ANNUAL REPORT
2008

OGLE COUNTY CIRCUIT CLERK

Respectfully Submitted

MARTIN TYPER

OGLE COUNTY CIRCUIT CLERK

ANNUAL REPORT

2008

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MISSION STATEMENT

THE MISSION OF THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF OGLE COUNTY IS TO SERVE THE CITIZENS OF OGLE COUNTY AND THE PARTICIPANTS IN THE JUDICIAL SYSTEM IN A TIMELY, EFFICIENT, AND ETHICAL MANNER. IN ACCORDANCE WITH STATUTES, ALL SERVICES, INFORMATION, AND COURT RECORDS WILL BE PROVIDED WITH COURTESY AND COST EFFICIENCY.

APRIL 30, 1993

MARTIN TYPER
OGLE COUNTY CIRCUIT CLERK

OGLE COUNTY CIRCUIT CLERK

OFFICE OVERVIEW

Illinois state statutes state that the Duty of the Court Clerk is as follows:

> **Duty of the Clerks**
> The clerks shall attend the sessions of their respective courts, preserve all the files and papers thereof, make, keep, and preserve complete records of all the proceedings and determinations thereof, except in cases otherwise provided by law, and do and perform all other duties pertaining to their offices, as may be required by law or the rules and orders of their courts respectively.

In order to efficiently and effectively manage these duties, the areas of responsibility have been divided into three primary divisions which are Traffic and Criminal, Civil, and Administration. In each area, the Chief Deputy is assigned to help facilitate communications of goals and objectives between the Circuit Clerk and the Deputy Clerks. The Circuit Clerk and the Chief Deputies meet regularly to review the current workloads, supplies, budget needs, and any other problems that may develop. The full communications cycle is completed at the Monthly Departmental Meeting, which is attended by all the employees of the Circuit Clerk's office along with the Circuit Clerk. At this time, all issues have a format to be discussed and everyone can address any issue. Some key issues have been courtroom security, office automation, safety and first aid, Judicial Center Security, and Customer Satisfaction training. These meetings have been beneficial to everyone and will continue.

The Circuit Clerk has many different 'constituencies' to serve including the Judges, the County Board, States Attorney and Public Defender, Court Services, Law Enforcement, the Ogle County Bar Association, Social Services Agencies, Civil Litigants, Criminal Defendants, Witnesses, Jurors, and the Voters. They have all come to expect world class professionalism in the Circuit Clerk's office. To maintain this high level of professionalism, the Circuit Clerk's office continually reviews laws, policies and procedures, staffing requirements, technology, and budgeting requirements to increase efficiency and effectiveness.

Until the end of 2005 the Circuit Clerk had been located on three floors of the 1890 courthouse, the Morgue building, and Child Support was located in the Health Administration Building. The Traffic division was located on the second floor, the Civil and Criminal divisions were on the first floor, while the records retention area was located in the basement of the courthouse. This configuration of work space had some inherent problems. The logistics to serve three courts on the second floor, one on the third floor, and four separate service counters required a

minimum of eight Deputy Clerks at all times. To facilitate lunches, sick or vacation days, breaks, customer requests for searches, and phone calls we moved employees to meet these needs. These moves were hampered by the volume of stairs and various buildings that existed in the past configuration of the Circuit Clerk's office. In the final days of FY2005, we were able to begin to occupy the new Judicial Center and much improvement was anticipated when it opened in 2005.

In January 1994, the Ogle County Circuit Clerk's office implemented an automated data base for all divisions. The terminals are available in all courtrooms, Probation Offices, States Attorney offices, and Public Access is available in the resource room. While implementation of this massive data base had the usual 'glitches', it has been a great step forward for the Ogle County judicial system. Significant time savings for Civil, Child Support, and Accounting divisions have been realized. Additional cost savings were realized in 1998 when the Graduated Drivers License went into effect. A large manual reporting system would have been required if the Circuit Clerk's Office were not automated. Instead, the Automated Reporting System was made to comply with these additional requirements with no additional manpower needed.

Several new technologies were incorporated in 1999 through 2001 to continue to enhance customer services. These products include: Public Monitors in the courthouse lobby to help customers find their courtrooms, Automated Disposition Reporting to electronically file case outcomes with the Secretary of State, Administrative Office of the Illinois Courts, and the Bureau of Investigation. The Ogle County Circuit Clerks data base is now available on the Internet at www.oglecounty.org, go to 'search for case information' and follow the simple program. This feature has saved much time for all the people needing this information as well as being available at any time it is desired. Future projects include 'e-filing' of court documents, and data transmissions directly from Law Enforcement Agencies (e-citation), and electronic collection and storage of demonstrative evidence.

In 2002, the Ogle County Circuit Clerk began to scan images of documents from most case types into the database so judges and Court Personnel could now view the court pleadings without retrieving the paper copy. The images can be viewed through the computer system by everyone at the same time. This system enhancement has proven to be a great labor saver not only for the Circuit Clerk's office, but for the judges, Probation office, States Attorney, and the Public users of the court files. This system has received much acclaim from the Administrative Office of Illinois Courts, the Illinois State Bar, local Attorneys, and other court system personnel. Contingencies from Greene County Wisconsin, Boone, Stephenson, Dekalb Counties as well as the 2nd Appellate Court, and the 17th Circuit judges have come to review our systems to see if it would work for them.

Since the Ogle County Board dedicated the Judicial Center in 2005, several further enhancements were incorporated for electronic presentation and storage of evidence, record storage, and customer service. In August 2007, the first e-warrant in Illinois was processed through the Ogle County Courts and are waiting for implementation by the Ogle County Sheriff. The Circuit Clerk Staff continue to actively review policy and procedures to ensure continued efficiency for the future.

