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STATUTORY OBLIGATIONS

STATUTORY OBLIGATION

The Circuit Clerk is given the statutory responsibility for providing a centralized and systematic method of maintaining and preserving court records.

In 2023, there were **289 Illinois Compiled Statutes** which require daily, weekly, monthly, quarterly, semi-annual and annual tasks.

Duties include attending sessions of court, performing all statutory processes associated with each document type, and keeping the record of all proceedings and decisions of the court.

In addition to court related duties the Circuit Clerk is also responsible for a number of administrative, financial and public services including reporting court record information to other government entities.

GOALS

The Circuit Clerk's Office uses performance measures as a weekly practice within the office that capture critical statutory performance, as well as customer service. The Circuit Clerk's office analyzes data from various resources to measure our performance through daily filing, daily entries, and quality reporting to accomplish our statutory obligations and duties to the Bench, Bar and Public.

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VISION & MISSION

Vision

The Circuit Court Clerk's Office is dedicated to the customer, employees have high ethical standards, taxpayer expectations and social responsibility.

The basic direction for the office will be to expand services that develop from and are complementary to the Judicial Court System by focusing on quality, people, technology and aligning practices by focusing on the everchanging needs for courts and the public.

Mission

To provide a means of managing the receipt, maintenance and security of the court record and to efficiently provide services to our customers in a courteous, timely, ethical and cost effective manner.

Strive to be accessible to all, trusted by all and responsive to the evolving needs of our communities.





MESSAGE FROM THE CLERK

We are proud to say that once the State of Illinois announced that the SafeT-Act, now known as Pre-Trial Fairness Act, would start on September 18, 2023 we were ready! As changes in legislation occur we continue to make those changes to the documents used in the court system. This will be a continuum as is all legislation. The Circuit Clerk's office had a major role in preparing the forms to be used. With this brought awareness of the importance in collaborating with the judicial partners throughout the county.

One thing that is a must with technology is that there is always upgrades to bigger and better. CIO Monica Lawrence worked with Kane County's ITD and Tyler to upgrade our case management system in August 2022. In December we started the process to upgrade to 2023. In order for court services and other departments to be able to utilize programs designed for their departments it is imperative that the clerk's office upgrade to 2023. We have expanded the circuit clerk's Information and Technology team to help us navigate the future technological needs that we experience.

This will only increase our ability to solve issues in house!

We were selected as one of the recipients for the Tyler Excellence Award 2023. This resulted in Tyler shooting a video for us and a beautiful award. We also received an over \$600,000 grant for Technology Modernization through the State of Illinois; along with \$800,000 ARPA grant for microfilming. With these two grants we were able to start a long awaited project of digitizing film and paper court records.

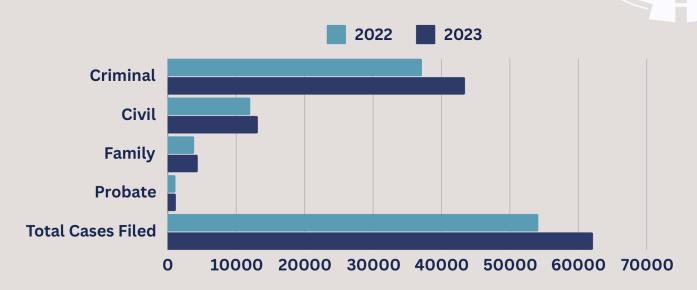
I am looking forward to another successful and proud year!

