

# Manual on Recordkeeping Changes Effective January 1, 2022

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Attorney & Staff Training

December 15, 2021

# History of Manual on Recordkeeping


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- 1968 First Ordered by the Supreme Court
- 1971 Amendments to Original Order
- 1996 Amendments to Original Order
- 2017 Major amendments, also adopting **Electronic Record Standards & Principles**
- 2022 Major amendments based on proposal from the *Court Data & Performance Measures Task Force*

## MANUAL ON RECORDKEEPING



ADMINISTRATIVE OFFICE  
OF THE  
ILLINOIS COURTS



ILLINOIS JUDICIAL BRANCH

# STRATEGIC AGENDA

2019-2022

## Illinois Judicial Conference

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- 2018 Illinois Judicial Conference reconvened
- 2019 Strategic Agenda adopted
- 2020 *Court Data & Performance Measures Task Force* worked on RKM
- 2021 Statewide Training  
\*CMS Changes for Circuit Clerks
- 2022 Revised Manual effective 1/1/22



# Case Number Assignment

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A case number shall consist of three parts:

- 4-digit year;
- 2 letters indicating the category of the case—code
- The case sequence number of the case within its category—in each category, no more than 8 digits (we will still be using 6 digits)

Example case number: **2022AR000001**

# Case Categories

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# Civil Category



# Civil Category

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AR Arbitration

CH Chancery

ED Eminent Domain

EV Eviction

FC Foreclosure

GC Governmental Corporation \*replaces MC

GR Guardianship

LA Law

LM Law Magistrate

MH Mental Health

MR Miscellaneous Remedy

PR Probate

SC Small Claim

TX Tax



# Miscellaneous Split / MR - MX

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## MR (Civil Miscellaneous)

- Name Changes
- Administrative Review
- Lost Goods or Money
- Declaratory Judgment
- Miscellaneous Election filings
- Mandamus

## MX (Criminal Miscellaneous)

- Eavesdropping
- Asset Forfeitures
- Expungement Petitions (without case)
- Habeas Corpus
- Search Warrants
- Sexually Violent Person Commitment

# Civil Case Filing Hierarchy

If a complaint in a **CIVIL CASE** contains two or more counts that appear to fall under more than one category, the following hierarchy of case type assignments shall be followed. . . .

**CH**

**MR**

**FC**

**EV**

**LA**

**LM or AR**

**SC**

# Independent Civil Case Types

Cases which contain counts filed as **ED, MH, PR, TX, GR or GC** shall be independent of any other case category





# Family & Juvenile Category

# Family & Juvenile Category

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AD Adoption

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DC Dissolution with Children

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DN Dissolution No Children

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FA Family

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JV Juvenile

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JA Juvenile Abuse and Neglect

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JD Juvenile Delinquency

# Other Category



# Other Category

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CC Contempt of Court

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CL Civil Law

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MX Miscellaneous Criminal

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OP Order of Protection

# Orders of Protection (OP)

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An Order of Protection case number shall be assigned to any petition for an order of protection, stalking no contact order, firearms restraining order, or civil no contact order. Nothing precludes local practices where an OP case may be consolidated with another civil, criminal, or juvenile case, **however, a separate OP case number shall be assigned** to all order of protection proceedings



A close-up photograph of a judge's hand holding a wooden gavel over a sound block on a wooden desk. The judge is wearing a dark suit and a white shirt. The background is blurred, showing other people in a courtroom setting. The text "Criminal & Quasi-criminal Category" is overlaid on the image in a black serif font.

# Criminal & Quasi-criminal Category

# Criminal & Quasi-Criminal Category

**CF** Criminal Felony

**CM** Criminal Misdemeanor

**CV** Conservation

**DT** Driving Under the Influence

**DV** Domestic Violence

**OV** Ordinance Violation

**QC** Quasi-criminal

**MT** Major Traffic

**TR** Minor Traffic

# Criminal & Quasi-Criminal

Major Traffic (MT) is anything other than petty or business offense under the IVC

- Supreme Court Rule 501(f)(1)(i)

Minor Traffic (TR) a petty or business offense under the IVC

- Supreme Court Rule 501(f)(1)(ii)

# Criminal Case Filing Hierarchy

When a **CRIMINAL CASE** contains two or more counts that appear to fall under more than one category, the following hierarchy of case type assignments shall be followed. . .

