

2022



# Annual Report

**Theresa E. Barreiro**

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



# Clerk's Message

I am happy to report that the Circuit Clerk's office had a productive 2022. There were many accomplishments and we are very proud of this. Kudos to the talented and hardworking staff.

Throughout my term we have been presented with many challenges, but we have persevered. During the pandemic the Courts and our Information Technologies Department at the Circuit Clerk's office worked to get the office up and running remotely. This became a much needed forward step in the judicial process. The realization that courtrooms could operate through Zoom decreased the numbers of missed court dates and allowed individuals to attend their court appearances via Zoom and not miss work. There are many reasons a person would need to attend remotely, and the Circuit Clerk's office was there to see this to fruition.

The State of Illinois implemented a New Record Keeping Manual on 1/1/2022 which brought changes across the judicial system and the way the Clerk record keeps. On 1/1/2023, the Safe-T Act was to be implemented where the Circuit Clerk's role is to provide up to date forms either electronically or paper.

Our office along with all of the judicial partners in Kane County were selected as a "Pilot" for the implementation of the Safe-T Act. We worked vigorously to be prepared for the changes. We continue to work on the changes to the Act and are ready when the State moves forward with it.

I am looking forward to another successful and proud year!



Theresa E. Barreiro

*"I look forward to accomplishing many more hurdles. With our great staff at the Circuit Clerk's office, I hope to make the Circuit Clerk's office what the county, employees and taxpayer's will be proud of."*

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# Our History

## 16th Judicial Circuit Court Clerk's of Kane County



**Theresa E. Barreiro (D)**

2020 – present



**Thomas M. Hartwell (R)**

2012 – 2020

# Our History

## 16th Judicial Circuit Court Clerk's of Kane County



**Deborah Seyller (R)**

1996 – 2012



**Jan Carlson (R)**

1964 – 1996

## Statutory Obligations

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

## KEY PERFORMANCE MEASURES

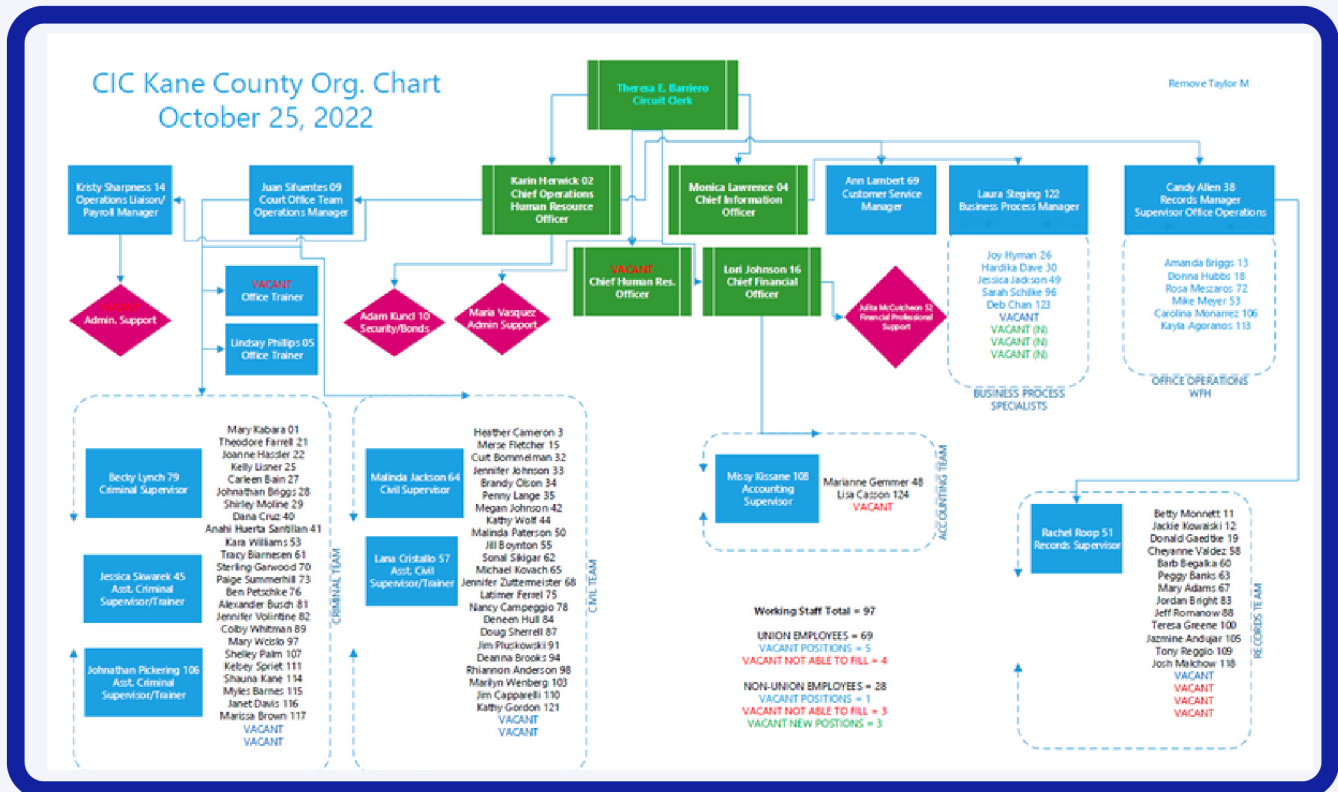
The Circuit Clerk's Office uses performance measures as a weekly practice within the office that capture critical statutory performance, customer service, ongoing review of overall organization goals looking towards administrative, financial and public services, including reporting court record information to other government entities.



