

Manual on Recordkeeping Revisions

Effective 01.01.2022

CRIMINAL DIVISION

CF	Criminal Felony
DV	Domestic Violence *new
DT	Driving Under the Influence
CM	Criminal Misdemeanor
MT	Major Traffic *new
TR	Minor Traffic
CV	Conservation
QC	Quasi-Criminal *new
OV	Ordinance Violation

When a **CRIMINAL CASE** contains two or more counts that fall under more than one category, the hierarchy of case type assignments is shown to the left. Effective 1-1-2022 all Criminal Division case types will go to a multi-count format, including DT, TR, OV & CV.

CIVIL DIVISION

CH	Chancery
MR	Miscellaneous Remedy (Civil)
FC	Foreclosure *new
EV	Eviction *new
LA	Law
AR	Arbitration
LM	Law Magistrate
SC	Small Claims

If a complaint in a **CIVIL CASE** contains two or more counts that fall under more than one category, the hierarchy of case type assignments is shown to the left.

ED	Eminent Domain
GC	Governmental Corporation *new (replaces MC)
GR	Guardianship *new
MH	Mental Health
PR	Probate
TX	Tax

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

MC Municipal Corporation (will continue reporting old cases under MC case numbers, no new cases filed)

FAMILY DIVISION

AD	Adoption
DC	Dissolution with Children *new
DN	Dissolution No Children *new
FA	Family
JV	Juvenile
JA	Juvenile Abuse & Neglect
JD	Juvenile Delinquency

Cases which contain counts filed as AD, DC, DN, or FA shall be filed independent of any other case category.

DV Divorce (will continue reporting old cases under DV case numbers, no new cases filed)

OTHER

CC	Contempt of Court
CL	Civil Law
MX	Miscellaneous Criminal *new
OP	Order of Protection

EV: An Eviction case number shall be assigned to any commercial or residential eviction proceeding and for any proceeding for ejection.

FC: A Foreclosure case number shall be assigned to any residential or commercial foreclosure proceeding.

GC: Each governmental corporation shall have one permanent case number containing such matters as organization, appointment of officers, approval of bonds, and routine orders confirming annexation. A new GC case shall be assigned to each petition filed seeking consideration by the court on new matters. (replaces MC case type, existing MC case numbers will continue, but no new MC cases filed)

GR: A Guardianship case number shall be assigned for any case involving guardianship of a minor, person with a disability, or an estate of any person under the Probate Act of 1975

LA: A Law case number shall be assigned to tort, contract, and a variety of other actions in which the damages sought are greater than \$50,000. **No change/only 2 letter case code**

PR: A Probate case number shall be assigned to estates of decedents and missing persons. **No change/only 2 letter case code**

DC: A Dissolution with Children case number shall be assigned to a complaint for dissolution of marriage or civil union, declaration of invalidity (annulment), petitions for legal separation, or separate maintenance as defined in 750 ILCS 5/303 when at the time of filing there are minor children.

DN: A Dissolution No Children case number shall be assigned to a complaint for dissolution of marriage or civil union, declaration of invalidity (annulment), petition for legal separation, or separate maintenance as defined in 750 ILCS 5/303 when at the time of filing there are no minor children.

FA JV: Emancipation of Minor and Judicial Waiver of Parental Notification of Abortion moved from FA to JV. **No other changes/only 2 letter case code**

MX: A Miscellaneous Criminal case number shall be assigned to a variety of actions for civil processes relating to **Criminal** proceedings such as search warrants, grand jury proceedings, statutory summary suspensions (when no DT case exists), probationer transfers, eavesdropping, seized property, sealing and expungement petitions (when no criminal case exists), habeas corpus and administrative subpoenas.

DT: A Driving Under the Influence case number shall be assigned to any case charging a violation of a statute, ordinance, or regulation governing driving or operating under the influence of alcohol, other drug, or combination thereof under Section 11-501 of the **Illinois Vehicle Code** (625 ILCS 5/11-501), Section 5-7 of the **Snowmobile Registration and Safety Act** (625 ILCS 40/5-7), and Section 5-16 of the **Boat Registration and Safety Act** (625 ILCS 45/5-16). If the offense is punishable upon conviction by imprisonment in a penitentiary, the case shall be assigned a CF case number.

DV: A Domestic Violence case number shall be assigned to any case in which a **violation of domestic battery under Section 12-3.2 of the Criminal Code (720 ILCS 5/12-3.2)**. If the offense is punishable upon conviction imprisonment in the penitentiary, the case shall be assigned a CF case number.

QC: A Quasi-criminal Case number shall be assigned to any offense classified as Petty or Business as defined in the Unified Code of Corrections (730 ILCS 5/5-1 et seq.), which is not otherwise defined as a DT, MT, TR, or CV case.

MT: Major Traffic is anything other than petty or business offense under the IVC - Supreme Court Rule 501(f)(1)(i)

TR: Minor Traffic a petty or business offense under the IVC - Supreme Court Rule 501(f)(1)(ii)