRCUIT CLERK'S OFFICE by the numbers for 2021



2021 ACCOMPLISHMENTS & HIGHLIGHTS

- ✓ Implemented protocols to be able to safely conduct business during a pandemic
- ✓ Implemented a Civil Proposed Orders e-file System
- ✓ Installed Navigator 2018 – new updated version of the Case Management System / Odyssey.
- ✓ Installed ECO (Electronic Court Operations) V2 – updated platform
- ✓ Increased Entry Level Pay to \$15.00 per hour to be able to fill vacancies
- ✓ Installed Payment Dropbox in front of main building at 540 S. Randall Rd., St. Charles
- ✓ Restructured the Office Organization for increased efficiency
- ✓ Completed Facility Improvements: new awning, carpet and air purifiers installed for safety and health
- ✓ Implemented development requests for compliance with Recordkeeping Manuals updates for January 1, 2022
- ✓ Attended employment job fairs virtual and in person
- ✓ Distributed work from home equipment in order to safely maintain daily operations
- ✓ Provided support for Warrant Amnesty Program
- ✓ Held 3 Expungement Outreach Events

CREATED A DROPBOX for an easy payment process



Source: Kane County Connects, Rick Nagel, March 17, 2021

The **Kane County Circuit Clerk's Office** in conjunction with the **County Clerk's Office** are offering another way for individuals with outstanding fees and fines to resolve them.

The new Circuit Clerk's drop box is located in front of the office at 540 S. Randall Road, St. Charles.

Similar to the Treasurer's Office property tax drop box and the ballot box that the County Clerk's Office provides for voting, the Circuit Clerk's Office at 540 S. Randall Road in St. Charles now offers a drop box for court-ordered payments.

"Officials at the Circuit Clerk's Office realize the struggles that the public have been experiencing during this pandemic," Kane County Circuit Clerk Theresa Barreiro said. "We are doing our part to assist people who can't get to our office during normal business hours due to job or transportation barriers."

Barreiro said the 16th Circuit Court's move to Zoom courtroom meetings is one of the reasons she wanted to offer the drop-box payment option.

"Previously, when an individual went to court and had an outstanding balance, he or she could take care of it in person," she said. "Now, that person has to either pay online or make an extra trip to the Circuit Clerk's Office to clear their balance. This drop box just makes it a little easier and more convenient for folks to do that."

Barreiro emphasized that the drop box is secure, tamper-proof and monitored by security cameras.

The Circuit Clerk's Office asks that no cash be placed into the drop box. Residents are invited to drop off their payment, either during offices hours or after.



The new Circuit Clerk's drop box is located in front of the office at 540 S. Randall Road, St. Charles.

SIGNED & DISTRIBUTED CHRISTMAS CARDS to LOCAL NURSING HOMES



Kane County Circuit Clerks Office Christmas Card Campaign for Local Nursing Homes

Heritage Woods of Batavia – 110 Residents

Right at Home in Batavia – 40 Residents

Heritage Woods of South Elgin – 32 Residents

Fox Knoll Village of Aurora – 78 Residents

Bickford of St. Charles – 50 Residents

Sunnymere in Aurora – 35 Residents

The Neighbors Next Door in Aurora – 20 Residents

The Grove Fox Valley in Aurora – 116 Residents

Plum Landing in Aurora – 60 Residents

Heritage Health in Elgin – 65 Residents

We will be delivering to 10 nursing homes with a total of 606 residents

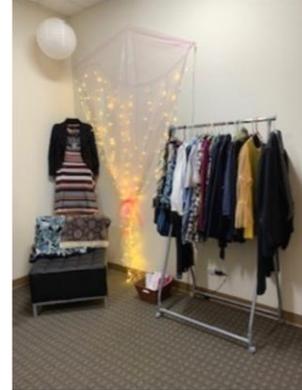
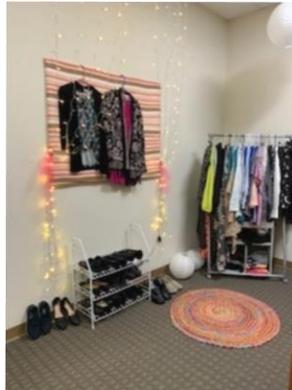
Clerks volunteered their time and cards to be able to spread some Christmas joy.

Mutual Ground's Annual Walk for Hope



**Halloween
Costume Contest!**





CC Boutique

Turned an unused office into a clothes swap boutique. A team building project that has been a GREAT SUCCESS!



Expungement Clinics

In September the Circuit Clerk and her executive staff in partnership with States Attorney Jamie Mosser, Prairie State Legal and several local legal volunteers, held three Expungement Clinics. These were held throughout the county for Kane County residents to be able to attend.

The Expungement/Sealing process can be complicated and can take approximately 75 days by statute from start to end. This process can be overwhelming to have even a minor offense removed. The clinics provided information on the process with a brief presentation, and then the legal representatives volunteered their time to help people with paperwork followed by Q & A. The Circuit Clerk's office filed various petitions from these clinics getting people on their way with the process to get court orders approving their files be expunged and/or sealed.



2022 Goals

- Implement State Mandated Record Keeping Manual changes
- Complete Negotiations with AFSCME Union
- Fill all vacancies
- Focus on Professional Development and Cross Training Staff
- Conduct more informational workshops on the Expungement Process
- Improve social media/Website
- Conduct an internal and external survey
- Update performance measures for better accountability
- Supply the local prosecutors with equipment for easy access
- Continue reorganization of office
- Implement a Reminder of Fines/Fees Due before going to collections
- Implement Clear Company 360 online performance software
- Implement Mitel, new phones product which will provide access to the Clerk's call center remotely
- Implement film conversion for scanned documents
- Continue to attend employee Job Fairs and conduct more outreach
- Implement a remote work schedule
- Continue work for implementing online mobile app to pay Traffic Fines and Fees