# Organizational Chart

## Historical Personnel Data: Full-Time employee per year (FTE)

2018 - 126 FTE  
 2019 - 110 FTE  
 2020 - 107 FTE  
 2021 - 106 FTE  
 2022 - 106 FTE budgeted



# How We Work



## PAY ONLINE

By entering the Case Number or Ticket Number or Driver's License Number and filling out the \* Mandatory Fields payments may be paid online



## LIVE COURT/ZOOM COURT

The Sixteenth Judicial Circuit is pleased to offer court hearings remotely through the use of Zoom videoconferencing platform. Attorneys and litigants can participate remotely. To participate as an attorney or litigant in the case, please click on the "Join Hearing" link in the appropriate courtroom to access the remote hearing information for the court session.



## ESERVICES

All Civil Case Types Available  
Electronic Proposed Orders through Efile Filer Information.pdf  
Effective November 1, 2017, all attorneys will be required to file civil documents electronically with the 16th Judicial Circuit.(General Order 17-15)



## COURT FORMS

Per Illinois Supreme Court Rule 10-101, standardized court forms must be used, if one is published by the Illinois Supreme Court Commission on Access to Justice.



## EFILING

Review the Kane County Local Rules in regards to eFiling. (General Order 17-15 found on Circuit Clerk's website, <http://www.cic.co.kane.il.us/> under Court Orders or from the Local Rules (Article 2A) on the Chief Judge's website <http://www.illinois16thjudicialcircuit.org/>).