OGLE COUNTY CIRCUIT CLERK

2008 ACCOMPLISHMENTS

* THE OGLE COUNTY CIRCUIT CLERKS OFFICE WAS ABLE TO UPGRADE THE CURRENT PHONE SYSTEM TO ALLOW FOR 'HANDS FREE' USE WITHIN THE OFFICE TO IMPROVE CUSTOMER SERVICE AND EFFICIENCY.

* THE OGLE COUNTY CIRCUIT CLERKS OFFICE WAS ABLE TO FURNISH THE 'HIGH SECURITY AREA' OF THE EVIDENCE ROOM WITH SHELVING AND FILE STORAGE AS REQUIRED TO MEET THE NEEDS OF THE AREA FOR THE FUTURE LONG TERM STORAGE NEEDS FOR EVIDENCE.

* THE OGLE COUNTY CIRCUIT CLERK'S OFFICE WAS ABLE TO CONTRIBUTE $14,000 TOWARDS THE FINANCIAL COMMITMENT TO UNDERWRITE THE COURT APPOINTED SPECIAL ADVOCATE PROGRAM FOR OGLE COUNTY.

* THE OGLE COUNTY CIRCUIT CLERKS OFFICE WAS ABLE TO WORK WITH ILLINOIS LEGAL AID TO ESTABLISH A PRO-SE SELF HELP CENTER IN THE CIRCUIT CLERKS OFFICE.

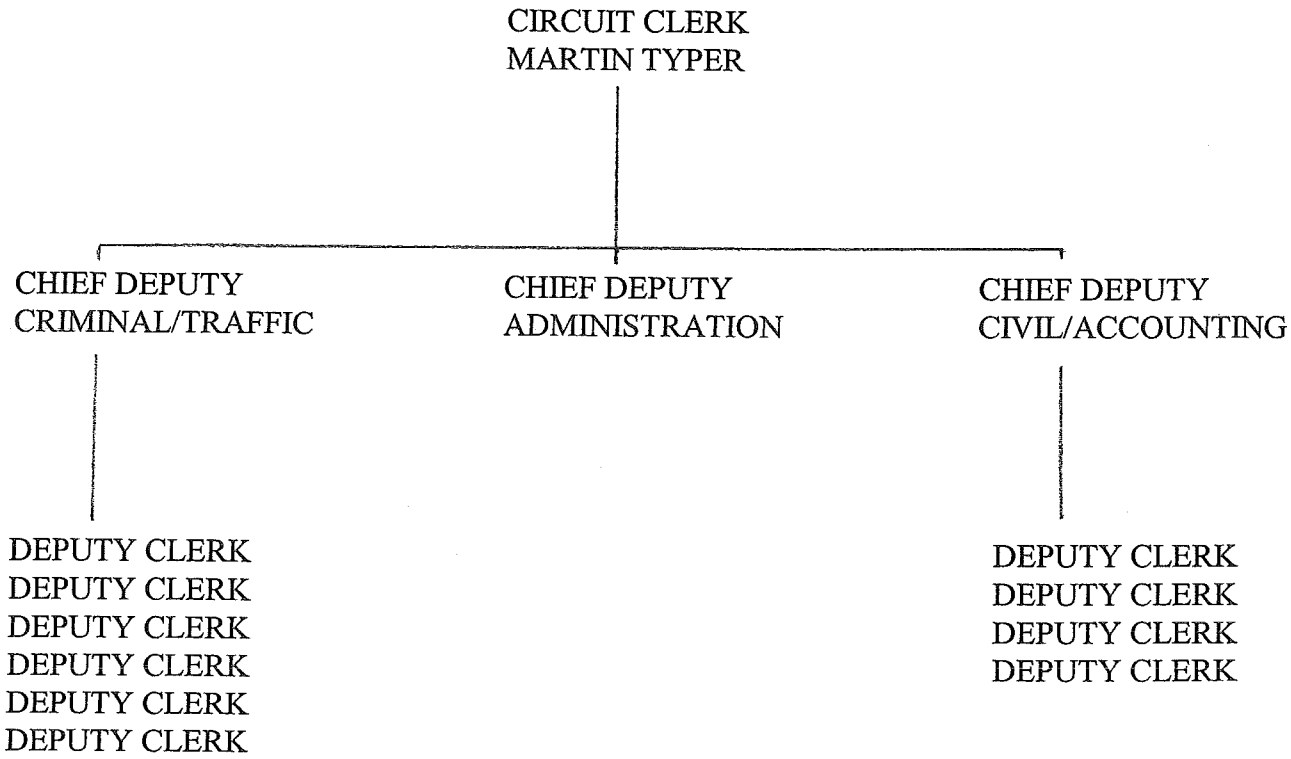
* THE OGLE COUNTY CIRCUIT CLERKS OFFICE WAS ABLE TO NEGOTIATE A NEW TWO YEAR UNION CONTRACT THAT ADHERES TO THE SAME PAY SCHEDULE AS THE UNION CONTRACT NEGOTIATED AND APPROVED BY THE OGLE COUNTY BOARD.

* THE OGLE COUNTY CIRCUIT CLERKS OFFICE WAS ABLE TO CONTRIBUTE $25,000 FROM THE DEDICATED FUNDS TO THE COUNTY GENERAL FUND TO HELP SUPPORT THE NEEDS OF THE COUNTY NETWORK EXPENSE.