(CL cases still stand-alone)

CF  
DV  
DT  
CM  
MT  
TR  
CV  
QC  
OV

# Supreme Court Rule 552 – Multiple Counts

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Rule 552. Uniform Tickets–Processing Uniform Citation and Complaint forms and conservation complaints shall be in forms which may, from time to time, be approved by the Conference of Chief Circuit Judges and filed with this court. The uniform forms shall be adapted for use by municipalities. The arresting officer shall complete the form or ticket and, within 48 hours after the arrest, shall transmit the portions entitled “Complaint” and, where appropriate, “Disposition Report” and/or “Report of Conviction,” either in person, by mail, or electronically where authorized by the Supreme Court, to the clerk of the circuit court of the county in which the violation occurred. Each Uniform Citation and Complaint form and conservation complaint shall upon receipt by the clerk be assigned a separate case number, chronologically, excluding multiple citations issued to the same accused for more than one offense arising out of the same occurrence (see Rule 503(a)). Each accused shall be assigned a single case number containing multiple counts when more than one citation is issued arising out of the same occurrence.

# Multi-Count Traffic (TR)

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PEOPLE VS. SMITH, BOB (DOB 01-01-1980)

Case ID: CR 21TR023164 Filing Date: 11-12-2021

## Charges-1

[\[list view\]](#) [\[add charge\]](#) [\[add sentence\]](#)

| Charge Date | Statute         | Description                   | Schedule | Class | Disposition / Manner | Ticket     |
|-------------|-----------------|-------------------------------|----------|-------|----------------------|------------|
| 11-12-2021  | 625-5/11-601(B) | DRIVING 11-14 MPH ABOVE LIMIT | 10.0     | P     |                      | 3543358223 |

## Charges-2

[\[list view\]](#) [\[add charge\]](#) [\[add sentence\]](#)

|            |                 |                               |      |   |  |            |
|------------|-----------------|-------------------------------|------|---|--|------------|
| 11-12-2021 | 625-5/11-1003.1 | FAIL EXERCISE DUE CARE/PEDEST | 10.0 | P |  | 3543358224 |
|------------|-----------------|-------------------------------|------|---|--|------------|

## Charges-3

[\[list view\]](#) [\[add charge\]](#) [\[add sentence\]](#)

|            |                  |                     |      |   |  |            |
|------------|------------------|---------------------|------|---|--|------------|
| 11-12-2021 | 625-5/11-1204(B) | DISREGARD STOP SIGN | 10.0 | P |  | 3543358225 |
|------------|------------------|---------------------|------|---|--|------------|

# Multi-Count Major Traffic (MT)

PEOPLE VS. VANFLEET, KALEB N (DOB 11-02-1996)

Case ID: CR 21MT000003 Filing Date: 11-15-2021

## Charges-1

[\[list view\]](#) [\[add charge\]](#) [\[add sentence\]](#)

| Charge Date | Statute        | Description                  | Schedule | Class | Disposition / Manner | Ticket |
|-------------|----------------|------------------------------|----------|-------|----------------------|--------|
| 11-05-2021  | 625-5/6-303(A) | DRIVING ON SUSPENDED LICENSE | 09.0     | A     |                      | 121654 |

## Charges-2

[\[list view\]](#) [\[add charge\]](#) [\[add sentence\]](#)

|            |                 |                       |      |   |  |        |
|------------|-----------------|-----------------------|------|---|--|--------|
| 11-05-2021 | 625-5/12-211(A) | HEADLIGHT VIO/1ST,2ND | 10.0 | P |  | 125689 |
|------------|-----------------|-----------------------|------|---|--|--------|

## Charges-3

[\[list view\]](#) [\[add charge\]](#) [\[add sentence\]](#)

|            |                  |                     |      |   |  |        |
|------------|------------------|---------------------|------|---|--|--------|
| 11-05-2021 | 625-5/11-1204(B) | DISREGARD STOP SIGN | 10.0 | P |  | 125345 |
|------------|------------------|---------------------|------|---|--|--------|