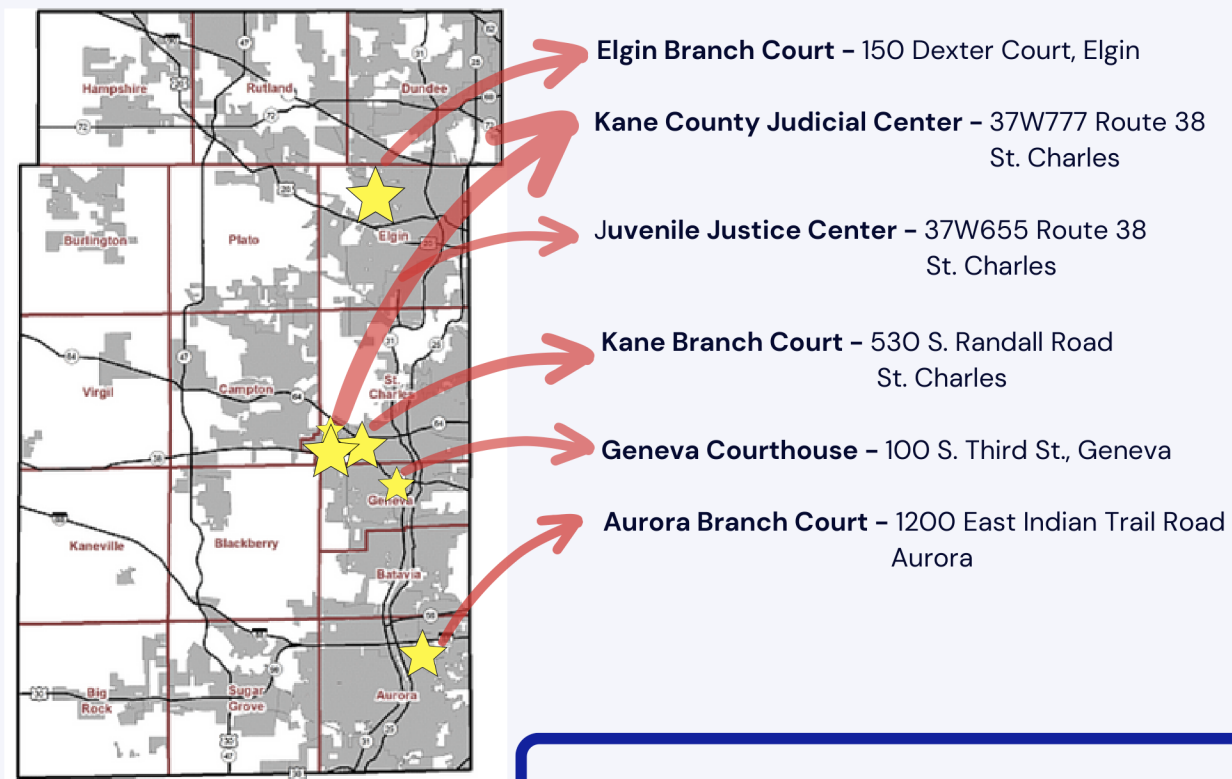
## EVICCTIONS

The State Standardized forms, which can be found on our website, offer instructions to guide you through the process. The Circuit Clerk's Office offers the Mediator Report since Kane County has an Eviction Mediation Program.



# Locations

The Kane County Circuit Clerk has a main office location with 2 satellite office locations and 9 court locations throughout Kane County. The Circuit Clerk's Office is located in the same building as the Kane County Branch Court, with our own address, 540 S. Randall Rd. St. Charles, IL. The main location, along with support staff set up in the Kane County Judicial Center and the Geneva Courthouse, assists the public with payments, copies, and filings.



## 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

# Year in Review

- Survived Record Keeping Manual (RKM) changes in 2022
- Implementation of the Pretrial Fairness Act, also known as the SafeT- Act
- Worked with judicial partners in the creation of new forms for SafeT- Act
- Continued to work on updating SOP's (Standard Operating Procedures)
- Continuous warrant purge
- Ongoing Statistical Reporting with the Administrative Office of Illinois Courts
- Updating Document Control Numbers
- Implemented remote access for Local Prosecutors
- Established Work from Home ability in emergency situations
- Assisted with Kane Information Technologies Department with the implementation of Felony New Case Information Sheet with case numbers interfacing with Case Management System
- Raised Over \$1,500 for Special Olympics
- Participated in the Kane County Justice System 2022-2025 Strategic Plan
- Hired over 20 new employees. Provided Training and Onboarding new staff
- Completed the restructure of the Civil and Criminal Teams leadership to the new Court and Office Team
- Completed restructure of Accounting Area and Administrative Support positions
- Integrated COO Support Teams daily work into the Criminal team
- Created an E-File team to centralize filings coming in and allow the Court team mainly (Civil) to focus more on Court and customer service
- Upgraded Phone System which includes the ability to answer phones remotely and chat feature. In November, implemented the CHAT feature on the website
- Converted LiveCycle Forms to Laserfiche - Creation of Laserfiche reports, to batch print warrants and summons. Tested, trained and implemented Laserfiche forms for the Judicial Partners
- Automated the Online Felony Complaint Form
- Provided access to Odyssey Stage environment
- Completed multiple testing cycles on Odyssey package upgrades
- Reworked and tested new Orders of Protection State forms