ORGANIZATIONAL CHART

OGLE COUNTY CIRCUIT CLERK

NOVEMBER 30, 2008



OGLE COUNTY CIRCUIT CLERK
RECEIPTS 2008

COUNTY FUND	FY2008	FY2007	FY2006
FINES - CRIMINAL (pg3-B3)	$130,401	$158,230	$158,308
FINES-TRAFFIC (pg3-B3)	366,929	437,621	422,143
YOUTH DIVERSION (pg6-22)	13,449	17,134	N/A
CLERKS FEE (pg1-a)	378,912	415,148	398,406
LAW LIBRARY FUND (pg5-3)	19,135	19,210	17,454
ORDINANCE FUND (pg5-5)	45,266	52,392	53,884
MARRIAGE FUND (pg5-4)	750	660	530
DRUG FUND (pg5-2b)	3,825	3,266	5,218
AUTOMATION FUND (pg1-B)	80,400	80,080	57,001
BAILIFF FUND (pg5-2b)	126,086	138,840	137,564
PROBATION SERVICES (pg5-9)	99,677	68,324	47,057
CHILD SUPPORT FEE (pg1-c)	9,636	20,835	23,290
DOCUMENT STORAGE (pg1-D)	76,762	78,724	57,434
DUI EQUIPMENT (pg3-B3)	4,198	3,901	8,033
% DISTRIBUTION (pg3-3g)	137,673	152,476	134,999
TOTAL COUNTY REVENUE	1,493,099	1,646,841	1,522,816
CHILD SUPPORT (pg3-A2)	5,842,278	5,694,317	5,556,550

CASE TYPE	2008	2007	2006
ADOPTION	7	12	12
ARBITRATION	0	0	0
CRIMINAL CONTEMPT	0	0	0
CRIMINAL FELONY	239	268	211
CHANCERY	241	176	198
CRIMINAL MISDEMEANOR	794	828	696
CONSERVATION VIOLATION	149	85	77
DISSOLUTION OF MARRIAGE	205	210	236
DR UNDER THE INFLUENCE	253	267	229
EMINENT DOMAIN	1	2	1
FAMILY	128	117	143
JUVENILE	18	26	16
JUV. ABUSE & NEGLECT	18	27	25
JUVENILE DELINQUENT	93	130	126
LAW>$15,000 (L)	38	54	36
LAW<$15,000 (LM)	284	248	215
MENTAL HEALTH	1	1	1
MISC. REMEDY	38	33	36
MUNICIPAL CORPORATION	0	0	0
ORDER OF PROTECTION	192	172	150
ORDINANCE VIOLATION	386	365	480
PROBATE	87	96	91
SMALL CLAIMS	749	937	664
TRAFFIC VIOLATION	10647	10300	10781
TAX	14	21	20
TOTAL	14,555	14,375	14,444

Ogle County

Expense Budget Performance Report

From Date: 12/1/2007 To Date:11/30/2008

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used Rec'
Fund: 100 General Fund								
Department: 07 Circuit Clerk								
Expense								
Account Classification - Services								
4100 Salaries- Departmental	$487,100.00	$0.00	$487,100.00	$40,515.34	$0.00	$486,184.08	$915.92	100'
4120 Part Time/ Extra Time	$25,000.00	$0.00	$25,000.00	$811.82	$0.00	$25,388.61	($388.61)	102'
4412 Official Publications	$1,750.00	$0.00	$1,750.00	$0.00	$0.00	$616.65	$1,133.35	35'
4422 Travel Expenses, Dues & Seminars	$5,500.00	$0.00	$5,500.00	$319.20	$0.00	$4,210.63	$1,289.37	77'
Services Totals:	$519,350.00	$0.00	$519,350.00	$41,646.36	$0.00	$516,399.97	$2,950.03	99'
Account Classification - Material								
4509 Jury Supplies	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$9,600.36	$399.64	96'
4510 Office Supplies	$19,500.00	$0.00	$19,500.00	$2,183.69	$0.00	$18,848.97	$651.03	97'
4516 Postage	$14,000.00	$0.00	$14,000.00	$0.00	$0.00	$15,000.00	($1,000.00)	107'
Material Totals:	$43,500.00	$0.00	$43,500.00	$2,183.69	$0.00	$43,449.33	$50.67	100'
Account Classification - Equipment								
4720 Office Equipment	$0.00	$0.00	$0.00	$0.00	$0.00	$531.40	($531.40)	++
4724 Office Equipment Maintenance	$2,500.00	$0.00	$2,500.00	$0.00	$0.00	$4,969.30	($2,469.30)	199'
Equipment Totals:	$2,500.00	$0.00	$2,500.00	$0.00	$0.00	$5,500.70	($3,000.70)	220'
Department: 07 Circuit Clerk totals:	$565,350.00	$0.00	$565,350.00	$43,830.05	$0.00	$565,350.00	$0.00	100'
Fund Totals: General Fund	$565,350.00	$0.00	$565,350.00	$43,830.05	$0.00	$565,350.00	$0.00	
Expenditure Grand Totals:	$565,350.00	$0.00	$565,350.00	$43,830.05	$0.00	$565,350.00	$0.00	100'
Grand Totals:	$565,350.00	$0.00	$565,350.00	$43,830.05	$0.00	$565,350.00	$0.00	

Report J

ANNUAL FINANCIAL REPORT

COPY

Clerk of the Circuit Court

15th Judicial Circuit, Ogle County, Illinois

FISCAL YEAR ENDING November, 2008

PART I - Revenue of the Clerk's Office

A. CLERK'S FEES AND COSTS RECEIVED
(Include the various fees in the Clerks of Courts Act Section 27.1a through 27.2a. Other clerk's fees not allocated to a specific fund are also reported in this total: they include the administrative fees for the Surcharge, Crime Lab fund, Sexual Assault fine, Trauma Center fund, Credit Card payment, Domestic Battery, and clerk's costs for Bail Bonds and Passports.)

