

# Record Keeping Manual changes effective 01/01/2022

## **Case Number Format**

- It will be 4 digit year
- Code lettering will all be 2 letters
- The sequence will remain at 6 digits

Example Case Number: 2022-AR-000001. The use of dashes between the year and case sequence number are for display purpose only searches will still be conducted by typing - 2022AR1. The Odyssey system should reflect this case number format for all case inquiries for all years of files not just 2022.

## **Case Categories formerly known as Case Types**

### **Civil Categories**

- AR** Arbitration  
**CH** Chancery- NOT Foreclosures - they are their own case type.  
**ED** Eminent Domain  
**EV** Eviction - any commercial or residential eviction  
**FC** Foreclosure- any commercial or residential foreclosure  
**GC** Governmental Corporation- same cases as the MC's  
**GR** Guardianship- any case involving guardianship of a minor, disability, estate  
**LA** Law - Lawsuit over 50,000  
**LM** Law Magistrate – Lawsuit 5,001 up to 50,000  
**MH** Mental Health  
**MR** Miscellaneous Remedy- admin decisions, name change, demolition  
**PR** Probate – estates of decedents and missing persons  
**SC** Small Claims - Lawsuit under 5,000  
**TX** Tax – Tax Collection under 10K moved from small claims to here

### **Family and Juvenile Categories**

- AD** Adoption  
**DC** Dissolution With Children  
**DN** Dissolution No Children  
**FA** Family  
**JV** Juvenile – Emancipation of minor/Notification of Abortion act moved here  
**JA** Juvenile Abuse  
**JD** Juvenile Delinquent

**Criminal Categories (everything set by the Offense Code Table)**

- CF** Criminal Felony
- CM** Criminal Misdemeanor
- CV** Conservation Violation
- DT** Driving under the Influence – OUI moved here from CV
- DV** Domestic Violence
- OV** Ordinance Violation
- QC** Quasi Criminal - offense classified petty/business which is not a DT,MT,TR,CV
- MT** Major Traffic- (schedule 9)
- TR** Minor Traffic- (schedule 10)  
\*\*\*See RKM Part 1 Section B for exclusions for SCR 501(f)

**Miscellaneous Categories not in a Particular Category to be filed independently of any other Case Category**

- CC** Contempt of Court – Jury Duty no show added here from MR
- CL** Civil Law
- MX** Miscellaneous Criminal- civil processes relating to criminal- Search Warrants/Grand Jury/Probation Transfers/SSS Suspensions with no DT/Eavesdropping/Seized Property/Sealing & Expunging Petitions when no criminal case/Habeas Corpus/Administrative Subpoenas
- OP** Order of Protection
- WI** Will

**PART 1****SECTION C****CASE CODE LETTER AND CATEGORY OUTLINE**

Some of the case categories in the outline below are followed by lists of subcategories. These lists of subcategories are not intended to be comprehensive; rather, they are intended to illustrate the kinds of actions that are to be filed under the various categories. A comprehensive listing of subcategories available to be filed, refer to the eFileIL Trial Court Public Facing Codes at: <http://efile.illinoiscourts.gov/Trial-Court-Configuration-Standards.htm>

**1. Civil**

- **AR Arbitration**  
(Mandatory Arbitration under Supreme Court Rules 86-95)
- **CH Chancery**
  - Abandoned mobile home
  - Appointment of Special Administrator
  - Construction of inter vivos trust
  - Construction of testamentary trust (after P case has been closed)
  - Contract Actions – specific performance
  - Detinue
  - Equitable Lien
  - Exhume a body
  - Foreclosure of security interest in personal property
  - Injunction (except in Tax and Dissolution cases)
  - Interpleader
  - Mechanic's lien foreclosure
  - Partition
  - Partnership dissolution
  - Petition for Issuance of Marriage Certificate (Adult)
  - Quiet title
  - Rescission of contract
  - Removal of private compromising image (take-down order)
  - Restraining order
  - Specific performance
  - Structured settlement, original action to assign
  - Trust administration
- **ED Eminent Domain**
- **EV Eviction**
  - Commercial
  - Residential
  - Ejectment

- **FC Foreclosure**  
Residential Real Estate  
Commercial Real Estate  
Residential foreclosure/Termination of Lease
  
- **GC Government Corporation**  
Drainage Assessment (Except Tax Collection)  
Foreclosure of Lien for Special Assessment  
Petition for annexation for election  
Petition for the creation of a drainage district  
Petition to change form of government  
Petition to disconnect from fire district  
Petition to dissolve government corporation  
Retailer's Occupation Tax  
Special Assessment (To Change or Restrain Collection)
  
- **GR Guardianship**  
Guardianship of Minor  
Guardianship of Person with Disability  
Guardianship of Estate of a Living Person
  
- **LA Law: Damages over \$50,000**  
Arbitration and award  
Asbestos  
Civil Remedies for Nonconsensual Dissemination of Private Sexual  
Images Act  
Contract - money damages only  
Confession of judgment  
Distress for rent  
Recover support/contribution  
Replevin  
Statutory action by a state or political subdivision to recover support or  
contribution  
Tort - money damages  
Trover  
Wrongful death
  
