

**Clerk of the
Circuit Court
of Cook County**

Dorothy Brown



www.cookcountyclerkofcourt.org

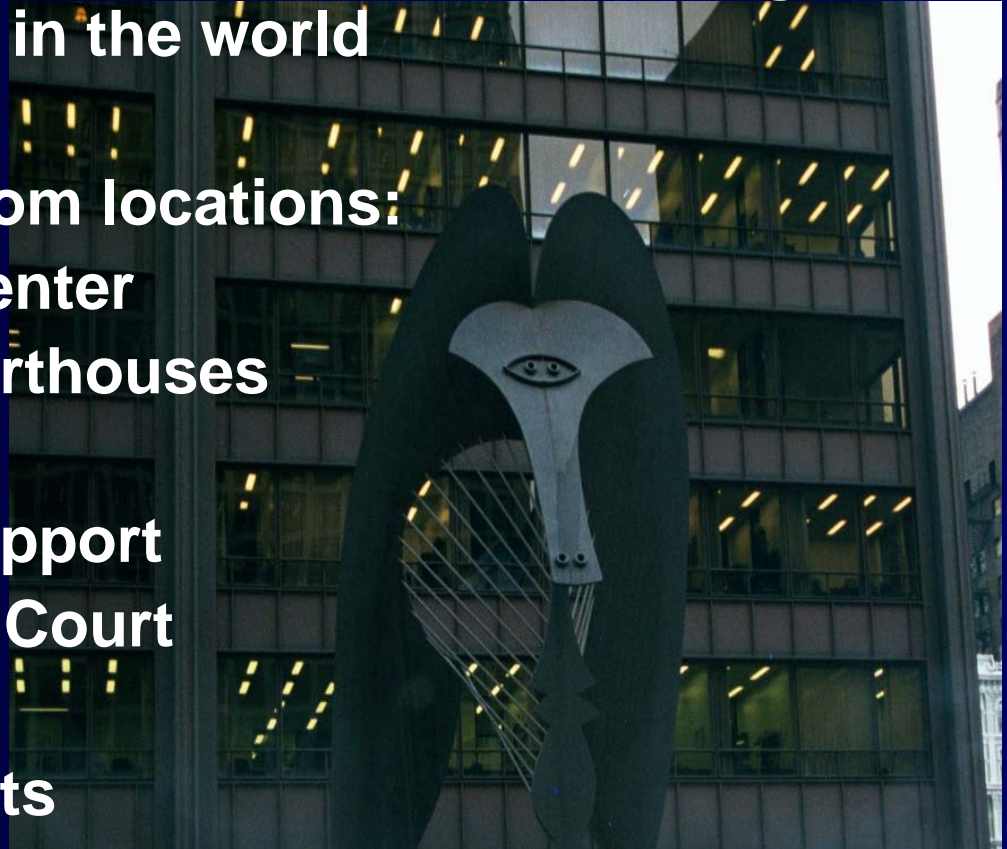
HONORABLE DOROTHY BROWN CLERK OF THE CIRCUIT COURT

- **The Office is a non-judicial constitutional office of the State of Illinois**
- **First African-American elected to the Office of the Clerk of the Circuit Court**
- **The Clerk is the official keeper of the record of the Cook County Circuit Court**
- **Collects court fines and fees and disburses money to governmental entities throughout the state**
- **Provides official court information and statistics to the public, media, and academia**



COOK COUNTY CIRCUIT COURT

- The Cook County Circuit Court is one of the largest unified court systems in the world
- There are 359 courtroom locations:
 - Richard J. Daley Center
 - Five Municipal Courthouses
 - Juvenile Center
 - Expedited Child Support
 - Domestic Violence Court
 - Branch Courts
 - Mental Health Courts
 - 26th & California