Section A Total $378,912.07

B. COURT AUTOMATION FUND **Section B Total** $ 80,399.98

C. SEPARATE MAINTENANCE AND CHILD SUPPORT COLLECTION FUND **Section C Total** $ 9,636.00

D. COURT DOCUMENT STORAGE FUND **Section D Total** $ 76,762.56

E. CIRCUIT COURT CLERK OPERATION AND ADMINISTRATIVE FUND **Section E Total** $ 5,576.50

F. OTHER REVENUE OF CLERK'S OFFICE (SPECIFY)

(1) Interest paid on accounts $ 16,124.91

(2) DHFS IV-D Contractual and Incentive $ _____

(3) Other $ _____

Section F (1,2,3) Total $ 16,124.91

PART I - Revenue of the Clerk's Office (Sections A, B, C, D, E, F) Total $ 567,412.02

PART II - Cost of Operating Clerk's Office

A. GROSS SALARIES

(1) Circuit Clerk (Paid by County) $ 62,500.00

(2) Deputy and all other Clerk's office personnel $ 423,684.00

(3) Number of staff positions:

(i) Full-time 13 (ii) Part-time 0

Note: Do not include salaries reported in B, C, or D below.

Section A (1, 2) Total $ 486,184.00

B. AUTOMATION EXPENSES

(Include all hardware, software, maintenance, training, personnel and other expenses related to automation except those included in C and D below.)

(1) Paid from Court Automation Fund $ 58,164.00

(2) Paid from County General Fund $ .00

Section B (1, 2) Total $ 58,164.00

C. MAINTENANCE AND CHILD SUPPORT EXPENSES

(Include all personnel, equipment, and automation expenses dedicated exclusively to maintenance and child support.)

(1) Paid from Maintenance and Child Support Collection Fund $ 25,288.00

(2) Paid from County General Fund $ .00

Section C (1, 2) Total $ 25,288.00

D. COURT DOCUMENT STORAGE EXPENSES

(Include all personnel, equipment, and automation expenses dedicated exclusively to document storage.)

(1) Paid from Document Storage Fund $ 39,652.00

(2) Paid from County General Fund $ .00

Section D (1, 2) Total $ 39,652.00

E. CIRCUIT COURT CLERK OPERATION AND ADMINISTRATIVE FUND

(Include office supplies, equipment, printing, telecommunications, travel, etc.)

Section E Total $ 2,995.00

F. ALL OTHER CLERK'S OFFICE EXPENSES

(Include office supplies, equipment, printing, telecommunications, travel, etc. If available, provide a line item breakdown showing dollar amounts on Page 8, Attachment A.)

NOTE: Do not include any expenses reported in B, C, D, or E above.

Section F Total $ 53,779.00

PART II - Cost of Operating a Clerk's Office (Sections A, B, C, D, E, F) Total $ 666,062.00

PART III - Distribution of Funds Held In Trust Or Agency Capacity and Of Collections Made For Others

A. MAINTENANCE AND CHILD SUPPORT

(1) Clerk's Office $ .00
(Include payments deposited and disbursed and personal checks endorsed without recourse and forwarded to obligee or public office.)

(2) State Disbursement Unit $ 5,842,278.22
(Insert the total amount reported by the State Disbursement Unit.)

Section A Total $ 5,842,278.22

Forward this amount to page 7

B. FINES, PENALTIES, ASSESSMENTS, CHARGES AND FORFEITURES

See Page 9, Attachment B (Municipalities, Drug Task Force, and Townships and Districts)

(1) Municipalities (Cities, Villages, Towns and Park Districts)

(a) All except Drug Fines $ 321,502.35
(b) Drug Fines $ 3,859.00
(c) Crime Laboratory Fund $
(d) Crime Laboratory DUI Fund $
(e) Other $ 20,250.64

Subtotal (1 - a, b, c, d, e) $ 345,611.99

(1.1) Drug Task Force $ 547.50

(2) Townships and Districts (including road districts, special districts, etc.)

(a) All except Drug Fines $
(b) Drug Fines $
(c) Other $

Subtotal (2 - a, b, c) $ .00

Total $ 346,159.49

(The total of above three amounts should be total of amount on Page 9, Attachment B)

(3) County
(a) Criminal Fines $ 130,401.20
(b) Traffic Fines $ 366,929.16
(c) Drug Fines $ 3,825.29
(d) Crime Laboratory Fund $
(e) Crime Laboratory DUI Fund $
(f) County Boating Fund $
(g) *Other (includes percentage disbursement to county general corporate fund) $ 153,759.25

Subtotal (3 - a, b, c, d, e, f, g) $ 654,914.90

* "Other" Description and itemized listing on Page 10, Attachment C

Subtotal Section B (1, 1.1, 2, 3) $ 1,001,074.39

Forward this amount to the top of Page 4

Subtotal Section B (1, 1.1, 2, 3) $ 1,001,074.39
Amount forwarded from the bottom of Page 3