# Year in Review – continued

- Completed State Statistical report
- Redesigned website with mobile friendly configuration
- Replaced Fillable reader enabled forms on the website
- Completed Odyssey Financial Manager reconfiguration
- Upgraded Security System with new cameras outside of main office building
- Completed equipment deployment for remote access
- Implemented online Search Warrants
- Established higher hourly pay for exempt and union employees to improve recruitment and retention
- Developed the 2023 Budget for approval by the Kane County Board



**Congratulations** to all of the Milestone Employee Anniversaries!

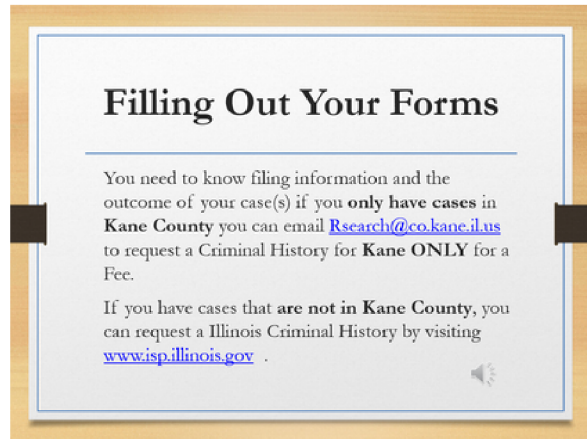
Kane County recognized employees at a milestone ceremony. Employees with 10, 20, 30, or 40 or more years of service with a token of appreciation. All department heads were invited to come and present awards to their staff.

## CONGRATULATIONS!

- **Johnathan Pickering**– 10 years
- **Shauna Kane**– 20 years
- **Laura Steging**– 30 years
- **Ann Lambert**– 41 years

# Year in Review – continued

- Hosted Expungement Clinics in September at two locations in Kane County, Aurora and Elgin. There were 265 petitions filed, over 55 Individuals attended.



## Safe-T Act

The Circuit Clerk's Office worked with Justice Partners to have all of the forms revised and ready to go if needed.

### Police Agency Filings

- For Criminal Felony cases Arresting Agencies are to use the online Kane County Criminal Complaint form
- For all other filings the Arresting Agencies are to use:
  - The Citation/Complaint form
  - The New Notice to Appear – Complaint
    - Officer will need to get notarized and mail via US mail.

Parties to any case can sign up for court hearing reminders by clicking on Court Notifications or Find My Court Date at:

Kane County Circuit Clerk Website at <https://cic.countyofkane.org> or  
16<sup>th</sup> Judicial Circuit Website at <https://www.illinois16thjudicialcircuit.org> or  
Use our County App at <https://kanecourt.org>



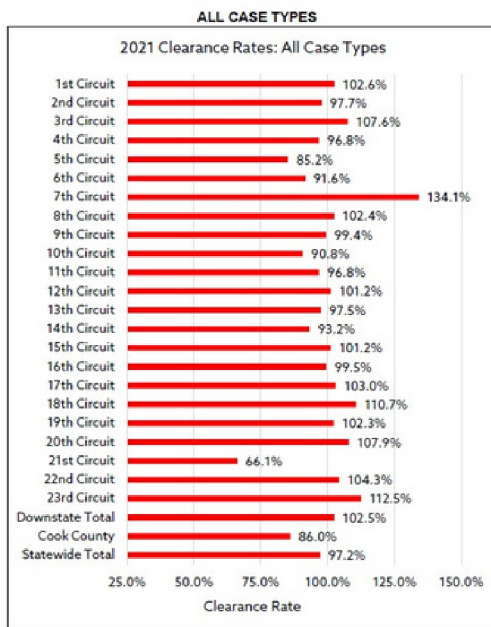
**Shout Out** to Armando D. Sanders  
Deputy Chief of Police  
MONTGOMERY POLICE DEPARTMENT  
Commander Sanders was a key member in our  
Safe-T Act preparedness.