COOK COUNTY MUNICIPAL DISTRICTS

District 1 Daley Center
50 W. Washington
Chicago, IL 60602
312/ 603-5030

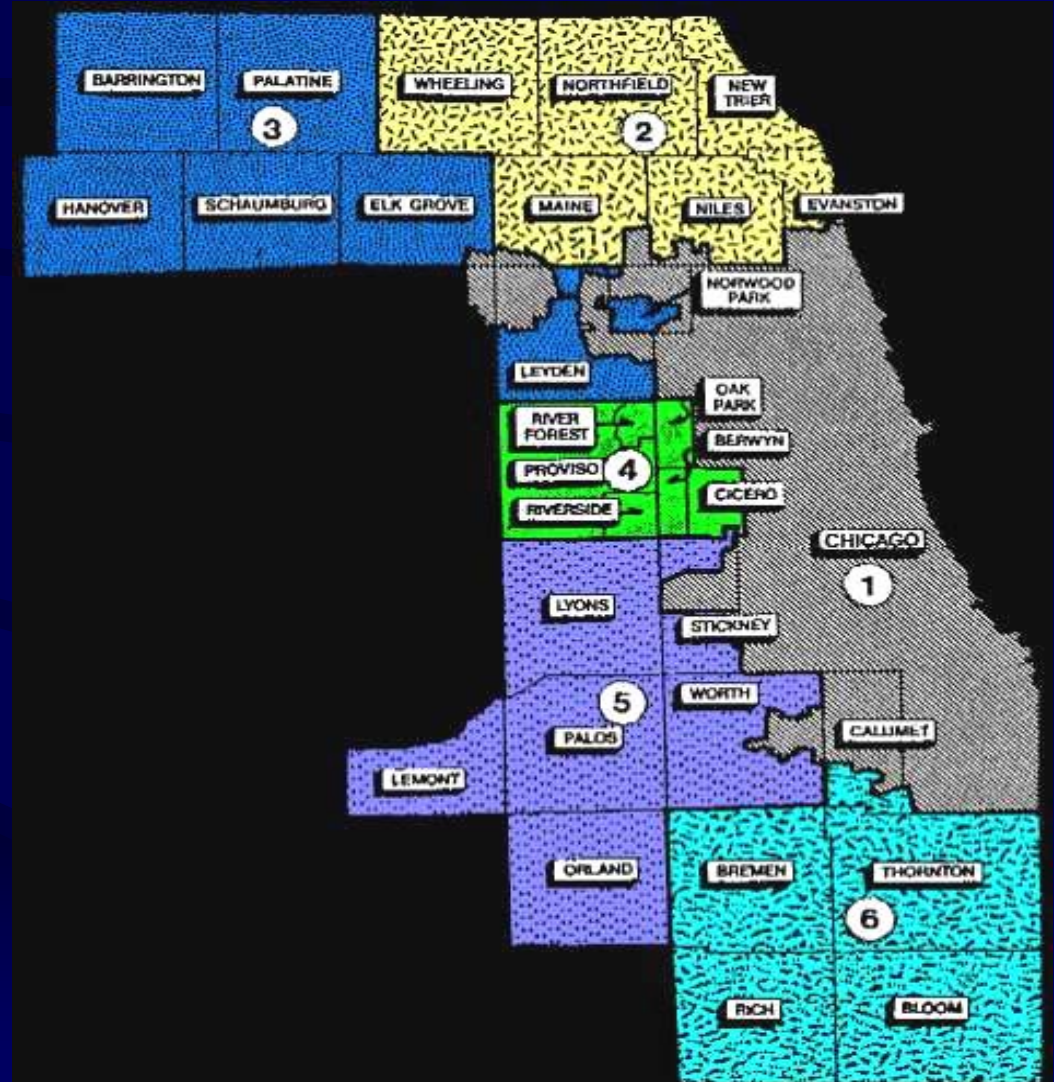
District 2 - Skokie
5600 Old Orchard Road
Skokie, IL 60077
847/ 470-7250

District 3 - Rolling Meadows
2121 Euclid Avenue
Rolling Meadows, IL 60008
847/ 818-3000

District 4 - Maywood
1500 Maybrook Drive
Maywood, IL 60153
708/ 865-6040

District 5 - Bridgeview
10220 South 76th Avenue
Bridgeview, IL 60455
708/ 974-6500