(4) State

1. DNR Funds Total	$ 6,931.79
2. Road Fund (Overweights)	$ 17,428.05
3. State Toll Highway Authority Fund	$
4. Drug Traffic Prevention Fund	$
5. State Crime Laboratory Fund	$ 10,727.00
6. State Police DUI Fund	$ 2,598.00
7. Violent Crime Victims Assistance Fund	$ 53,329.80
8. Traffic and Criminal Conviction Surcharge	$ 17,275.99
9. Drivers Education Fund	$ 22,468.86
10. Domestic Violence Shelter and Service Fund	$ 6,380.23
11. Drug Treatment Fund	$ 38,090.90
12. Child Abuse Prevention Fund	$
13. Sexual Assault Services Fund	$
14. Trauma Center Fund	$ 36,778.19
15. Percentage Distribution: Under $55 Fund	$
16. Percentage Distribution: $55 and Over Fund	$ 60,404.89
17. General Revenue Fund	$ 54,091.87
18. EMS Assistance Fund	$
19. Youth Drug Abuse Prevention Fund	$ 2,283.94
20. Secretary of State Evidence Fund	$
21. Illinois Charity Bureau Fund	$
22. Transportation Regulatory Fund	$
23. Professional Regulation Evidence Fund	$
24. General Professions Dedicated Fund	$
25. Lobbyist Registration Administration Fund	$
26. Design Professional Administration and Investigation Fund	$
27. Real Estate Recovery Fund	$
28. Aggregate Operations Regulatory Fund	$
29. Education Assistance Fund	$
30. Department of Public Health	$
31. Used Tire Management Fund	$
32. Emergency Planning and Training Fund	$
33. Feed Control Fund	$
34. Pesticide Control Fund	$
35. Spinal Cord Injury Paralysis Cure Research Trust Fund	$ 844.35
36. Fire Prevention Fund	$ 1010.50
37. WIC Program	$
38. Sex Offender Registration Fund	$
39. Securities Audit and Enforcement Fund	$
40. Special Administrative Fund	$
41. LEADS Maintenance Fund	$ 2731.08
42. State Offender DNA Identification System Fund	$ 19,577.76
43. Domestic Violence Abuser Services Fund	$
44. Other (Itemize on Page 11, Attachment D)	$ 11,324.49
45. Lump Sum Surcharge*	$ 139,015.85
Subtotal 4 (1 - 45)	$ 503,293.54

Section B (1, 1.1, 2, 3, 4) Total $ 1,504,367.93

*Contains Traffic and Criminal Conviction Surcharge Fund, Law Enforcement Camera Grant Fund, and LEADS Fund (as of 7/1/06)

Forward this amount to Page 7

C. FEES OF OTHERS

(1) State's Attorney $ 21,729.44

(2) Sheriff

(a) Fees (e.g. Service of Process) $ 33,874.29
(b) County General Fund for Court Security $ 126,086.76
Subtotal (2 - a, b) $ 159,961.05

(3) County Law Library Fund $ 19,135.00

(4) Marriage Fund of the Circuit Court $ 750.00

(5) County Fund to Finance the Court System $ 45,266.65

(6) Court-Appointed Counsel:
(a) Defense Counsel $ 744.00
(b) Juvenile Representation $ _____
Subtotal (6 - a, b) $ 744.00

(7) Court-Appointed Counsel: State Appellate Defender $ .00

(8) Municipal Attorney Prosecution Fee $ 3769.23

(9) Probation and Court Services Fund $ 99,677.92

(10) Dispute Resolution Fund $ .00

(11) Mandatory Arbitration Fund
(a) Arbitration Fee $ _____
(b) Rejection of Award $ _____
Subtotal (11 - a, b) $ .00

(12) Drug/Alcohol Testing & Electronic Monitoring Fee $ .00

(13) Electronic Monitoring Device Fee
(a) Substance Abuse Services Fund $ _____
(b) Working Cash Fund $ _____
Subtotal (13 - a, b) $ .00

(14) County General Fund to Finance Education Programs (DUI) $ .00

(15) County Health Fund $ .00

(16) Traffic Safety Program School $ 46,450.00

(17) Arrestee's Medical Costs Fund $ 11,918.16

(18) Sexually Transmitted Disease Test Fund $ .00

Section C continued on page 6

C. FEES OF OTHERS (CONT.)

(19) Domestic Relations Legal Fund $ .00

(20) Children's Waiting Room Fund $ .00

(21) Neutral Site Custody Exchange Fund $ .00

(22) Other $ 31,039.48

Section C Total $ 440,440.93

Forward this amount to page 7

D. MISCELLANEOUS DISBURSEMENTS

(1) Restitution to victims of crime (Includes Juvenile) $ 160,497.42

(2) "Work Release"/Gainfully employed offender
- (a) Total paid to county for room and board $ 4,950.00
- (b) Total paid to other individuals and agencies $ _____

Subtotal (2 - a, b) $ 4,950.00

(3) Expenses necessary for minor's needs under the Juvenile Act $ 15,368.63

(4) Abandoned (unclaimed) bail to County $ .00

(5) Abandoned (unclaimed) property to State $ 2,407.14

(6) Deposits with clerk disbursed during the year:
- (a) From judicial sales $ _____
- (b) From all other case categories $ _____

Subtotal (6 - a, b) $ .00

(7) Reimbursements/contribution to a "local anti-crime program" $ 11,272.81

(8) Refunds and Returns
- (a) Bail $ 162,009.47
- (b) Other $ 12,610.50

Subtotal (8 - a, b) $ 174,619.97

(9) Other (Description and itemized listing on Page 12, Attachment E. This includes such items as witness fees, passport fees disbursed to the federal government, out of county bonds, transfer of bail to another county, etc.) $ 4,731.00

Section D Total $ 373,846.97

Forward this amount to page 7

PART III - Distribution Total

Section A Total (From page 3)	$ 5,842,278.22
Section B Total (From page 4)	$ 1,504,367.93
Section C Total (From page 6)	$ 440,440.93
Section D Total (From page 6)	$ 373,846.97
PART III - Distribution (Sections A, B, C, D) Total	$ 8,160,934.05

Please indicate if you are a percentage distribution county pursuant to **27.5 and 27.6 of the Clerks of Courts Act** Yes _____ No X

Attachment A

Line Item Breakdown of II.F.: All Other Clerk's Office Expenses

Description	Amount
Official Publications	$ 617.00
Travel	$ 4211.00
Postage	$ 15,000.00
Supplies	$ 28,450.00
Equipment	$ 5,501.00
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
Attachment A Total	$ 53,779.00

This total should match Part II Section F total on Page 2.
If you need additional pages of this attachment, please make copies of this page.