# Year in Review – continued

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 the next 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!

ref: 2021 IL Courts Annual Report

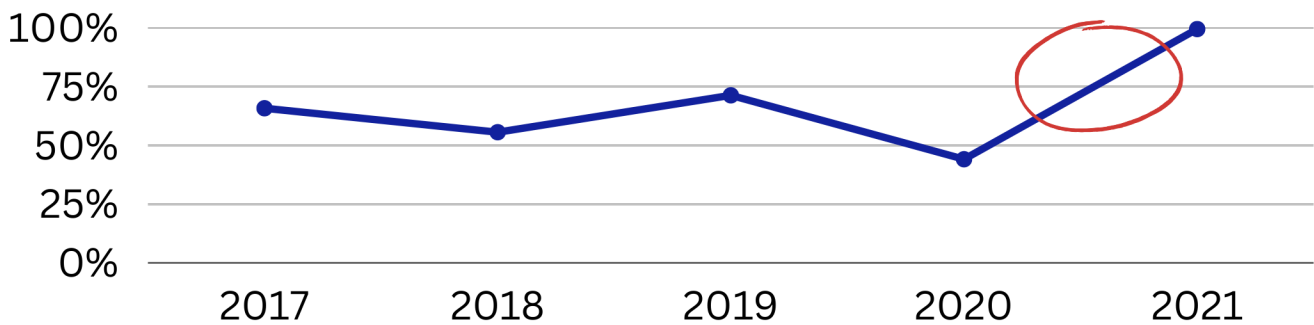
## 2021 CLEARANCE RATES BY CIRCUIT



**FIVE YEAR TREND CLEARANCE RATES: ALL CASE TYPES**

Circuit	2021	2020	2019	2018	2017
1st	102.6%	96.2%	90.2%	92.7%	92.4%
2nd	97.7%	87.1%	91.3%	93.7%	94.3%
3rd	107.6%	83.4%	92.4%	94.7%	94.9%
4th	96.8%	83.0%	96.0%	100.1%	94.6%
5th	85.2%	69.3%	78.9%	79.0%	84.2%
6th	91.6%	88.3%	92.6%	93.7%	92.5%
7th	134.1%	106.3%	116.0%	116.4%	107.5%
8th	102.4%	90.8%	94.4%	96.0%	95.7%
9th	99.4%	94.0%	98.6%	98.3%	95.1%
10th	90.8%	85.3%	97.1%	98.2%	96.3%
11th	96.8%	94.0%	101.0%	99.5%	97.2%
12th	101.2%	90.7%	97.6%	99.8%	99.7%
13th	97.5%	93.2%	96.0%	97.9%	99.3%
14th	93.2%	90.1%	94.5%	96.5%	91.4%
15th	101.2%	89.1%	95.6%	95.8%	94.3%
16th	99.5%	44.1%	71.3%	55.6%	65.8%
17th	103.0%	101.5%	98.0%	99.0%	100.3%
18th	110.7%	82.5%	100.6%	101.0%	99.1%
19th	102.3%	97.0%	100.9%	100.2%	99.1%
20th	107.9%	92.4%	96.9%	98.5%	105.1%
21st	66.1%	45.9%	69.0%	76.1%	87.0%
22nd	104.3%	93.7%	102.0%	99.8%	100.6%
23rd	112.5%	81.6%	98.5%	100.8%	99.7%
DOWNSTATE TOTAL	102.5%	86.8%	95.5%	95.8%	95.9%
COOK COUNTY	86.0%	74.1%	78.3%	77.2%	86.3%
STATE TOTAL	97.2%	82.5%	88.2%	88.6%	92.1%