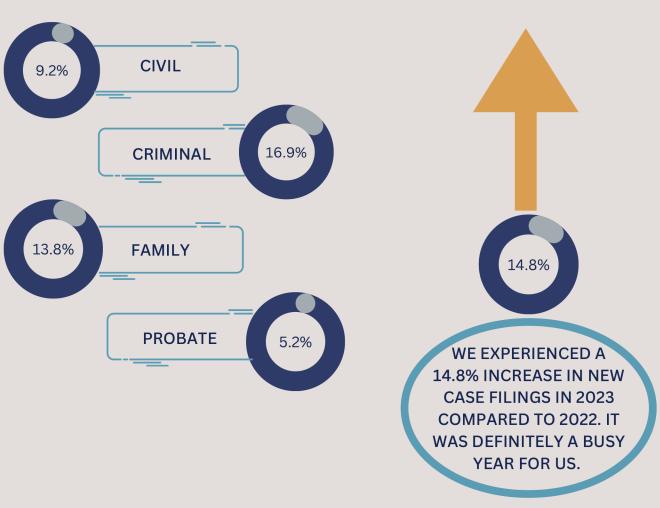


Theresa Barreiro Kane County Circuit Clerk

CIRCUIT CLERK'S OFFICE OVERVIEW







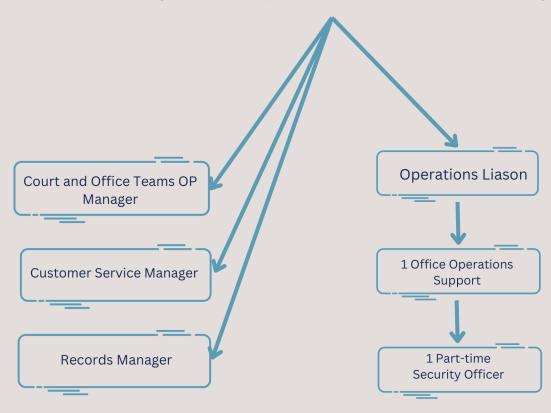
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CHIEF DEPUTY & HR



Karin Herwick Chief Deputy and Human Resource Officer

The Chief Deputy/Chief of Operations (CD/COO) serves as a chief executive to the Clerk of the Circuit Court with the responsibility for overseeing all of the administrative and operational functions of the Circuit Court Clerk's office. The CD/COO works with the executive team to develop vision, goal and office strategies. The CD/COO is in charge of reviewing the staff and mentoring of the employees to optimize their talents within the Circuit Clerk's guidelines. The CD/COO is responsible for and has a complete understanding of total office operation and its relationship to external organizations.



CHIEF DEPUTY AND HR SPOTLIGHT

The following are some of the initiatives that Karin and her team completed throughout the year.

- Attended 3 career fairs.
- Hosted our first Career Fair at the Circuit Clerk's office.
- Introduced Interprenet Services to our customers where translation services are needed to assist our customers.

 Implemented and trained the chat feature of the phone system for customers who are on our website.



- Updated the Circuit Clerk website design along with county ITD.
- Worked through the Technology grant given by the Administration of Illinois Courts (AOIC), for a microfilm project with vendor and our team, which was awarded. Also worked on the American Rescue Plan Act (ARPA) requests. Though we were approved for several, we only accepted the ARPA grant for the Archiving Project.
- Worked with Circuit Clerk and other management to create a break room at the Judicial Center for clerks to eat, and have a quiet place which they never had until now. This included new flooring, paint, lighting and items needed to make it usable. Furniture and other provisions were donated which helped considerably with items that needed to be purchased.



CHIEF DEPUTY AND HR SPOTLIGHT CONT'D

- June 2023 helped with hiring and retention initiative, and the starting salary was increased.
- September 2023 was cause for celebration for having all of the approved deputy clerks hired. This was the first time the Circuit Clerk's office was fully staffed with deputy clerks for the teams in several years.
- Completed the transition from what was known as bond call to First Appearance Court in courtroom 005.
- Worked with Building Management to upgrade our satellite office at the Judicial Center. This included new carpet, paint and cabinets.
- Union Agreement was negotiated and it was ratified before the current agreement expired. **1st time in years that this has occurred**. This brought the starting salary up in order to be more competitive and fill vacancies.
- Reorganized the Civil and Criminal Teams consolidating to one Court and Office Operations, in order to bring more flexibility in operations.
- Piloted a Flexible Work Schedule with exempt employees.