Attachment B

Line Item Breakdown of III.B.(1), (1.1) and (2) Fines, Penalties, Assessments, Charges and Forfeitures Paid to Municipalities, Drug Task Force and Townships

Name of Municipality, Township or Drug Task Force	All Except Drug	Drug	Crime Lab	~~Crime Lab~~ DUI	Other	Totals
Blackhawk Area Task Force	$	$ 547.50	$	$	$	$547.50
Forreston	$3959.08	$	$	$	$200.00	$4159.08
Creston	$ 50.00	$	$	$	$	$ 50.00
Byron	$61,598.55	$ 54.00	$	$	$4375.00	$66,027.55
Leaf River	$1,256.03	$ 15.00	$	$	$ 40.00	$1,311.03
Mt. Morris	$17,216.17	$ 40.00	$	$	$1,649.00	$18,905.17
Oregon	$69,483.36	$ 630.50	$	$	$4,843.64	$74,957.50
Polo	$16,765.13	$ 55.00	$	$	$1,076.00	$17,896.13
Rochelle	$147,348.98	$3,052.00	$	$	$8,027.00	$158,427.98
Hillcrest	$3,825.05	$ 12.50	$	$	$ 40.00	$3,877.55
	$	$	$	$	$	$
	$	$	$	$	$	$
	$	$	$	$	$	$
	$	$	$	$	$	$
	$	$	$	$	$	$
	$	$	$	$	$	$
	$	$	$	$	$	$
	$	$	$	$	$	$
	$	$	$	$	$	$
	$	$	$	$	$	$
	$	$	$	$	$	$
	$	$	$	$	$	$
	$	$	$	$	$	$
	$	$	$	$	$	$
Subtotals	$321,502.35	$4406.50	$	$	$20,250.64	$346,159.49
(Add Subtotals above) Attachment B Totals						$346,159.49

This total should match Part III Section B(1), (1.1) and (2) Total on Page 3.
If you need additional pages of this attachment, please make copies of this page.

Attachment C

Line Item Breakdown of III.B.(3)(g): "Other"

Description	Amount
County Fee	$ 137,672.88
County General Street Value Drug Enforcement	$ 7,080.37
DUI Equipment Fund (County)	$ 4,188.00
Police Vehicle Fund (County)	$ 4,808.00
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
Attachment C Total	$ 153,759.25

This total should match Part III Section B(3)(g) (Other) Total on Page 3.
If you need additional pages of this attachment, please make copies of this page.

Attachment D

Line Item Breakdown of III.B.(4)44: "Other"

Description	Amount
Additional Child Pornography Fine (State Police)	$
Arsonist Registration Fund	$
Child Murderer and Violent Offender Against Youth Registration Fund	$
Corporate Crime Fund	$
Diesel Emissions Testing Fund	$
ER Restitution (State)	$
Fire Truck Revolving Loan Fund	$ 842.50
Illinois Animal Abuse Fund	$
Illinois Racing Board	$
Military Family Relief Fund	$
Prisoner Review Board Vehicle and Equipment Fund	$ 648.00
Sealing Fee (State Police)	$
Secretary of State Police Services Fund	$
Sex Offender Investigation Fund	$
State Police Vehicle Fund	$ 8,878.50
Transportation Safety Highway Hire-back Fund	$ 250.00
Vehicle Inspection Fund	$
State Police Street Value Drug Enforcement	$ 327.37
ISP Narcotic Unit Street Value Drug Enforcement	$ 378.12
	$
	$
	$
	$
	$
	$
	$
Attachment D Total	$ 11,324.49

This total should match Part III Section B(4)44 (Other) Total on Page 4.

Attachment E

Line Item Breakdown of III.D.(9): "Other"

Description	Amount
Passports	$ 4,731.00
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
Attachment E Total	$ 4,731.00

This total should match Part III Section D(9)(Other) Total on Page 6.
If you need additional pages of this attachment, please make copies of this page.

OGLE COUNTY CIRCUIT CLERK

2009 GOALS

* THE OGLE COUNTY CIRCUIT CLERKS OFFICE WILL WORK WITH THE ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS, JUDGES, AND OTHER COURT PERSONNEL TO HELP ESTABLISH AN **EMERGENCY PREPAREDNESS PLAN** FOR OGLE COUNTY THAT WILL COMPLY WITH EMERGENCY PREPAREDNESS STANDARDS THAT HAVE ESTABLISHED FOR THE ILLINOIS CIRCUIT COURTS.

* THE OGLE COUNTY CIRCUIT CLERKS OFFICE WILL CONTINUE TO MEET THE FY2009 FINANCIAL COMMITMENT OF $5000 TO UNDERWRITE THE COURT APPOINTED SPECIAL ADVOCATE (CASA) PROGRAM FOR OGLE COUNTY FROM DEDICATED FUNDS.

* THE OGLE COUNTY CIRCUIT CLERKS OFFICE WILL WORK WITH DATABASE VENDORS TO PREPARE FOR THE NEW E-GUILTY PROGRAM THAT WILL ALLOW CUSTOMERS TO PLEA GUILTY TO TRAFFIC OFFENSES OVER THE INTERNET.