## Charges-4

[\[list view\]](#) [\[add charge\]](#) [\[add sentence\]](#)

|            |        |                           |      |   |  |        |
|------------|--------|---------------------------|------|---|--|--------|
| 11-05-2021 | 9-0043 | MINOR POSSESS/USE TOBACCO | 13.0 | P |  | 125346 |
|------------|--------|---------------------------|------|---|--|--------|

# Multi-Count DUI (DT)

MARENGO VS. SHETLEY, MURPHY (DOB 06-04-1999)

Case ID: CR 21DT000655 Filing Date: 11-02-2021

## Charges-1

[\[list view\]](#) [\[add charge\]](#) [\[add sentence\]](#)

| Charge Date | Statute            | Description                 | Schedule | Class | Disposition / Manner | Ticket |
|-------------|--------------------|-----------------------------|----------|-------|----------------------|--------|
| 10-31-2021  | 625-5/11-501(A)(2) | DRVG UNDER INFLU OF ALCOHOL | 06.0     | A     |                      | 123456 |

## Charges-2

[\[list view\]](#) [\[add charge\]](#) [\[add sentence\]](#)

|            |                    |                           |      |   |  |        |
|------------|--------------------|---------------------------|------|---|--|--------|
| 10-31-2021 | 625-5/11-501(A)(1) | DRVG UNDER INFLU/BAC 0.08 | 06.0 | A |  | 123456 |
|------------|--------------------|---------------------------|------|---|--|--------|

## Charges-3

[\[list view\]](#) [\[add charge\]](#) [\[add sentence\]](#)

|            |                 |                      |      |   |  |  |
|------------|-----------------|----------------------|------|---|--|--|
| 10-31-2021 | 625-5/11-601(A) | FAIL TO REDUCE SPEED | 10.0 | P |  |  |
|------------|-----------------|----------------------|------|---|--|--|

## Charges-4

[\[list view\]](#) [\[add charge\]](#) [\[add sentence\]](#)

|            |                 |                               |      |   |  |  |
|------------|-----------------|-------------------------------|------|---|--|--|
| 10-31-2021 | 625-5/11-601(B) | DRIVING 15-20 MPH ABOVE LIMIT | 10.0 | P |  |  |
|------------|-----------------|-------------------------------|------|---|--|--|

## Charges-5

[\[list view\]](#) [\[add charge\]](#) [\[add sentence\]](#)

|            |        |                          |      |   |  |  |
|------------|--------|--------------------------|------|---|--|--|
| 10-31-2021 | 9-0013 | ANIMAL CONTROL VIOLATION | 13.0 | P |  |  |
|------------|--------|--------------------------|------|---|--|--|





Other  
Documents  
and Case  
Subcategories

# Tax Cases – Sub Numbers Eliminated

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The annual tax sale case ("County Collector vs. Delinquent Taxpayers") **shall be assigned the first TX case number** each year (Example: 2022TX000001).

Objections, Petitions for Issuance of a Tax Deed & Petition for Sale in Error **shall be assigned a separate TX case number.** The clerk shall relate the case to the annual tax sale case filed by the County Collector. (eliminate sub-numbers)

# Case Type Moves

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- Emancipation of Minor moved from FA to JV
- Detinue moved from LA to CH
- Ejectment moved from LA/LM to EV
- Tax Collection (under \$10,000) moved from SC to TX
- Foreclosure of Lien for Special Assessment moved from TX to GC
- Retailer's Occupation Tax moved from TX to GC
- Special Assessment (To change or restrain Collection) moved from TX to GC




# December 30<sup>th</sup> E-Filing Cut-off

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- Civil E-Filing shuts down to filers Thursday, 12/30 at noon
- E-Filing queues need to be cleared by Thursday, 12/30 at 5:00 pm
- We are closed on Friday 12/31
- E-Filing will resume with new Case Types on Sunday, 1/2 at 1:00 pm



**\*\*IMPORTANT NOTICE\*\***


In preparation of the changes required for the new Recordkeeping Manual case types effective January 1, 2022, eFileIL will be unavailable statewide starting on **Thursday, December 30, 2021 at 12:00 PM CDT through Sunday, January 2, 2022 at 1:00 PM CDT.**

Filers **will be unable** to submit documents to the court through eFileIL during this time, but will be permitted to file paper documents locally at the appropriate clerk's office during regular business hours without needing to submit a Certificate of Exemption from e-Filing form.