District 6 - Markham
16501 South Kedzie Parkway
Markham, IL 60426
708/ 210-4551

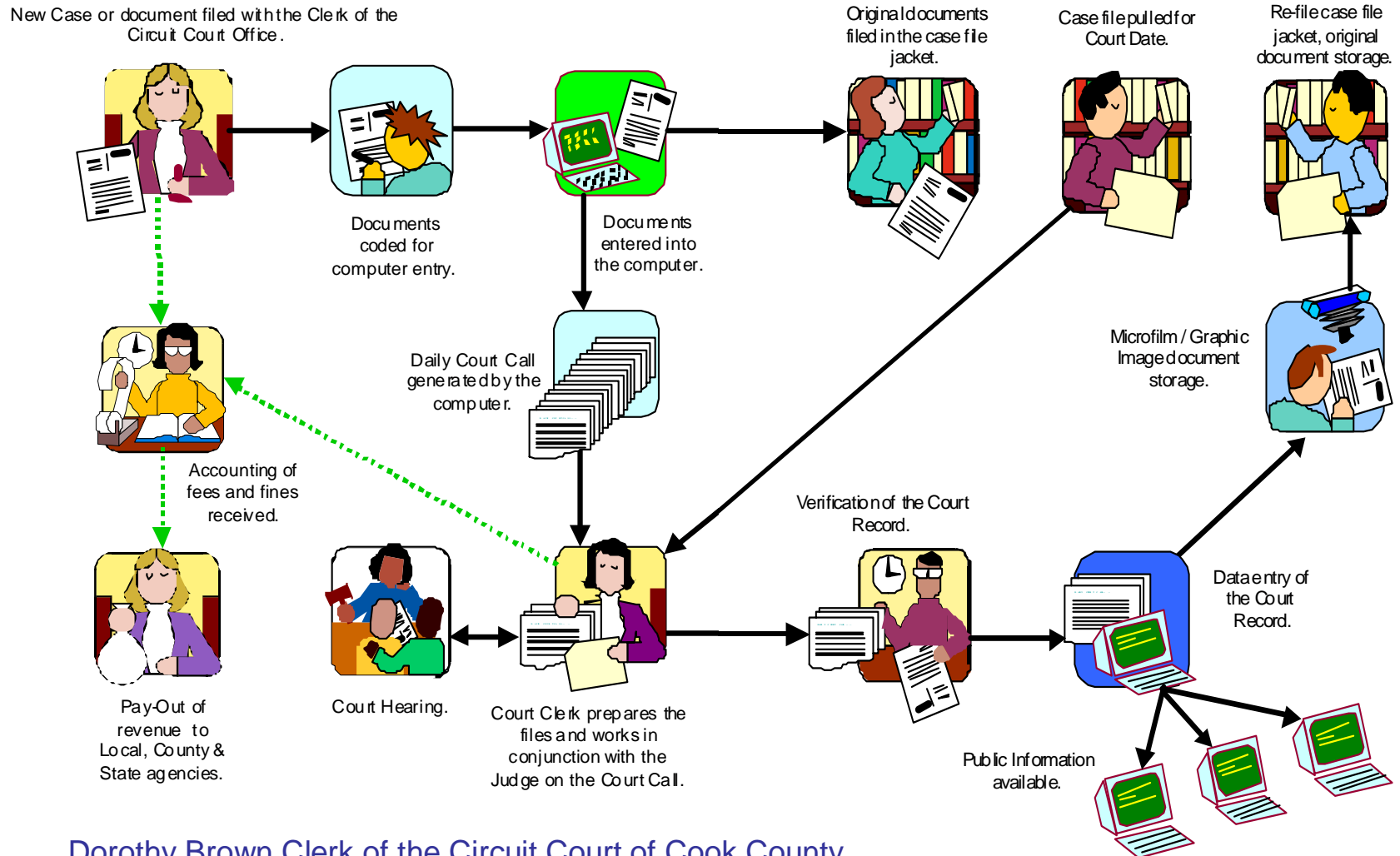


ORGANIZATIONAL CHART



Case Activities

One case or document filed with the Office of the Clerk of the Circuit Court sets in motion a wide array of court activity. Variations on these basic activities occur in all divisions each day, everyday.



Dorothy Brown Clerk of the Circuit Court of Cook County

CLERK'S OFFICE INFORMATION

- Cook County is one of the largest Counties in the U.S. (larger than 36 states)
- The Clerk's Office has a work force of 2,289 employees of which 1900 belong to a union
- Clerk Brown has 27 attorneys in management positions.
- The Clerk's Office provides support to approximately 400 judges in 17 different locations throughout Cook County

COURT MANDATES

In Illinois there are 950 mandates required of the Office of the Clerk of the Circuit Court.