COURT AND OFFICE OPERATIONS MANAGER



Juan Sifuentes
Court and Office Operations Team
Manager (left in 11/23)

The Court and Office Teams OP Manager is assigned to oversee, assist and direct the Civil and Criminal Team Supervisors. The Court and Office Teams OP Manager is delegated total operational and supervisory responsibility and accountability in all specialized functions relating to this team. This requires a general understanding of total office operation and its relationship to external organizations. (I.e. all tasks for court calls, preliminary hearings, grand jury, initial appearance court (previously known as bond call), child support payment process, e-file new cases, and subsequent filing. Collection of fines and filing fees, phones and other supportive tasks). The Court and Office Teams OP Manager will follow-up on training goals with the supervisors to ensure proper training logs are completed. End product accountability is directly associated with high volume workload situations and high job complexity.

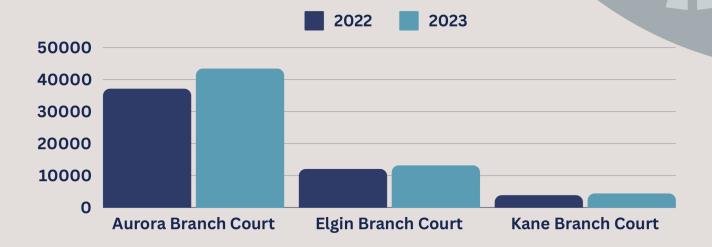


Jessica Skwarek Court and Office Operations Team Manager 11/23 -current

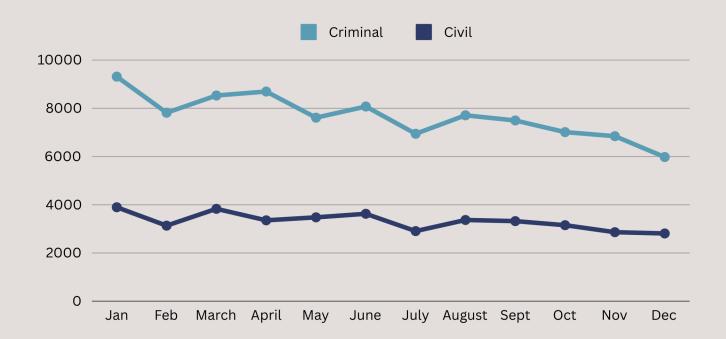


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The Branch Courts continue to have record case hearings throughout the county.



2023 MONTHLY CASES SCHEDULED FOR COURT



E-FILE AND RECORDS



Candy Allen Records Team Manager

The Records Manager is responsible for managing the storage, archiving, retention and destruction of court records effectively, appropriately, and according to legal requirements. The Records Manager is also assigned responsibility of assuring quality records, through inspection at various stages in the recording process. Another responsibility is the documentation of test results and the evaluation of the compiled data to suggest changes in procedures or methods to achieve the best quality possible. The Records Manager has operation and supervisory responsibility and accountability in all specialized functions relating to the Records programs of the Circuit Clerk's office. The Records Manager has a good understanding of total office operation and its relationship to external organizations. (I.e. exhibit tracking, ROP indexing, new case verification, Q/A and record retentions, SOP's, daily team operations, etc). Requires end product accountability and quality control. High volume workload situations and high job complexity.