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

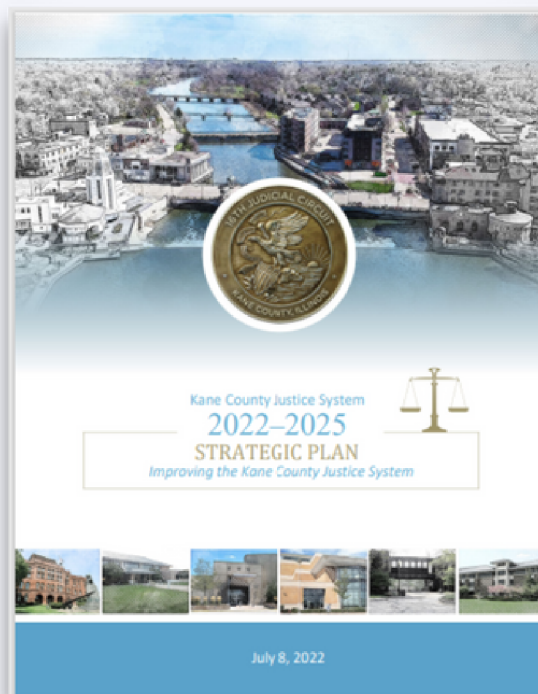


# STRATEGIC PLAN

Kane County put together a Kane County Justice System Strategic Planning Team which met monthly between September 2021 and March 2022 to develop this Plan. This group consisted of twenty-eight members. The included members were from the Sixteenth Judicial Circuit Court, State's Attorney's Office, Public Defender's Office, Sheriff's Office, Circuit Clerk's Office, Information Technologies Department, representatives from the County Board and the Health Department. With funding assistance from the State Justice Institute.

Together we created the Kane County Justice System 2022 – 2025 Strategic Plan, Improving the Kane County Justice System along with the 2022 – 2023 Operational Plan.

All of the participants were assigned with the task of working on the various phases of the project. The Circuit Clerk lead the Strategic Focus Area 3: Workforce Excellence. All of these Strategic Focus Areas held several meetings. Some of the ideas through our hard work have been implemented throughout the other elected offices. One event enjoyed by Kane County employees and family alike was the Spooktacular Halloween Party!