Reviewers **will be able** to continue reviewing from Thursday, December 30, 2021 at 12:00 PM CDT until Thursday, December 30, 2021 at 5:00 PM CDT.

**All queues will need to be cleared by Thursday, December 30, 2021 at 5:00 PM CDT.**

As we get closer to this time, we will begin to send a queue audit via email, so you know how many envelopes you have left to process.



# Impounding, Sealing and Expunging

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# Impounding, Sealing and Expunging

**Public** - A **case or document** which is accessible by any person upon request.

**Confidential Document** - A **document** that is available only to the submitting party unless released by order of the court

**Impounded** - A **case or document** which is accessible only to the parties of record on a case.

**Sealed** - A **case or document** which is accessible only upon order of the court.

**Expunged** - A **case or document** which is accessible only upon order of the court as provided in 20 ILCS 2630/5.2(E).

Notwithstanding the above, the court may enter an order restricting access to any case or document per order of court.














# *Victim's Name Secure adds ADULT Victims*

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- **Public Act 102-0652** becomes effective January 1, 2022, requires Circuit Clerks to restrict access to all records to exclude the identity of any **adult victim** of criminal sexual offenses or alleged criminal sexual offenses
- **725 ILCS 190/3** was modified by **Public Act 102-0651** to further define who had access to a **child victim** of criminal sexual offenses name, and that only includes the judge, state's attorneys, ASA's, Attorney General, AAG's, psychologist, psychiatrist, social worker, doctor, parent, parole agent, probation officer, defendant or defendant's attorney, advocate or victim's attorney

# Changes to iJustice Security

## Court Documents

| Date       | Description   | Filed By            |
|------------|---|---------------------|
| 02-28-2020 | COMPLETION - DUI SCHOOL          |                     |
| 02-13-2020 | ORDER - SUPPLEMENTAL SENTENCING  |                     |
| 02-13-2020 | ORDER - MISDEMEANOR SENTENCING   |                     |
| 02-13-2020 | WAIVER - TRIAL                     |                     |
| 02-13-2020 | ORDER - ADDITIONAL ASSESSMENTS   |                     |
| 02-13-2020 | WAIVER - JURY                      |                     |
| 02-13-2020 | AFFIDAVIT                          |                     |
| 11-26-2019 | ORDER                              |                     |
| 02-11-2019 | SUBPOENA - SERVED                 | HARTER & SCHOTTLAND |
| 02-11-2019 | NOTICE                           | HARTER & SCHOTTLAND |
| 01-28-2019 | APPEARANCE                       |                     |
| 01-07-2019 | ** CONFIDENTIAL **               |                     |
| 01-07-2019 | BOND - PERSONAL RECOGNIZANCE   |                     |



# Statistical Reporting Changes

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- Reporting on “Inactive Cases” in all Case Types
- Reporting “Post Disposition Activity” in all Case Types
- Reporting on both Jury & Bench Trials
- Reporting “Number of Counts” on Criminal
- Reporting on the Time to Case Closed Status (both with and without “Inactive” time)

# Civil Fee Increase Effective 1/1/2022

- Civil Filing Schedule 1 – Increase from \$290.00 to \$314.00
- Civil Filing Schedule 2 – Increase from \$225.00 to \$264.00
- All other Schedules remain the same



Katherine M. Keefe  
McHenry County Clerk of the Circuit Court

## FEE SCHEDULE

Effective January 1, 2022

### ADOPTION (AD)

|   | Filing Fee   |
|---|--------------|
| <b>NEW CASE FILING</b>  |              |
| AD – Adoption   | \$89.00      |
| <b>APPEARANCE</b>   |              |
| Appearance  | No Fee       |
| <b>OTHER</b>  |              |
| Change of Venue – Adoption  | \$89.00      |
| Copies Certification  | No Fee       |
| Counterclaim, Third Party or Cross Complaint*   | \$89.00      |
| <small>*Same as New Case Filing Fee, less Appearance Fee – Appearance must be filed first</small> |              |
| Motion to Vacate  | No Fee       |
| Petition to Intervene   | \$89.00      |
| Certificate of Adoption (check payable to IL Dept of Public Health)                               |              |
| • Completion of birth record for IL born child (includes 1 certified copy)                        | \$15.00      |
| • Additional certified copies of new birth certificate  | \$ 2.00 each |
| • To submit Records of Foreign Birth for foreign born children                                    | \$ 5.00      |