13 Records Team

7 Court and Office Op Team



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E-FILES AND RECORDS SPOTLIGHT

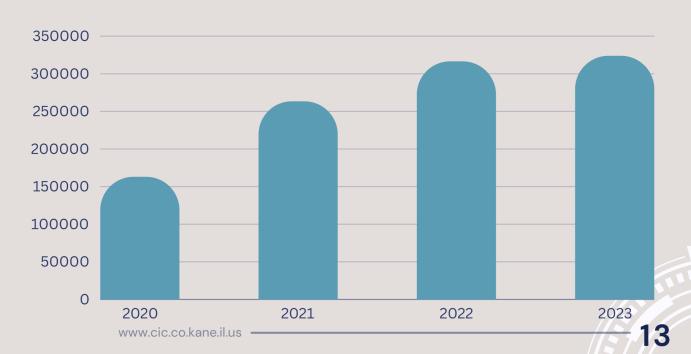
- Office Operations Support Team is now 85% completely cross trained in all queues. Everyone can now jump into any queue that may have an overwhelming amount of envelopes to process to help each other maintain office standards. Efile is open 24 hours a day and seven days a week permitting envelopes to come in even when the Circuit Clerk's office is physically closed.
- EFile –The New case types of TR/OV/MT were added and the public/attorneys are now able to efficiently file these from home as well. Not only have filings increased since last year, but this was accomplished without adding personnel. This team also handles all email questions for any EFiling aspect. Despite this increase, Circuit Clerk's office was still able to maintain standards in the office and have all envelopes processed within 48 business hours. In fact most days envelopes were processed within 24 hours or same day submissions. Please see below for the transactions completed by the clerks.
- EFiling Transactions that clerks did by year.

2020-163,002

2021-263,363

2022-316,486

2023-323,871





E-FILE AND RECORDS SPOTLIGHT CONT'D

- Public Safety Act Appeals- With the new change in Public Safety Act the amount of Appeals that are coming through resulted in additional workload to the Clerk's office. Therefore a whole new position in the Records Team was needed to accommodate all of these; however NO personnel was added as the Records Team was re-organized to absorb this work. The State even created new divisions for the Appellate Prosecutor and Appellate Defender to handle their workloads.
- Continue to Set up Queues & Train Judges for Civil/Family EFile Orders A few new judges and some Judge changes that went to different divisions, were provided training. The setup of accounts, training and troubleshooting is completed by the Records Manager for this aspect of utilizing the EFileIL Application from the state.



Staff attending our annual Cougars Game!

Court and Office Team participated in the Special Olympics Polar Plunge in Maple Park, IL.



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GRANTS RECEIVED

Chief Deputy Karin Herwick and Records Manager Candy Allen worked on the Technology grant thru AOIC, which was awarded. They also did work on Circuit Clerk's ARPA requests as required for approval. Although approved for several the Circuit Clerk's office only accepted the ARPA for the Archiving Project. Once completed Kane County Circuit Clerk's office will be one, if not the only, Illinois Circuit Clerk's office that has accomplished all digital records. This is actually a new venture for our office. The staff has had some experience with grants but not of this magnitude. Candy Allen, Records Manager, took on the task. She alone worked with Karin Herwick, Chief Deputy, Kane County Purchasing and Kane County Finance. With Candy's knowledge and expertise the Circuit Clerk's office was awarded two grants in 2023. The total was over \$1 Million!

- Received Modernization Grant Money for Microfilm to be converted to Digital Images; Once
 converted these will be placed in the Case Management system for ease of access to anyone that
 has access to Odyssey Case Manager and Online Portal. There will be 2214 rolls of microfilm to be
 converted to digital images. If clerks were ever to be off site again in an emergency, we will have
 the ability to easily retrieve images for the customers, from a different location. This will also
 guarantee that if there were ever a disaster at our location these would be backed up on the
 computer and not destroyed.
- Received ARPA Grant Money for Paper Files to be scanned to Digital Images: Once Converted these will be placed on Case Management system for ease of access to anyone that has access to Odyssey Case Manager and Online Portal. There is 59 Skids of paper case files to be scanned. Each skid has 40 boxes giving a total of around 2360 boxes of files to be scanned. If clerks were ever to be off site again in an emergency we will have the ability to easily retrieve images for the customers from a different location. This will also guarantee that if there were ever a disaster at our location these would be backed up on the computer and not destroyed.