These mandates are governed by the following:

- Illinois State Statutes
- Supreme Court Rules
- The Administrative Office of the Illinois Courts
- Rules of the Circuit Court of Cook County

REVENUE COLLECTION & DISBURSEMENTS

- There are 270 fee and fine statutes that govern disbursement of funds
- In 2005 the Office collected a total of \$156,500,445 in Revenue
- In 2005 the Office sent \$118,746,338 in Revenue to the Cook County Treasurer
- More than \$37,754,106 in Revenue was paid to 950 State and Local agencies that were collected from fines and other sources

TRAFFIC & CRIMINAL COLLECTIONS



The Criminal Division Bond Room collects approximately \$218,100 per day and approximately \$4,507,405 per month. The Traffic Division-District 1 collects approximately \$67,000 per day.

CLERK BROWN'S STRATEGIC VISION

- 21st Century Information Technology
- Customer Service
- Operational Efficiency
- Employee Development & Training
- Financial Accountability

21st CENTURY INFORMATION TECHNOLOGY

- **Technology Oversight Committee**
- **User Groups for all systems**
- **Cook County Integrated Criminal Justice Information System (CCICJIS) Committee Chair**
- **Illinois Integrated Justice Information System (IIJIS) Implementation Board Member- Vice Chair**
- **IIJIS Outreach Committee Chair**
- **Wide Area Network Plan 100% complete**
- **Clerk's Office e-mail for all 2,300 employees**
- **Upgraded to PC's and thin clients from dumb terminals**

21st CENTURY INFORMATION TECHNOLOGY

- **Voice Information System in Traffic & Child Support expanded to Suburbs**
- **New Records Management System**
- **New Integrated Cashiering System fully implemented April 2005**
- **New Integrated Case Management System fully implemented January 2006**
- **Data dissemination policy with Chief Judge's Office**
- **Supreme Court Rule on E-filing in Civil Cases**
- **Strategic Technology Plan**
- **Imaging & Document Management Needs Assessment**

CUSTOMER SERVICE

- Customer Service Questionnaires
- Customer Service Training for all 2,289 employees
- Customer Service Tips and Commendation letters published in *Workplace Journal*
- Creation of Advisory Committees including Lawyers and Pro Se
- Liaisons to Bar Associations & CADA
- Daily reinforcement of Customer / Co-Worker - Courtesy and Respect

OPERATIONAL EFFICIENCY

- **Created Records Management Bureau**
- **Created Suburban Operations Bureau**
- **Created management position for Branch Courts**
- **Automated the Probate Division - Processing time reduced from 10-13 days to same day**
- **Automated reporting of DUI's and Reckless Homicides to Secretary of State**
- **Policies Methods & Procedures Project**
- **Administrative Procedures Project**
- **Senior Staff & Bureau Retreats**
- **Clerk's Strategic Initiatives**
- **Commenced Operational Efficiency Audits**
- **Process Review of over 525 Initiatives identified**

EMPLOYEE DEVELOPMENT & TRAINING

- Computer training
- Customer Service Training for all Employees
- Action Workout
- Morale Committee & Disciplinary Committee
- City Colleges of Chicago partnership
- Project Management & Change Management training
- Illinois Association of Court Clerks
- National Association for Court Management
- Court Technology Conference 9

FINANCIAL ACCOUNTABILITY

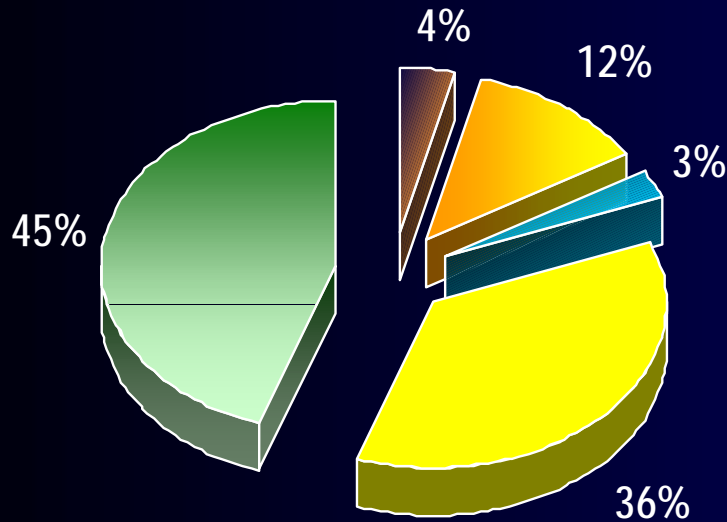
- **Created Chief Financial Officer position to head newly created Finance Bureau**
- **Audit of Traffic Collection process**
- **Fines and Fees Committee**
- **New Fines and Fees form**
- **New Cashiering system project**
- **Rollout of County FMIS in Budget and Payroll departments**
- **Increasing forms of payment**
- **Improving collection strategies**
- **Automating failure to pay notices in Traffic**
- **Successful passage of bill allowing for interest on late payment of fines**

