



## A MESSAGE FROM THE CIRCUIT COURT CLERK

It is my pleasure to present the Lake County Circuit Clerk's Office 2017 Annual Report. The report includes an overview of our day-to-day operations, statistics, our accomplishments as well as our continued goals for 2018. It has been a busy year and we have taken on some major projects this year in our continued efforts to make the Circuit Clerk's Office more accessible and transparent to the residents of Lake County.

This year we have taken major steps to increase accessibility to our office. From online payments, acquiring a new e-Filing system, to ongoing updates to our website. Information and services can now be accessed from any home computer or mobile device at any time. While our efforts are ongoing, we are proud of our accomplishments in 2017 and our continued progress as we look towards 2018.

I am grateful for the hard work and dedication of our staff, as well as continued support of other Lake County Officials including Chief Judge Jorge Ortiz; upcoming Chief Judge Jay Ukena; Lake County State's Attorney, Michael G. Nerheim; and Public Defender, Joy Gossman as well as other key county personnel. Without their support, the large projects we have undertaken this past year would not have been possible. As we look toward 2018, we will continue our effort to provide superior service and make our office accessible to all residents of Lake County and to all those who need our services.

Sincerely,



Erin Cartwright Weinstein  
Clerk of the Circuit Court



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*I do solemnly swear that I will support the constitution of the United States and the Constitution of the State of Illinois and that I will faithfully perform the duties of Clerk of the Circuit Court of said Lake County to the best of my ability.*

# Lake County Gets a New Circuit Court Clerk

## December 1, 2016

Erin Cartwright Weinstein was sworn in as the new Lake County Clerk of the Circuit Court by the Honorable Judge James K. Booras. Erin Cartwright Weinstein is an active member of the Lake County legal community, Lake County Chamber of Commerce, Gurnee Chamber of Commerce, Association of Women Attorneys of Lake County, Lake County Bar Association, Illinois State Bar Association and American Bar Association. She also serves on the executive board for the Coalition to Reduce Recidivism and is Co-Chair of Lake County Cares. With over 16 years of legal practice, Erin has experienced first-hand the importance the role the Lake County Circuit Clerk serves. Cartwright Weinstein maintains a focus in creating a positive work environment for the employees of the office to increase the efficiency of the operations, and to modernize the Circuit Clerk's computer system in order to increase the delivery of service to the citizens.



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# THE CIRCUIT CLERK'S OFFICE: AT A GLANCE

The Clerk of the Circuit Court is, by law, the official keeper of records for all judicial matters brought into the Circuit Court of Lake County, Illinois.

Serving approximately  
**703,000**  
in population

Supports  
**39**  
Circuit & Associate  
Judges

Workforce of  
**137**  
Employees

**5**  
Office Locations  
Waukegan  
Park City  
Mundelein  
Round Lake  
Vernon Hills



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# OFFICE LOCATIONS

The Lake County Circuit Clerk's Office has five office locations throughout Lake County. The Central Branch, located in the Lake County Courthouse, is the largest branch offering our many services. The Central Branch is the only location that offers passport and record check services. Our other locations are more specialized courts handling minor traffic and local ordinance violations for different municipalities in the area. Our Juvenile Branch, located in Vernon Hills, handles matters involving minors including Adoption cases.

## Lake County Courthouse

**18 N. County Street  
Waukegan, Illinois 60083**

Located in the basement of the Lake County Courthouse and Administrative Complex, the Central Branch offers a variety of services and departments including Passport Processing, File Viewing Room, Appeals, Child Support, Criminal & Traffic, and the General/Civil Division.



## Park City Branch Court

**301 S. Greenleaf Street  
Park City, Illinois 60083**

Located on the east side of Greenleaf Avenue between Washington Street and Belvidere Road, the Park City Branch provides several services and information for Traffic, Ordinance and Conservation Citations as well as civil proceedings such as Probate and Arbitration.

## OFFICE LOCATIONS



### North Branch (Round Lake)

1792 Nicole Lane

Round Lake Beach, Illinois 60073

Located on the west side of Nicole Lane (stoplight) just north of Rollins Road. (Behind Aldi's), the North Branch Court (also referred to as Round Lake Branch) provides information and several services pertaining to Traffic, Conservation and Ordinance Citations issued in Lake County.