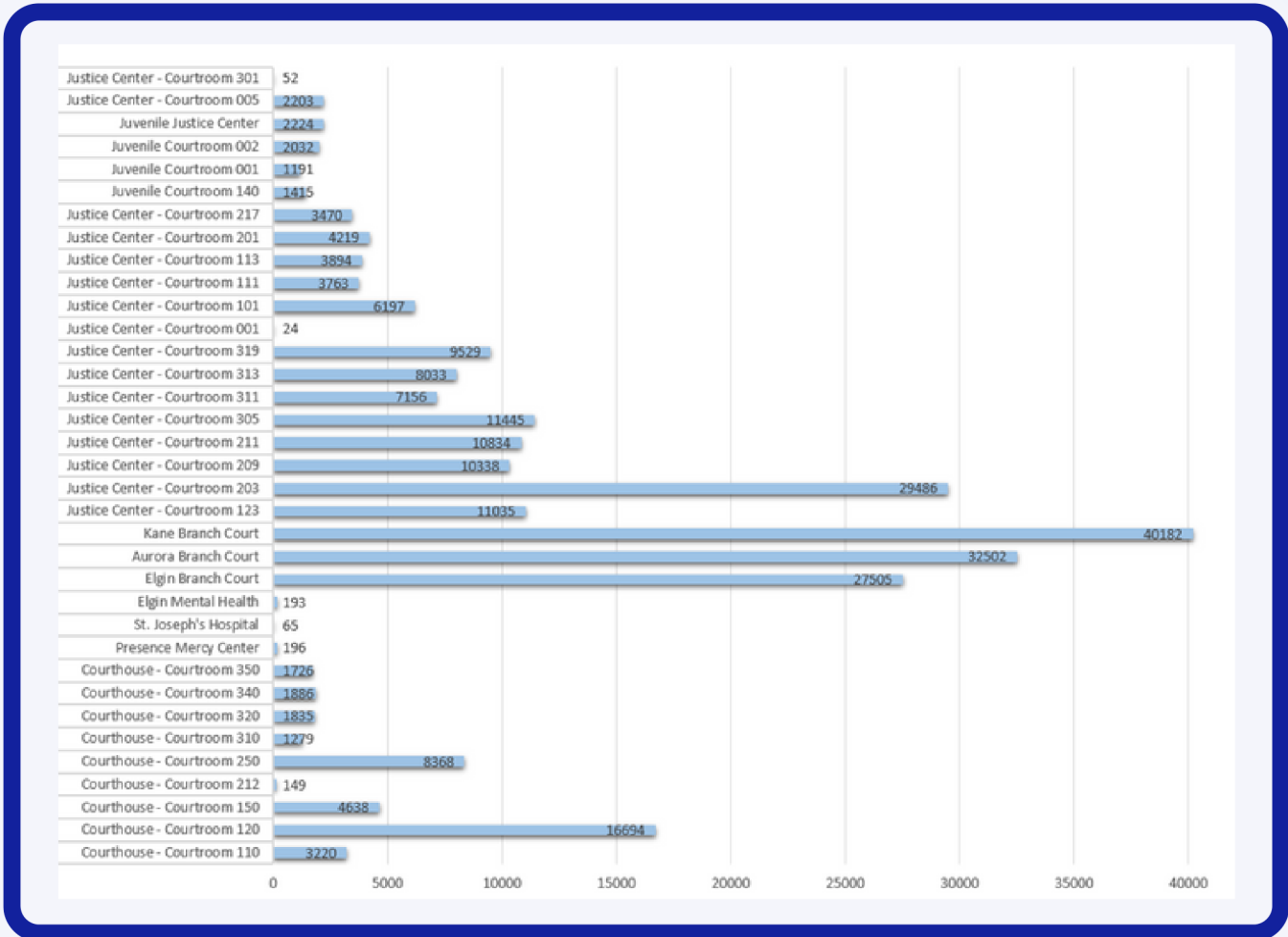


# Spooktacular Party!



# Hearing Counts *per* Courtroom

The Branch Courts continue to have the highest case hearings throughout the county. Below are the totals per courtroom.



The ability to use Tyler APIs over the last 6 years has reduced the manual data entry of 1,482,089 events, 295,928 hearings and the scanning of 404,460 orders. This was essential when the pandemic broke out. Kane County was able to operate the Courts remotely, and users obtained access to court orders after a Judge signed the orders. We are looking forward to enhancing this application in the near future with the entry of complex court dispositions.



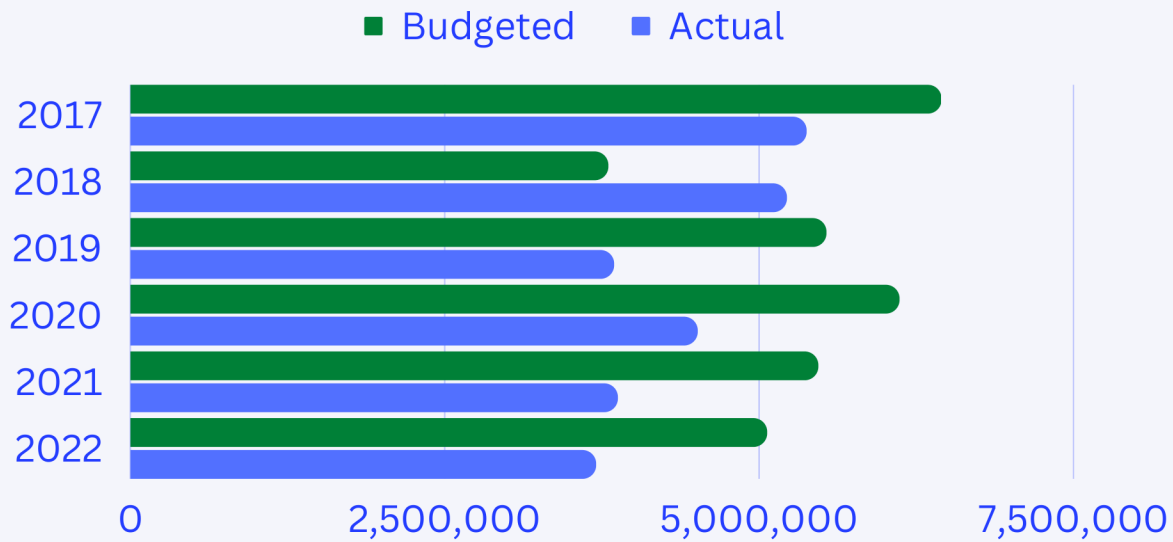
# State and Local Funding

It is important to understand the funding sources for the Circuit Clerk's office. The Circuit Clerk's office provides a variety of court recordkeeping and finance accounting services for Kane County. Circuit Clerks with help from deputy clerks, attend sessions of the court, preserve court files and papers, and maintain complete records of all cases. The county board having budgetary authority. Revenue to pay for these court-related services comes primarily from property taxes, filing fees, and court-ordered fines and costs. Fines, fees and other costs collected by Circuit Clerks are governed primarily by statute and Illinois Supreme Court Rules.