STATISTICAL OVERVIEW

Cases Filed

In 2005 there were a total of 1,760,882 cases filed with the Office of the Clerk of the Circuit Court of Cook County.

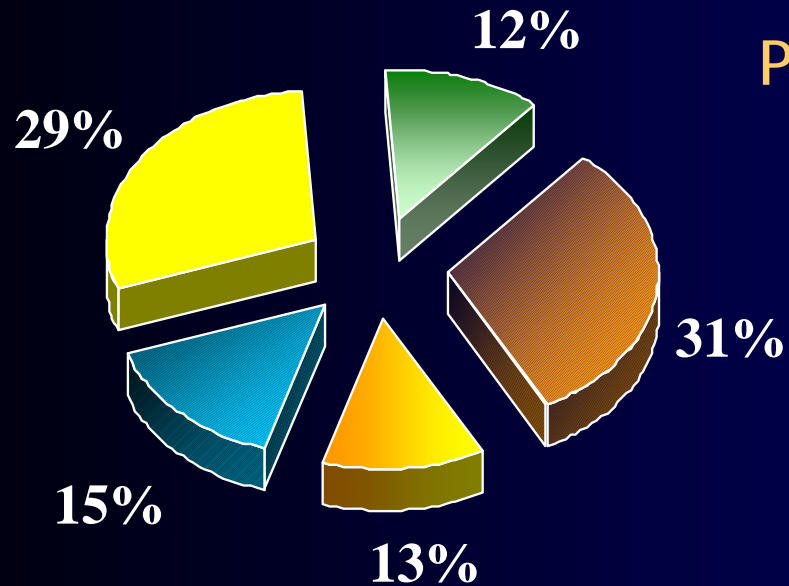
Cases Filed in 2005 by Bureau



County	67,709
Criminal	219,512
Family Law	49,171
Municipal	635,719
Suburban	788,771

Cases Filed include: new case initiations, transferred-in cases and reinstated cases

Public Inquiries

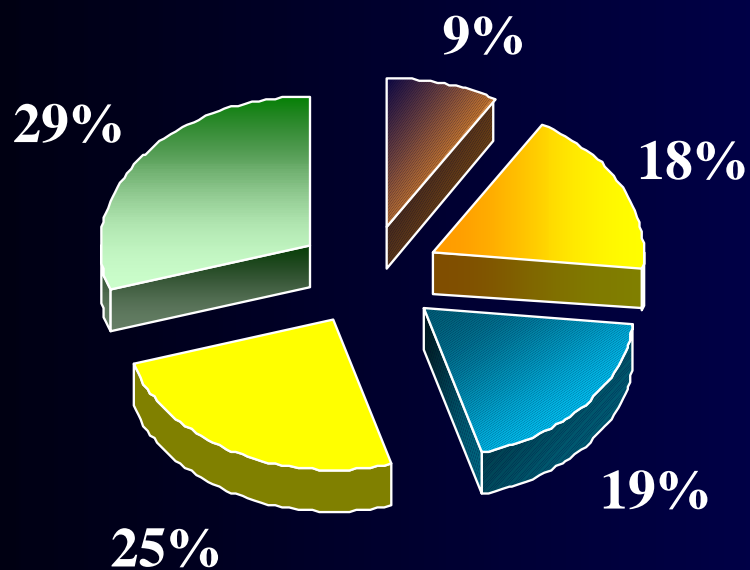


Public Inquiries in 2005 by Bureau

County	2,406,490
Criminal	964,911
Family Law	1,153,162
Municipal	2,253,249
Suburban	940,037
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Total	7,717,849

Public Inquiries include: Number of certified copies, certified mailings, files pulled on-site, files pulled off-site, copies for the public, telephone inquiries, counter inquiries, number of name checks (County Division), number of files not located, number of trust fund inquiries (Chancery), general correspondence, government correspondence, walk-ins, and passport applications accepted. (These statistics are from the Court Operations Monthly Report).