### Mundelein Branch

105 E. Route 83

Mundelein, Illinois 60060

Located on the southwest corner of State Routes 83/60 and Diamond Lake Road, the Mundelein Branch Court provides information and services pertaining to Traffic, Ordinance and Conservation Citations issued in Lake County.



### Juvenile Branch

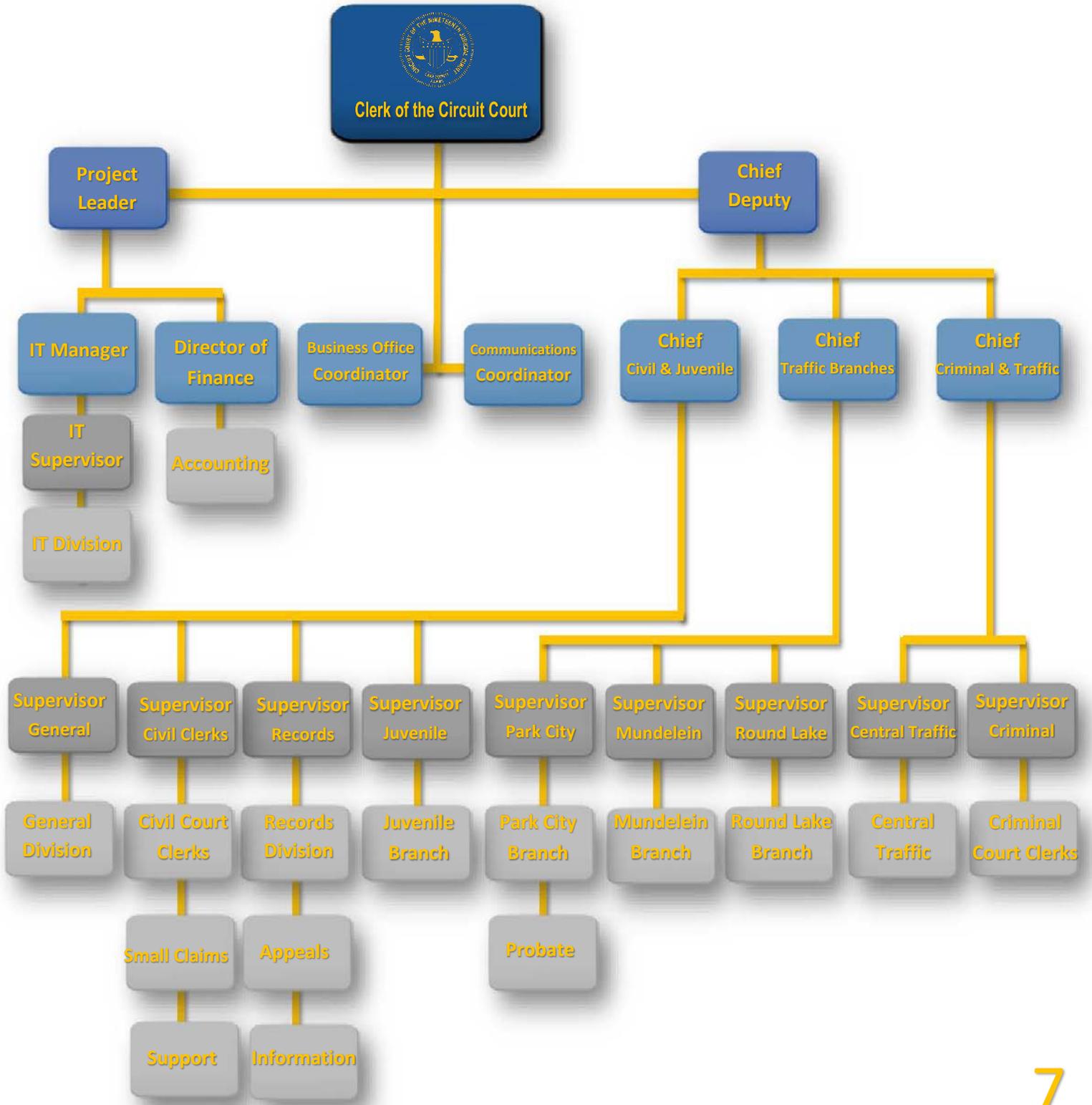
24647 N. Milwaukee Avenue

Vernon Hills, Illinois 60061

Located at the Robert W. Depke Juvenile Complex in Vernon Hills, the Lake County Circuit Clerk Juvenile branch provides services and information relating to court records involving minors.