- **LM Law: Damages \$50,000 or less (other than SC)**  
Arbitration and award  
Civil Remedies for Nonconsensual Dissemination of Private Sexual  
Images Act  
Contract - money damages over \$10,000 only  
Confession of judgment  
Distress for rent  
Recover support/contribution  
Replevin  
Statutory action by a state or political subdivision to recover support or  
contribution  
Tort - money damages over \$10,000  
Trover

Wrongful death

- **MH Mental Health**
  - Petition for hospitalization
  - Petition for discharge
  - Petition for restoration
  - Petition to administer treatment
  
- **MR Miscellaneous Remedy**
  - Abatement of Nuisance
  - Administrative Review - Unemployment
  - Adult Protective Services Act
  - Appointment of receiver
  - Building Code Violation
  - Burnt records
  - Certiorari
  - Change of name
  - Confirmation of Election Judge
  - Consumer Fraud/Deceptive Business Practice
  - Contagious Disease
  - Corporation dissolution
  - Declaratory judgment
  - Demolition
  - Election contest
  - Escheat
  - Fictitious Vital Record
  - Lost goods or money
  - Mandamus
  - Ne exeat (original action)
  - Petition to Destroy Evidence
  - Petition for discovery or to depose
  - Quo warranto
  - Review of administrative proceedings (other than tax commission)
  - Sexually transmissible disease control proceeding
  
- **PR Probate**
  - Administration of Decedent's Estate
  - Missing Person
  - Wrongful Death/Collection of Judgment
  
- **SC Small Claim**
  - Contract - money damages \$10,000 or less only
  - Tort - money damages \$10,000 or less
  
- **TX Tax**
  - Annual tax sale (Assigned 1<sup>st</sup> case each year)
  - Drainage assessment tax collection
  - Petition for tax deed

Sale in error  
 Scavenger tax sale  
 Tax commission, review of decision  
 Tax foreclosure  
 Tax injunction  
 Tax refund/objection

## 2. Family & Juvenile

- **AD Adoption**
- **DC Dissolution with Children**
  - Invalidity
  - Dissolution
  - Legal separation
  - Dissolution of civil union
- **DN Dissolution without Children**
  - Invalidity
  - Dissolution
  - Legal separation
  - Dissolution of civil union
- **FA Family**
  - Abandoned baby
  - Child of assisted reproduction
  - Delayed record of birth
  - Gestational surrogacy
  - Notice to putative father under the Adoption Act (750 ILCS 50/12a) and Juvenile Court Act (705 ILCS 405(2-30, 3-31, and 4-28))
  - Parentage
  - Petition for confidential intermediary
  - Petition for custody
  - Petition for Visitation Frail/Elderly Adult
  - Petition for parental responsibility (visitation or child support)
  - Petition to request support
  - Petition for visitation of child(ren)
- **JA Juvenile Abuse and Neglect**
- **JD Juvenile Delinquent**
- **JV Juvenile**
  - Truancy
  - Sexting
  - Emancipation of Minor
  - Petition under Parental Notification of Abortion Act
  - Petition for Issuance of Marriage License/Civil Union Certificate (Minor)

**3. Other**

- **CC Contempt of Court (Civil & Criminal)**  
Jurors who do not respond to summons or who are absent  
Civil Contempt of Court (direct or indirect)  
Criminal Contempt of Court (direct or indirect)
- **CL Civil Law Violation**
- **MX Miscellaneous Criminal (non-classified criminal actions)**  
Administrative Subpoena  
Application for order authorizing eavesdropping or electronic criminal surveillance  
Appointment of Special Prosecutor  
Asset forfeitures  
Attachment (Original Action)  
Certificate of Innocence  
Eavesdropping  
Expungement petition (for arrest without charge)  
Extradition  
Fugitive from Justice  
Grand Jury Investigator  
Habeas corpus (civil or criminal)  
Interstate and intrastate probationer transfer (each transfer is assigned a separate case number)  
Petition to Expunge (Governor's Pardon)  
Petition for Rule to Show Cause against a Juror for Failure to Appear  
Petition to Seal (when no criminal case exists)  
Petition to Secure Testimony for Out-of-state Witness  
Peace Bond Fugitive/Probationer Transfers  
Rendition  
Search Warrant (complaint for search warrant not related to pending case; each search warrant is assigned a separate case number)  
Sexually violent person commitment proceeding  
Statewide Grand Jury proceedings (prior to determination of venue for prosecution)  
Statutory Summary Suspension (when no DT case is filed)
- **OP Order of Protection**  
Order of Protection  
Civil No Contact Order  
Stalking No Contact Order  
Firearm Restraining Order

**4. Criminal Felony, Criminal Misdemeanor, Domestic Violence, DUI, Major Traffic, Minor Traffic, Ordinance, Quasi-Criminal, & Conservation**

- **CF Criminal Felony**
- **CM Criminal Misdemeanor**
- **CV Conservation**

- **DT Driving Under the Influence**  
Driving Under the Influence – Illinois Vehicle Code  
Operating Under the Influence – Watercraft  
Operating Under the Influence – Snowmobile
- **DV Domestic Violence**
- **MT Major Traffic**
- **OV Ordinance**
- **QC Quasi-criminal**
- **TR Minor Traffic**