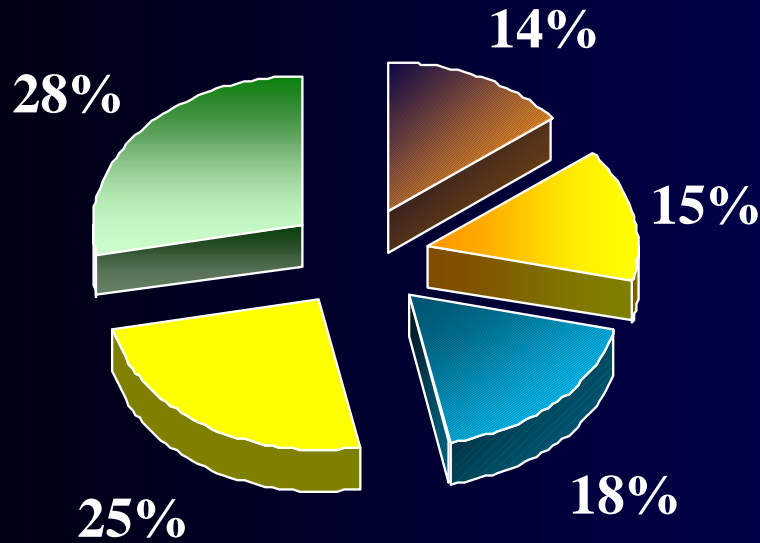
Court Hearings



Court Hearings in 2005 by Bureau

County	483,741
Criminal	984,449
Family Law	1,048,915
Municipal	1,377,809
Suburban	1,639,341
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Total	5,534,255

Continuances

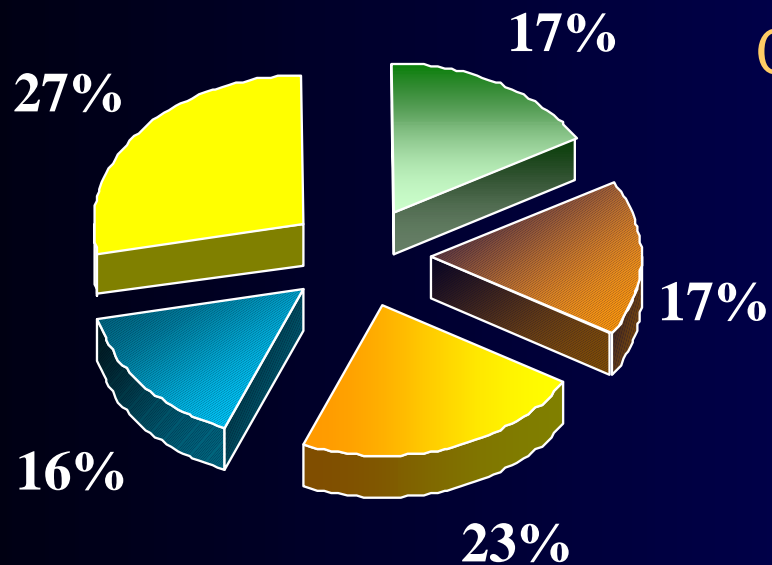


Continuances in 2005 by Bureau

County	348,442
Criminal	359,749
Family Law	450,335
Municipal	614,915
Suburban	692,619
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Total	2,466,060

Continuances: Cases are continued for a variety of reasons including trial and post-trial.

Case Activities



Case Activities in 2005 by Bureau

County	3,000,756
Criminal	4,014,295 *
Family Law	2,828,732
Municipal	4,955,178
Suburban	3,015,881 **
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Total	17,814,842

* Includes Suburban Criminal Case Activities

** Civil & Traffic Case Activities Only

Case Activity: totals reflect each instance in which an action in the case results in the Clerk's Office entering an activity code into the Clerk's Information System.