INFORMATION AND TECHNOLOGY



The Chief Information Officer (CIO), is responsible for overseeing the technology strategies and computer systems to ensure that Circuit Clerk's Office maintains the integrity of the court records at the Circuit Clerk's Office. The CIO is responsible for the planning, developing, and implementing technology advancement for improvement of process and or quality. The CIO also assists with development and implements comprehensive system and application strategy. The CIO plans on how to use existing and emerging technologies to transform the Circuit Clerk's Office and the courts into the evolving digital existences. Responsibilities include ensuring that appropriate technology protocol is maintained for processes and procedures related to system support, including hardware, software development, system documentation, and technical and training manuals. The CIO has authority for program coordination with user departments both internal and external that affect the computerized operations and exchange of information. Other responsibilities include project support, trains and provides liaison with assigned personnel in the user department, conducts audits to ensure that programs meet systems maintenance and operational needs; acts as primary liaison with Kane County Information Technologies Staff and technology Directors and staff within other County Offices, and the Judicial partners. Responds to user requests for information and/or assistance.



INFORMATION AND TECHNOLOGY SPOTLIGHT

- Produced reports for the AOIC/State of Illinois. These reports are used to compile the Statistics for Kane County.
- Completed system changes for the implementation of Safe-T Act/Pre-Trial Fairness Act.
- Assisted with Safe-T Act dashboard for the 16th Judicial Circuit Courts.
- Completed updates to the Online Complaint form, which allows for an assignment of Case Number and Judge, which was needed for Pre-Trial Release Hearings.
- Updated reporting configurations to implement reporting changes, requiring updating of cases which is State of Illinois Statute requirements.
- Identified reporting requirements for NEW Statistical Report O mandated by the State; added codes, updated forms, updates to Standard Operating Procedures (SOP's), etc.
- Provided support to the Judiciary, SAO, and Court Services to help gather data needed for reports.
- Tested many packages and upgrades to Odyssey, our Case Management System, to keep up on the latest versions available.
- Cross trained the Collections Process within the Circuit Clerk's Office.
- Implemented 2022 version of Odyssey.
- Assisted beginning stages of implementing 2023 version of Odyssey.
- Collaborated on documentation and implementation with other Judicial Partners for ODR-Online Dispute Resolution.
- Assisted the Judicial Partners with DUI Court Monitoring Program Implementation.

CIO MONICA LAWRENCE AND CFO LORI JOHNSON VOLUNTEERING AT THE SPECIAL OLYMPCS POLAR PLUNGE IN MAPLE PARK, IL

BUSINESS PROCESS MANAGER



Laura Steging Business Process Team Manager

The Business Process Manager is responsible for analyzing Business Operations functions for improvement opportunities that increase revenues, reduce or avoid expenses/costs and improve work simplification process. Conducts analysis; documents business processes and problems; coordinates and implements solutions from process analysis and general department projects. Develops tasks and training for new projects. The Business Process Manager is delegated total operation and supervisory responsibility in all specialized functions relating to the Process Support Teams.

3 Business Process
Support Team

5 Systems Professional
Business Process Team

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BUSINESS PROCESS TEAM SPOTLIGHT

- Systems Professional Business teams have been trained on the implementation of Laserfiche forms. As we work together with ITD, this training will continue as we expand this team.
- Went live with the Safe-T Act on September 18, 2023.
- Combined Civil and Criminal SOP's to reflect one Court and Office team.
- Presentations added to some SOP's as they are updated to match new processes.
- Continued IDROP collection process.
- Continued warrant slaughter.
- Continued work on statistical reports.
- Updated ongoing process of DCN numbers needed for dispositional reporting to the State of Illinois.
- Worked on remote access for local prosecutors in order to draft electronic orders during court.
- Organized and distributed on an ongoing basis, work from home equipment, which includes updates to existing equipment.
- Created Expungement video/presentation for use during Expungement Clinics.