# OUR ORGANIZATION



“It’s not about the pieces of the puzzle,  
but how they work together.” - *unknown*

# WORKING HARD FOR YOU

ACCOUNTING  
**\$25 MILLION**

in payments  
& disbursements

APPEALS  
**400**

records prepared and  
transmitted

CIVIL  
**1 MILLION**

civil documents filed

CRIMINAL  
& TRAFFIC  
**\$6 MILLION**

criminal & traffic fines  
collected

GENERAL  
**550,000**

court dates scheduled  
annually

IT

supports nearly

**30**

Programs, systems  
& applications

JUVENILE  
manages over  
**1,200**

active cases involving  
minors

PROBATE  
responsible for  
**4,700**

active cases

PASSPORTS  
**4,000**

Applications processed

RECORDS  
**\$225,554**

in copy fees

SMALL CLAIMS  
**9,645**

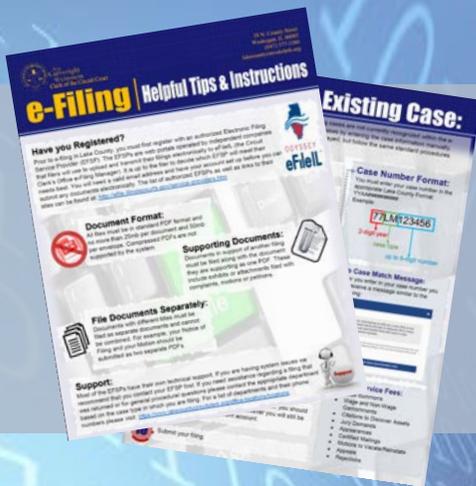
new cases filed

SUPPORT  
**200,000**  
payments totaling  
**\$55 MILLION**

# NEW IN 2017

## NOW ACCEPTING ONLINE PAYMENTS

As of November 1, 2017, the Circuit Clerk's Office now accepts online payments for certain Criminal and Traffic court fines. Since its inception through the end of 2017, the Circuit Clerk's office has received **\$496,947** in online payments. The number of payments submitted online, continue to average nearly \$200,000 each month.

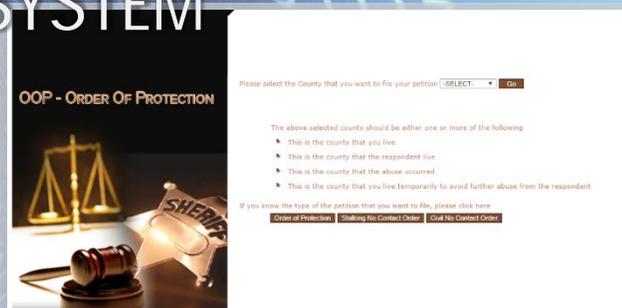


## CIVIL E-FILING NOW AVAILABLE

Since April 2017 the Lake County Circuit Clerk's Office has been working with Tyler Technologies, Illinois' e-Filing Manager, to offer Lake County an e-Filing solution, in preparation for the State of Illinois e-Filing Mandate for January 1, 2018. As of November 2017, e-Filing for all civil case type became available in Lake County. In 2018 the Clerk's office will continue to work with the State's EFM on integrating their current records management system, as well as continue to provide the public with assistance and the necessary tools needed to e-file in Lake County.

## ONLINE ORDER OF PROTECTION SYSTEM

As of December 2017, filers can now access the OOP tool to assist with filling out the 12-page Petition for Order of Protection in Lake County. The application is a guide and file tool developed by DuPage County to assist filers with the arduous task of filling out the petition which will be required to be electronically filed as of January 2018 pursuant to the State's e-filing mandate.