## CASELOAD SUMMARIES BY CIRCUIT CALENDAR YEAR 2021

CIRCUIT	BEGINNING PENDING	NEW FILED	REINSTATED	DISPOSED	END PENDING	INCREASE/DECREASE % OF 2021 PENDING CASES
1st	144,443	58,790	67	60,341	140,810	-2.1
2nd	51,543	26,511	38	25,948	51,034	-1.0
3rd	85,661	54,306	640	59,138	82,124	-4.1
4th	42,577	36,325	66	35,210	43,137	1.3
5th	68,777	26,466	181	22,698	72,206	5.0
6th	74,799	45,488	649	42,358	59,709	-20.2
7th	101,160	58,440	22	78,388	101,829	0.7
8th	24,215	21,649	38	22,236	22,843	-5.2
9th	28,092	24,897	7	24,750	29,640	5.5
10th	54,493	45,420	317	41,522	54,856	0.7
11th	38,882	42,885	759	42,247	37,943	-2.4
12th	96,936	106,375	3,401	111,326	95,657	-1.3
13th	22,171	29,824	629	29,678	22,243	0.3
14th	62,074	41,106	11	38,341	63,606	2.6
15th	31,636	27,435	6	27,763	30,728	-2.9
16th	102,258	57,994	112	57,844	102,422	0.2
17th	84,173	56,575	138	58,440	82,290	-2.2
18th	74,590	129,010	12,594	156,719	59,190	-20.6
19th	40,047	83,598	3,735	89,355	37,937	-5.3
20th	134,906	51,806	277	56,202	136,013	0.8
21st	35,343	24,522	1	16,221	43,569	23.3
22nd	18,796	41,509	1,628	44,990	16,864	-10.3
23rd	25,133	20,950	773	24,448	21,769	-13.4
DOWNSTATE TOTAL	1,442,645	1,111,901	26,289	1,166,081	1,408,419	-2.4
COOK COUNTY	1,804,492	522,927	15,453	442,760	1,880,848	4.2
STATE TOTAL	3,247,137	1,634,828	41,742	1,628,841	3,289,267	1.3

# Budget snapshot



The past two years Kane County has seen a significant drop in revenue. The above shows the decline in the General Funds allocated to the Circuit Clerk's office.

We are proud to say that we have held the line on spending.

# Fees Waived

Application for Waiver of Court Fees

SCR Rule 298

735 ILCS 5/5-105.2

"Income of 125% or less of the current official poverty guidelines or is otherwise eligible to receive services under the eligibility guidelines of the civil legal services provider or court-sponsored pro bono program."



Fines and Fees that would normally be applied are refunded by judgment. Kane County has seen a significant increase of fees waived in the last two years.

# 2023 Goals



- Testing of new packages of CMS
- Plans to upgrade to 2022 Navigator mid-year
- Finish phase one implementation of ECO version 2
- Continue training on Laserfiche
- Developing a Compliance process with upgraded case management system
- Continue cross training staff in respective areas
- Review Statistics and reporting across the office
- Implementation of Socrata data repository with the AOIC
- Continue to expand new employees job knowledge office wide
- Working on the next phases of Criminal eFiling
- Combining the ADR file to be one and eliminating 4 separate files
- Clean up the current reporting processes
- Implement SafeT act changes as laws change
- Fill the remaining vacant positions
- Automate simple online complaint for all arresting agencies
- Learn Process Builder for report generation
- Interfacing electronic citations with all vendors
- Working on ECO enhancements, dispositioning for civil courtrooms
- Establishing a Laserfiche report for expungement orders
- Create online guilty pleas
- Update/Replacement online Kane Portal
- Implement court service Court Monitoring Program
- Further define workflow processes for efficiencies
- Implement new training tools such as tests and videos
- New Collective Bargaining Agreement with AFSCME