POTATO DAY! MARCH 17, 2023

Members of the Legislative Task force from the Kane County Justice System 2022-2025 Strategic Plan, visited Springfield in April. We had the privilege of meeting with some local legislators.



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CONNECTS MAY 2023

The Circuit Clerk's office was a recipient of Tyler Connects Award of Excellence 2023. This is an honor to be selected along with five other counties in the United States! We were selected for the productivity with Enterprise Justice. This was the result of over 1Million entries for 2023!

FEATURED TYLER PRODUCT: ENTERPRISE JUSTICE

To reduce the number of accused awaiting trial in jail, the Kane County Circuit Clerk and IT Department teamed up with law enforcement to create a workflow within Enterprise Case Manager that automates in real time. Since adopting the new process, the County has:

- Empowered officers to complete criminal complaints in the fields, connecting them to Enterprise Case Manager to access case details that allow for release on recognizance without involving court staff
- Reduced errors and financial burden on county to house suspected residents



PRE-TRIAL FAIRNESS ACT

PA 101-0652 & 101-1104

Effective 9/18/2023



Since March, 2022, the 16th Judicial Court was appointed as a pilot site for the SafeT Act/Pre-Trial Fairness Act. There was a lot of work to be done and Chief Judge Clint Hull selected Judge Julie Yetter to be the chairperson for the Kane County SafeT Act Taskforce.

The Administrative Office of the Illinois Court asked the 16th Judicial to give a presentation at the Illinois Association of Counties Spring Conference, May 2023 in Bloomington-Normal, IL. The Circuit Clerk's Office presented on what was learned and the changes made to forms and bond call courtroom in preparation for the Pre-Trial Fairness Act which started on September 18, 2023.

The presentation was an 18 page power point presentation with Q & A.



FINANCIAL



The Chief Financial Officer (CFO) is responsible for designing, implementing, maintaining, revising and updating an accounting and internal financial audit program for the office of the Clerk of the Circuit Court. The CFO requires a complete understanding of accounting procedures, records, ledgers and reports. Accounting data must be maintained in a format that will provide management and other agencies with timely information. The CFO interacts with the office of the County Auditor, Treasurer and other departments on a day to day basis for reconciling, controlling, reporting and auditing cash receipts and cash disbursements. The Chief Financial Officer takes full and complete "end product responsibility" for all projects and assignments related to financial management. The CFO has a great understanding of total office operation and its relationship to external organizations.



FINANCIAL TEAM SPOTLIGHT

- The Financial Support team was established and went operational. This initiative provides a platform for continuous learning and development for all team members.
- Managed to stay within a reasonable budget for fiscal year 2023, showcasing effective financial management practices within the organization.
- Implemented pay increases for both union and non-union employees, demonstrating a commitment to fair compensation and employee retention and recruitment.
- Negotiated and finalized the union contract before the deadline of December 1st, 2023, ensuring workforce stability and positive employee relations.
- Secured ARPA (American Rescue Plan Act) & Modernization grants. Since CIC doesn't have a grant writer solely responsible for grants, the Chief Financial Officer worked with the Records Manager resulting in successful grant acquisition and funding diversification strategies.

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2023 BUDGET

The Circuit Clerk's office budget is set by the Kane County Board. Each year the County Board votes on the the entire county budget that includes county departments within the county, along with all of the elected offices. The CIC office has worked under and within the given adopted budget for the past three years.

There has not been an increase in revenue since Covid. The CIC has 111 employees with several positions still vacant. The CIC will continue to recruit to fill those vacancies over the next year.