* THE OGLE COUNTY CIRCUIT CLERKS OFFICE WILL PREPARE FOR THE ELECTRONIC INTERFACE FOR DATA EXCHANGES WITH THE STATES ATTORNEY DATABASE THAT WILL ALLOW FOR AUTOMATIC DATA FIELD POPULATION FOR BOTH OFFICES.

THREE YEAR GOALS

2009

* THE OGLE COUNTY CIRCUIT CLERKS OFFICE WILL DEVELOP A BUSINESS PLAN FOR THE CIRCUIT CLERKS OFFICE.

* THE OGLE COUNTY CIRCUIT CLERKS OFFICE WILL CONTINUE TO WORK WITH THE SECOND APPELLATE COURT TO DEVELOP A PROCEDURE FOR E-APPEALS.

* THE OGLE COUNTY CIRCUIT CLERKS OFFICE WILL CONTINUE TO WORK WITH THE OGLE COUNTY JUDICIAL ENTERPRISE AGENCIES TO DEVELOP AN E-CITATION PROGRAM.

* THE OGLE COUNTY CIRCUIT CLERKS OFFICE WILL EXPLORE THE APPLICATIONS FOR E-SIGNATURE THROUGHOUT THE JUDICIAL ENTERPRISE OFFICES.

FAQ'S

A PRIMER FOR NEW COUNTY BOARD MEMBERS

Q. 03-1 WHAT ARE THE DUTIES OF THE CIRCUIT CLERK?

Short answer - keeper of the records -

A. 705 ILCS 105/13

'...The clerks shall attend the sessions of their respective courts, preserve all the files and papers thereof, make, keep and preserve complete records of all the proceedings and determinations thereof, except in cases otherwise provided by law, and do and perform all other duties pertaining to their offices, as may be required by law or the rules and orders of their courts respectively...'

Q. 03-2 WHEN CAN THE CIRCUIT CLERK PERFORM THE DUTIES OF AN ATTORNEY?

Short answer - can not -

A. 705 ILCS 110/1

'...It shall be unlawful for any clerk or deputy clerk of the Circuit Court to prepare or draft any document which is to be filed or recorded in the court...'

Q. 03-3 WHO ENFORCES THE CHILD SUPPORT ORDERS?

Short answer - Illinois Attorney General or Civil Enforcement -

A. 305 ILCS 5/10-3.1

'...The Illinois Department (Public Aid) shall establish within its administrative staff a Child and Spouse Unit to search for and locate absent parents and spouses liable for the support of persons...'

'...The Child and Spouse unit shall act for the Department in referring to the Attorney General support matters requiring judicial enforcement...?

(Note: In the Q/A above, it states that the Circuit Clerk can not perform the duties of an attorney, which would be required to do the enforcement)

Q. 03-4 **WHO ENFORCES PAYMENTS OF FINES AND COSTS?**

Short answer - the judiciary and States Attorney

A. 55 ILCS 5/4-2004

In Ogle County, all departments of the Judicial enterprise work together to achieve maximum efficiency in the area of collections. It is the Prosecuting Attorney that would file a Contempt charge for non-payment of fines/fees and the Judge would decide when a contempt finding is appropriate.

(Note: In the Q/A above, it states that the Circuit Clerk can not perform the duties of an attorney, which would be required to do the enforcement)

Q. 03-5 **WHO IS THE EMPLOYER OF THE DEPUTY CLERKS IN THE CIRCUIT CLERKS OFFICE?**

Short answer - Circuit Clerk -

A. County of Kane VS. Jan Carlson, Circuit Clerk (1987)

'...we believe that the circuit clerk, and not the chief judge, should be deemed to be the employer of the deputy clerks. By statute the circuit clerk is authorized to hire deputy clerks, and he is responsible for their acts...'

Q. 03-6 **WHY DOES THE CIRCUIT CLERK NEGOTIATE THE UNION CONTRACT?**

Short answer - Circuit Clerk employs deputy clerks -

A. See above

In **COUNTY OF KANE v. JAN CARLSON, CIRCUIT CLERK,** 1987, the court found:

'...The circuit clerk is a nonjudicial officer of the judicial branch of government (Ill. Cons. 1970, art. VI, sec 18 (b)); ...and the county now concedes that it is not the employer of the deputy clerks. The chief Judge and the circuit clerk each asserts that he is the employer of the deputies. For the purpose of the act, we believe that the circuit clerk, and not the Judge should be deemed to be the employer of the deputy clerks. By statute the circuit clerk is authorised to hire deputy clerks, and he is responsible for their acts (Ill Rev. Stat. 1985, pars. 9,10). To be sure, the clerk's office is subject to the control of the circuit court in several important respects. Thus, the office must be open on days determined by the court, the circuit clerk must perform pertinent functions as assigned by the court, and the court is authorized to make annual inspections of the clerk's office.'

The Appellate Court, Seidenfeld, P.J., held that:
(Kotche V. County Board of Winnebago 1980;)

...(1) deposit of fees statute requiring clerk to turn over fees to county was constitutional; (2) Provisions of the Clerks of Courts act that county board was to provide compensation of clerks of circuit court and other expenses and the county board was to furnish office facilities and necessities were constitutional, as were various budget appropriation statutes applicable to county boards related to circuit court clerk's office; and (3) action of county board in controlling hiring and firing and conditions of employment of employees of clerk of circuit court were not within the board's budgetary and statutory authority.