### ARBITRATION (AR)

|   | Filing Fee |
|---|------------|
| <b>NEW CASE FILING</b>  |            |
| AR – \$10,000.01 up to \$15,000.00  | \$264.00   |
| AR – \$15,000.01 up to \$50,000.00  | \$314.00   |
| <b>APPEARANCE</b>   |            |
| Appearance  | \$189.00   |
| <b>JURY DEMAND</b>  |            |
| Jury Demand   | \$ 212.50  |
| <b>OTHER</b>  |            |
| Change of Venue – Arbitration - \$10,000.01 up to \$15,000.00                                     | \$264.00   |
| Change of Venue – Arbitration - \$15,000.01 up to \$50,000.00                                     | \$314.00   |
| Counterclaim, Third Party or Cross Complaint - \$10,000.01 up to \$15,000.00*                     | \$75.00    |
| <small>*Same as New Case Filing Fee, less Appearance Fee – Appearance must be filed first</small> |            |
| Counterclaim, Third Party or Cross Complaint - \$15,000.01 up to \$50,000.00*                     | \$125.00   |
| <small>*Same as New Case Filing Fee, less Appearance Fee – Appearance must be filed first</small> |            |
| Petition to Intervene – \$10,000.01 up to \$15,000.00   | \$264.00   |
| Petition to Intervene – \$15,000.01 up to \$50,000.00   | \$314.00   |
| Petition to Vacate or Petition to Modify – 30 days or less after Final Judgment or Order          | \$ 50.00   |
| Petition to Vacate or Petition to Modify – 31 days or more after Final Judgment or Order          | \$ 75.00   |
| Petition to Vacate Dismissal-Want of Prosecution  | No Fee     |
| Rejection of Award and Request for Trial – \$30,000.00 or less (Supreme Court Rule 93)            | \$ 200.00  |
| Rejection of Award and Request for Trial – \$30,000.01 or more (Supreme Court Rule 93)            | \$ 500.00  |

### CHANCERY (CH)

|  | Filing Fee |
|--|------------|
| <b>NEW CASE FILING</b> <small>*No fee required if filed by a government agency</small> |            |
| CH – Construction of Inter vivos Trust   | \$314.00   |
| CH – Construction of Testamentary Trust (only filed as CH if no existing Probate case) | \$314.00   |

- Circuit Clerk

COVID-19 Update

+ Remote Appearance Options

+ Court Information

+ Civil Information

+ Criminal/Traffic Information

+ Online Services

- Attorneys

Attorney Access Portal

News Media

Police Agencies

Circuit Clerk Events

# CIRCUIT CLERK

## Katherine M. Keefe

McHenry County Circuit Court Clerk



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### eFile IL Shutdown from 12/30/21 at noon through 1/2/22 at 1:00 pm

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### Civil Filing Fee Increase effective 01/01/22

Civil Filing Schedule 1 will increase from \$290.00 to \$314.00, and Civil Filing Schedule 2 will increase from \$225.00 to \$264.00 effective January 1, 2022. All other filing and appearance fee schedules will remain the same.

[Fee Schedule effective 01/01/2022](#)

### 2022 Update Seminar with Circuit Clerk 12/15/21 at 2:00 pm

The Supreme Court is implementing major changes to the Circuit Clerk's *Manual on Recordkeeping* which go into effect January 1, 2022. These changes include new Case Types (i.e. EV - Eviction, FC - Foreclosure, GR - Guardianship, MT - Major Traffic and more), expanded instructions for impounding cases, standardization to the case number format across the state, and more. Join Circuit Clerk Kathy Keefe & staff for a Zoom meeting to discuss the changes coming January 1, 2022, and answer any questions you might have. All attorneys and staff are welcome. [Summary of Case Type Changes](#)

Questions?

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