	20	20 Budget	=	020 Actual ENUE Budget	-	EXPENSES Budget		2	021 Budget		2021 Actual VENUE Budget	EXI	2021 Actual PENSES Budget	
General Fund	\$	6,110,500	\$	4,507,471	\$	3,225,120	-28%	\$	5,465,000	\$	3,872,703	\$	3,355,088	-13%
Court Automation	\$	1,350,282	\$	892,076	\$	1,143,879	28%	\$	1,314,961	\$	1,044,703	\$	1,086,095	496
Document Storage	\$	1,302,076	\$	839,620	\$	1,098,967	31%	\$	1,444,833	\$	1,044,444	\$	1,036,568	-1%
Child Support	\$	171,816	\$	109,048	\$	91,362	-16%	\$	152,539	\$	86,439	\$	108,156	25%
Admin Op	\$	386,097	\$	492,776	\$	307,787	-38%	\$	489,275	\$	403,238	\$	323,136	-20%
eCitation	\$	377,000	\$	186,056	\$	229,311	23%	\$	278,121	\$	175,620	\$	250,329	43%
Op & Admin	\$	150,500	\$	55,751	\$	-	-100%	\$	30,100	\$	98,009	\$	-	-100%
Total Revenue	\$	9,848,271	\$	7,082,796			-39%	\$	9,174,829	\$	6,725,155			-36%
Total Expenses	\$	7,639,140			\$	6,096,425	-25%	\$	7,578,607			\$	6,159,371	-23%
								_						
					-	2022 Actual								
			_	022 Actual		<u>EXPENSES</u>			<u>2023 Actual</u>			2023 Actual		
	_	22 Budget			Budget			023 Budget			EXPENSES Budget			
General Fund	\$	5,058,000	\$	3,699,797	\$	3,688,282	096	\$		\$	3,716,799	\$	4,700,147	26%
Court Automation	\$	1,290,154	\$	764,271	\$	748,568	-2%	\$	1,028,542	\$	795,753	\$	446,598	-44%
Document Storage	\$	1,311,614	\$	745,678	\$	891,297	20%	\$		\$	773,887	\$	505,072	-35%
Child Support	\$	291,012	\$	94,412	\$	159,387	69%	\$		\$	88,920	\$	95,488	7%
Admin Op	\$	513,135	\$	330,721	\$	378,952	15%	\$		\$	304,732	\$	259,768	-15%
eCitation	\$	335,737	\$	176,415	\$	185,095	5%	\$		\$	194,963	\$	196,992	196
Op & Admin	\$	75,500	\$	64,461	\$	-	-100%	\$	75,500	\$	87,486	\$	-	-100%
Total Revenue Total Expenses	\$	8,875,152	\$	5,875,755			-51%	\$	6,350,496	\$	5,962,541			-7%

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COMMUNICATIONS



Ann Lambert Customer Service Manager

The Customer Service Manager (CSM) is a highly focused position to ensure that the organization understands and satisfies its customer's requirements. The Customer Service Manager helps in developing customer service policies and procedures for the Circuit Clerk's Office and handles face-to face complex inquiries from customers. The Customer Service Manager develops and administers a program to monitor customer satisfaction. The program will require follow-up on customer complaints and satisfaction thereof. As tools, the Customer Service Manager may use surveys, mail or telephone inquiries for gathering data to determine compliance with predetermined standards of customer service in the Circuit Clerk's office. Has the ability to visualize, integrate, plan and anticipate future needs. The Customer Service Manager takes full and complete end product responsibility for all projects and assignments related to this area. The CSM has a general understanding of total office operation and its relationship to external organizations.

COMMUNICATIONS SPOTLIGHT

- Loaded MiCollab, on most laptops for WFH phones to be used which enabled staff to answer calls from home. This worked fabulous when the courts physically closed, so that clerks could still operate through zoom and answer phones from their homes.
- Tracked Call Center totals Received 84,240 calls last year along with 3,240 chats with a 92% overall answer average.
- Received 17 FOIA requests.



2022 CLEARANCE RATES

After review of the past 5 year Trend, Clearance Rates: All Case types by Circuit showed that Kane County was struggling with Statistical Reports through the case management system. This required many hours for the Circuit Clerk's information Systems Division and Kane Information Technologies Department along with the case management system provider. Once upgrade to 2018 version of the case management system was completed, the Circuit Clerk's office was able to work with Kane ITD to overcome the issues. The Circuit Clerk's office is very proud to report that the 16th Judicial received a 99.5% Clearance Rate for all case types in 2021.