From these two court cases the Circuit Clerk has authority and responsibility to negotiate with the union that represents the deputy clerks.

Q. 03-7 **WHAT RELATIONSHIP DOES THE COUNTY BOARD HAVE WITH THE CIRCUIT CLERK?**

Short answer - County Board is funding source -

A. 705 ILCS 105/20

'...the necessary rooms and office furniture, the proper vaults or other means for the safe keeping of the archives of their respective offices, shall be provided for...by the county boards of their respective counties, and the cost thereof paid out of the county treasury...?

705 ILCS 105/27.3

'...The county board shall provide the compensation of clerks of the circuit court and the amount necessary for clerk hire, fuel, and other expenses.'

Q. 03-8 **WHAT IS A 'ME TOO' CONTRACT AND HOW DOES IT WORK?**

Short answer - union contract for parity with other county offices -

A. As it applies to the Circuit Clerks office, it is the union contract that limits the raises(and other benefits) of the deputy clerks to be only equal to, and/or the same as other Ogle County departments.

Q. 04-1 **WHAT DEDICATED FUNDS DOES THE CIRCUIT CLERK HAVE AND WHO CONTROLS EXPENDITURES FROM THESE FUNDS?**

Short answer - Automation, Document Storage, and Child Support are all controlled by the Circuit Clerk with the signature approval of the Chief Judge for the Automation expenses.

A. There are three statutes that allow for the Child Support fee, Court Automation, and Document Storage funds. These statutes direct the clerk of court, with the agreement of the Chief Judge, approve the expenditures from these funds.

CHILD SUPPORT 705 ILCS 105/27.1

'...In such cases, the Clerk shall collect an annual fee up to $36 from the person making such payment for maintaining child support records and the processing of support orders to the State Disbursement Unit for the official record of the court. Such sum shall be in addition to and separate from amounts ordered to be paid as maintenance or child support and shall be deposited in a separate Maintenance and Child Support Collection Fund of which the Clerk shall be the custodian, ex officio, to be used by the clerk to maintain child support orders and record all payments issued by the State Disbursement Unit for the official record of the court.'

AUTOMATION FUND 705 ILCS 105/27.3a

'...The fees shall be remitted monthly by such clerk to the county treasurer, to be retained by him in a special fund designed as the court automation fund. The fund shall be audited by the county auditor, and the board shall make expenditures from the fund in payment of any cost related to the automation of the court records, including hardware, software, research and development costs and personnel related thereto, provided that the expenditure is approved by the Clerk of the Court and by the Chief Judge of the circuit court or his designate.'

DOCUMENT STORAGE FUND 705 ILCS 105/27.3c

'...Court document fees shall be in addition to other fees and charges of the clerk, shall be assessable as costs, and may be waived only if the judge specifically provides for the waiver of the document storage fee. The fees shall be remitted monthly by the clerk to the treasurer, to be retained by the treasurer in a special fund designed as the Court Document Storage Fund. The fund shall be audited by the county auditor, and the board shall make expenditures from the fund in payment of any costs relative to the storage of court records, including hardware, software, research and development costs, and related personnel, provided that the expenditure is approved by the Clerk of the Court.'

Q. 04-2 **CAN THE COUNTY BOARD DIRECT OR CAUSE THE CIRCUIT CLERK TO USE DEDICATED FUNDS?**

Short answer - no -

A. See 04-1

FY2005 Audit Finding by Lindgren Callihan Van Osdol

'During the fiscal year, the County paid wages out of the Document Storage and Automation Funds. The statutes read that wages can be paid out of these funds, however they need to be related to document storage and automation purposes, exclusively. Since the County was unable to provide a reasonable basis for paying these salaries from these funds, we are considering the County to be in violation of the respective statutes for these funds.'

Q. 07-1 **WHERE CAN COUNTY BOARD MEMBERS FIND A SIMPLE EXPLANATION OF THEIR RELATIONSHIP WITH THE CIRCUIT CLERK?**

Short answer - The University of Illinois Cooperative Extension publication THE ESSENTIAL GUIDE TO COUNTY GOVERNMENT: A MANUAL FOR BOARD MEMBERS AND COMMISSIONERS

A. 'The office of the circuit clerk is somewhat anomalous among county offices. On the one hand, the circuit clerk provides support service directly to the judicial system. This office provides staff support to the courts; it is the official depository for various papers that must be filed in connection with pending cases; it provides courtroom support services in the form of bailiffs and court reporters; and it plays an important role in preserving records for cases pending as well as those already disposed of. Circuit clerks are also authorized to collect fees for various services with a schedule of fees established on the basis of county population (705 ILCS 105/27.1a, 27.2, and 27.2a)

The office of the circuit clerk generates substantial revenue for counties through collecting various fees, such as filing fees and court costs imposed as cases are settled. ...The net revenue generated by the circuit clerks office becomes part of the general fund and supports other county activities. Thus, through its collection of fees, court costs, and so forth, this office not only pays its own way, but it generates enough revenue to partially offset the cost of operating the justice system.'

Q. 08-1 **WHAT IS THE RELATIONSHIP BETWEEN THE CIRCUIT CLERKS OFFICE AND THE COUNTY ADMINISTRATOR?**

Short answer - work together to establish the general revenue budget for the office of the Circuit Clerk -

A. From the CENTER GOT GOVERNMENT STUDIES at Northern Illinois University Policy profiles issue for December 2006 issue:
THE COUNTY ADMINISTRATOR FORM: A MODERN APPROACH TO ILLINOIS GOVERNMENT

...'The county administrator has no direct responsibility for the daily management of the offices of the elected county officeholders, or for managing the circuit court offices housed in county government.'