## JUVENILE CASES CHECK IN SYSTEM

In September of 2017 the Circuit Clerk's Office and the 19<sup>th</sup> Judicial Circuit announced the launch of the new Juvenile Cases Check-in System. The system allows for a faster, more convenient way for attorneys, parties and other case participants to check in for court on matters set at the Robert W. Depke Juvenile Complex Center in Vernon Hills. As the Circuit Clerk's Office continues to work on modernizing our systems, it is our goal that the new check-in system will lead the way for similar applications that can be used across other areas in the future.

# OTHER PROGRAMS & SERVICES

## EASY & CONVENIENT PASSPORT PROCESSING



The Circuit Clerk's Office processed over 4,000 passport applications in 2017 and offered full passport services including passport photo processing. This level of service generated over **\$125,000** in revenue for the County. In addition to the daily passport services offered at the Central Branch, the Circuit Clerk Mobile Passport team travels to different locations one Saturday a month. These events offer full passport services to different communities throughout Lake County. It is the goal of the Circuit Clerk's Office to make the process for applying for a passport as convenient and stress-free as possible, by providing the public with the necessary tools and information needed for the application process. We provide helpful checklists and information and in early 2017 we released a series of videos to help explain the passport process and what applicants can expect when applying for a passport through the Circuit Clerk's Office. All information, including the videos are available online and in both English and Spanish.



## OPERATION GREEN LIGHT INTEREST & COLLECTION FEES WAIVED

"Operation Green Light," was a joint initiative with Lake County State's Attorney, Michael G. Nerheim which ran from July 17, 2017 through July 21, 2017. The initiative which offered citizens a week-long amnesty period in which any collection fees and accrued interest on outstanding traffic and criminal fines were waived. Harris & Harris, Lake County's collection agency agreed to waive their collection fees during the initiative, giving individuals the opportunity to pay off their fines and court costs without penalty of the additional fees.

During "Operation Green Light," the Circuit Clerk's Office collected \$172,704.63 in outstanding balances, waived \$165,383.43 in collection fees and interest, and closed a total of 450 cases as paid in full. Added conveniences such as over the phone payment processing, as well as four different payment locations offered throughout the county, helped contribute to the program's success.

It is the hope of both the Lake County Circuit Clerk's Office and Lake County State's Attorney's Office, that the success of "Operation Green Light" will lead the way for future initiatives like the amnesty program.

“The secret of change is to focus all of your energy, not on fighting the old, but on building the new.”  
-Socrates

# LOOKING AHEAD WHAT'S TO COME IN 2018

Looking forward to 2018, the Circuit Clerk's Office will continue to work towards modernizing their current systems and making all services more accessible to the public by working with the 19<sup>th</sup> Judicial Circuit and other Lake County Departments on acquiring a new case management system that will allow for easier access to records and services offered by the Clerk's Office. The Clerk's Office will also continue to strive to offer excellent customer service through it's knowledgeable, friendly staff, as well as provide the public with the information and tools they need to navigate through the court process. The public can look forward to additional public service videos, website updates, and much more, as we continue to improve and expand our services so that they are easily accessible to all of Lake County.

## COMING SOON



### COMPLETION OF OFFICE RENOVATION

In November 2017 the Lake County Circuit Clerk's office began construction to relocate the File Viewing Room and Microfilm Department within the office. The construction was the first in a series of projects to expand the office and accommodate the installation of public e-Filing stations. Additional projects including expansion of the public counter, remodeling of the Circuit Clerk's lobby area as well as carpet replacement and office layout reconfiguration are all set to be completed in early 2018.

### FULLY INTEGRATED E-FILING SYSTEM

While e-Filing is available in Lake County pursuant to the State's e-Filing mandate, it is still not a fully integrated system. While this has minimum impact on the public's ability to e-file in Lake County, it does create additional manual procedures the clerk's must preform during the review process, which may delay review times. The Clerk's office continues to work with the State's Electronic Filing Manager, Tyler Technologies to integrate the e-Filing system with their current records management system. Integration is set to be complete early to mid-2018.