RECORDKEEPING

RECORD KEEPING

- **The major function of the Clerk's operation is acting as the official keeper of the record for the Circuit Court**
- **Active files are kept at or near court venues for easy access and retrieval**
- **The Clerk also keeps electronic records of court filings and other case activities**
- **Fulfilling recordkeeping functions is costly and labor intensive**
- **Court forms are made available to all participants**

COURT & ADMINISTRATIVE FORMS

- **There are 969 active court and administrative forms available to judges, prosecutors and other participants for utilization**
- **There are approximately 465 court forms on the website in fillable format**
- **Approximately 25 – 30 forms are updated or revised each month**

MILES OF FILES



Each division maintains active files on site.

FILES STORED AT RECORD CENTER



72 linear miles of files are stored pursuant to official statutory and administrative record retention schedules.

There is off-site storage for inactive files.



EVIDENCE STORED AT RECORDS CENTER

Trial evidence is stored at the Record Center. Items include John Gacy's crawl space door (below) and a pot used to dispose of a murder victim (right).



Evidence is also stored at 26th & California and Juvenile Court.

ACCESS TO COURT RECORDS

- **The Freedom of Information Act does not apply to the Office of the Clerk of the Circuit Court**
- **Common Law right “To inspect and copy public records and documents, including judicial records and documents.” *Nixon v. Warner Communication, Inc.*, 435 U.S. 589 (1978)**
- **Except “[E]very court has supervisory power over its own records and files, and access has been denied where court files might have become a vehicle for improper purposes.” 435 U.S. at 596**

**ELECTRONIC ACCESS TO
COOK COUNTY CIRCUIT COURT**

ELECTRONIC ACCESS TO COOK COUNTY CIRCUIT COURT

From Paper to Digital...

Computers in the Court

- **All Court files are kept in original paper format**
- **Illinois State Statutes reference hard-bound paper docket books**
- **The Clerk's Office implemented computerized systems as early as 1970**
- **All court divisions maintain an electronic docket except for the County Division**

MANAGEMENT INFORMATION SYSTEMS

- **The M.I.S. team manages more than 804,363,969 records in the Clerk's files**
- **On average, there are 18 to 19 million on-line transactions per month**
- **This division generates court sheets for every courtroom on a daily basis**
- **This team prints approximately 20 million pages of computer output for use in the operation of the court system**
- **Over 16,351,681 events were data-entered into the system in 2005**

ELECTRONIC DOCKET

- The Electronic Docket is available for Civil and Criminal Cases at public access computers located in several areas throughout the office
- Data contained therein is used to prepare numerous statistical reports
- Data and reports are used by Judges, employees of the Clerk's Office, law enforcement agencies, media and citizens

PUBLIC ACCESS TERMINALS

Inquiry access to the
Clerk's Information System
(CIS)

Available in the Daley Center
and Suburban Districts for
Civil and Criminal cases



CLERK OF THE CIRCUIT COURT WEBSITE

- General Court Information
- Court Forms
- On-line Case Information
- Information Regarding Ordering Case Records
- Information via E-Mail



Message From Honorable Dorothy Brown

In this modern era when technology forces an urgency to get things done quickly and efficiently, it is with great pleasure that I welcome you to the **NEW** Clerk of the Circuit Court of Cook County's (Clerk's Office) website. This site was created to provide Clerk's Office customers with an easy to use, clearly organized window to the Office's information, forms and data. [More...](#)

Clerk's News

- Dorothy Brown Pays Tribute to Extraordinary Women in Law - 3/23/2006
- Dorothy Brown to Receive National Acclaim for Supporting Employees of the US Armed Forces Guard and Reserve - 3/8/2006
- Dorothy Brown Hosts African American History Month Celebration and Competition - 2/22/2006
- Clerk Dorothy Brown and Staff Participate in the American Heart Associations Go Red For Women Campaign - 2/3/2006

[More News](#)

Features

- 2006 Court Calendar
- 2005 Court Calendar
- Attorney Direct Deposit Bond Refund Program
- Unclaimed Child Support Checks
- Provide feedback/comment on this site
- New Domestic Violence Court Facility
- Cash Bail By Credit Card
- Clerk's Office Global Filing
- Expungement/Sealing/Identity Theft/Certificates

Judges' Information

- Home Page
- About the Circuit Court
- Programs & Services
- Court Rules & Orders
- Divisions

Translation Services (Polish Coming Soon)

 [SYSTRAN](#) [Help](#) [Disclaimer](#)

MISSION STATEMENT

It is the mission of the Office of the Clerk of the Circuit Court of Cook County to serve the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.