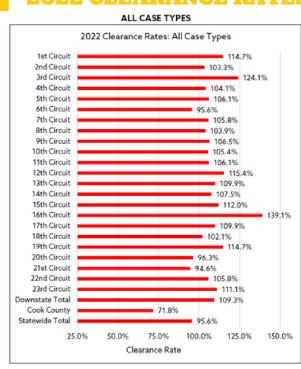
The Circuit Clerk's office now has the 2022 version installed and is currently implementing 2023.

Clearance Rates.: All case types by the Circuit showed that Kane County continues to improve our Statistical Reporting to the (AOIC) Administration Office of Illinois Courts.

(AOIC State reports are for the previous year.)
re: IL COURTS ANNUAL REPORT 2022

2022 has been our best year with a 139.1%!

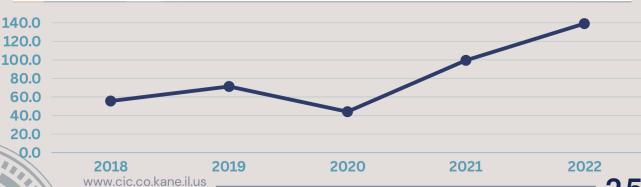
2022 CLEARANCE RATES BY CIRCUIT



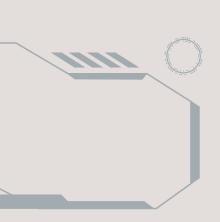
IL COURTS ANNUAL REPORT 2022

FIVE YEAR TREND CLEARANCE RATES: ALL CASE TYPES									
Circuit	2022	2021	2020	2019	2018				
1st	114.7%	102.6%	96.2%	90.2%	92.7%				
2nd	103.3%	97.7%	87.1%	91.3%	93.7%				
3rd	124.1%	107.6%	83.4%	92.4%	94.7%				
4th	104.1%	96.8%	83.0%	96.0%	100.1%				
5th	106.1%	85.2%	69.3%	78.9%	79.0%				
6th	95.6%	91.6%	88.3%	92.6%	93.7%				
7th	105.8%	134.1%	106.3%	116.0%	116.4%				
8th	103.9%	102.4%	90.8%	94.4%	96.0%				
9th	106.5%	99.4%	94.0%	98.6%	98.3%				
10th	105.4%	90.8%	85.3%	97.1%	98.2%				
11th	106.1%	96.8%	94.0%	101.0%	99.5%				
12th	115.4%	101.2%	90.7%	97.6%	99.8%				
13th	109.9%	97.5%	93.2%	96.0%	97.9%				
14th	107.5%	93.2%	90.1%	94.5%	96.5%				
15th	112.0%	101.2%	89.1%	95.6%	95.89				
16th	139.1%	99.5%	44.1%	71.3%	55.69				
17th	109.9%	103.0%	101.5%	98.0%	99.09				
18th	102.1%	110.7%	82.5%	100.6%	101.09				
19th	114.7%	102.3%	97.0%	100.9%	100.2%				
20th	96.3%	107.9%	92.4%	96.9%	98.59				
21st	94.6%	66.1%	45.9%	69.0%	76.19				
22nd	105.8%	104.3%	93.7%	102.0%	99.89				
23rd	111.1%	112.5%	81.6%	98.5%	100.89				
DOWNSTATE TOTAL	109.3%	102.5%	86.8%	95.5%	95.89				
COOK COUNTY	71.8%	86.0%	74.1%	78.3%	77.29				
STATE TOTAL	95.6%	97.2%	82.5%	89.2%	88.69				

Note: Clearance Rate Percentage equals the number of closed cases divided by the sum of new filed and reinstated cases, with the total multiplied by 100.









THANK YOU