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DOROTHY BROWN

[Biography / Photos](#)

The 21st Century Clerk's Office: A Blueprint for Change
Transition and Strategic Planning
[Committee Final Report](#)

Clerk's Mid-Term Review
December 1, 2000 through June 30, 2003

solutions


Serving citizens

Clerk of the Circuit Court of Cook County featured in HP magazine click image for full story.

www.cookcountyclerkofcourt.org

COURT FORMS ON THE WEBSITE

www.cookcountyclerkofcourt.org

- Electronic capability being expanded
- Approximately 465 forms are now available on-line
- The forms available on the website are also available in fillable format

215b - Served
215c - Not Served
215d - Served by Mail
215e - Served By Publication
SUBDIVERS
2121 - Served
2121 - Not Served
2121 - Served by Mail
2121 - Served By Publication
ALIAS - SUBDIVERS
(Rev. 01/09) CCG 0001

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT, _____ DIVISION

(Name all parties) _____
No. _____

v. _____

SUMMONS

To each defendant:

YOU ARE SUMMONED and required to file an answer to the complaint in this case, a copy of which is hereto attached, or otherwise file your appearance, and pay the required fee, in the office of the Clerk of this Court at the following location:

Richard J. Daley Center, 60 W. Washington, Room _____, Chicago, Illinois 60602

District 1 - Skokie
6600 Old Orchard Rd.
Skokie, IL 60077

District 2 - Rolling Meadows
2021 Euclid
Rolling Meadows, IL 60068

District 3 - Maywood
1500 Maybrook Ave.
Maywood, IL 60154

District 4 - Ridgeline
18250 S. York Ave.
Ridgeline, IL 60453

District 5 - Northbrook
16801 S. Kedzie Place
Northbrook, IL 60062

You must file within 30 days after service of this summons, not counting the day of service.
IF YOU FAIL TO DO SO, A JUDGMENT BY DEFAULT MAY BE ENTERED AGAINST YOU FOR THE RELIEF REQUESTED IN THE COMPLAINT.

To the return:

This summons must be returned by the officer or other person to whom it was given for service, with endorsement of service and fees, if any, immediately after service. If service cannot be made, this summons shall be returned so endorsed. This summons may not be served later than 30 days after its date.

Atty. No.: _____
Name: _____
Atty. For: _____
Address: _____
City/State/Zip: _____
Telephone: _____

WITNESS: _____

Clerk of Court
Date of Filing: _____

Service by Facsimile Transmission will be accepted at: _____

ROTHY BROWN, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

PRINT

VIEWING CASE INFORMATION ON-LINE

- **Full Electronic Dockets for Law, Civil, Chancery & Domestic Relations and Probate (beta) Cases are now available for review.**
- **Both pending cases and those that have been active within the last six months are available.**
- **Case Snapshots for Law, Civil and Domestic Relations Cases are available for review.**
- **The following information is available on the case screen: case number, first three plaintiffs and defendants with attorney information, service information, case type, ad damnum, call type, calendar and most recent court date**

FREE EMAIL CASE NOTIFICATION

- Free E-mail notices can be sent to attorneys on any case activity
- Persons with attorney numbers can subscribe at no cost by using the “Case Notice” button on the Clerk’s website
- Services are provided at no cost by the office’s partner, U.S. Courts. They can be contacted at (1-877-799-9898)

VISION FOR THE FUTURE

- Ability to file court documents electronically
- Availability of complete document images
- Ability to obtain complete digital case files

PRO SE SERVICES

ENHANCEMENT OF EXISTING SERVICES

- **Expansion of Pro Se Assistance Area and Domestic Violence Program**
- **Implementation of Pro Se Initiatives identified for the Office's Strategic Plan**
- **Increasing partnerships with local law schools**
- **Member of the Illinois Coalition of Equal Justice**
- **Creation of the Pro Se Ad Hoc Committee to create brochures, guidelines and services for the office**
- **Creation of the Pro Se Advisory Committee**

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