



Kathy A. Phillips
Jo Daviess County Circuit Clerk
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www.jodaviesscountyil.gov/court

FREEDOM OF INFORMATION ACT POSTING

The purpose of the Freedom of Information Act ("FOIA") is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

BACKGROUND INFORMATION

PURPOSE: The Jo Daviess County Circuit Clerk shall attend the sessions of court, preserve all files and papers thereof, make, keep and preserve complete records of all 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. An example of what some of those additional duties may be:

- The Circuit Clerk must be bonded.
- The Circuit Clerk is the keeper of the seal.
- The Circuit Clerk is the keeper of all official court records.
- Shall enter all judgments and orders of the court.
- Shall keep a current index of all cases filed.
- Shall collect monies paid by parties, and shall disburse monies collected to the various state, county and township agencies on a monthly basis.
- Shall submit to an annual compliance audit.
- Shall pull and monitor jury panels as requested by the court.

EMPLOYEES: The Circuit Clerk is an elected position. In addition to the clerk, the county employs 5 full-time deputies. A listing of employees is attached as Exhibit 1.

BUDGET: The total operation budget out of the general fund for the Jo Daviess County Circuit Clerk's Office for the Fiscal Year 2024 is \$471,858.50.

BOARDS: The Jo Daviess County Circuit Clerk works with the County Administrator, the Jo Daviess County Board and the Jo Daviess County Law and Courts Committee. In addition to the County Departments, the Circuit Clerk also reports to the Chief Judge of the 15th Judicial Circuit, and the

Administrative Office of the Illinois Courts. A listing of Jo Daviess County Law and Courts Committee, Chief Judge of the 15th Judicial Circuit, and Administrative Office of the Courts is attached as Exhibit 2.

PROCEDURE FOR REQUESTING RECORDS: The Circuit Clerk’s Office is not subject to “FOIA” requests. Any person may request copies of public records by submitting a request via U.S. Mail, E-mail, Facsimile, or in person.

COPY COSTS: Except when a fee is otherwise fixed by statute, the Jo Daviess County Circuit Clerk’s office will charge 25 cents per page.

JO DAVIESS COUNTY CIRCUIT CLERK ORGANIZATIONAL CHART

EXHIBIT 1

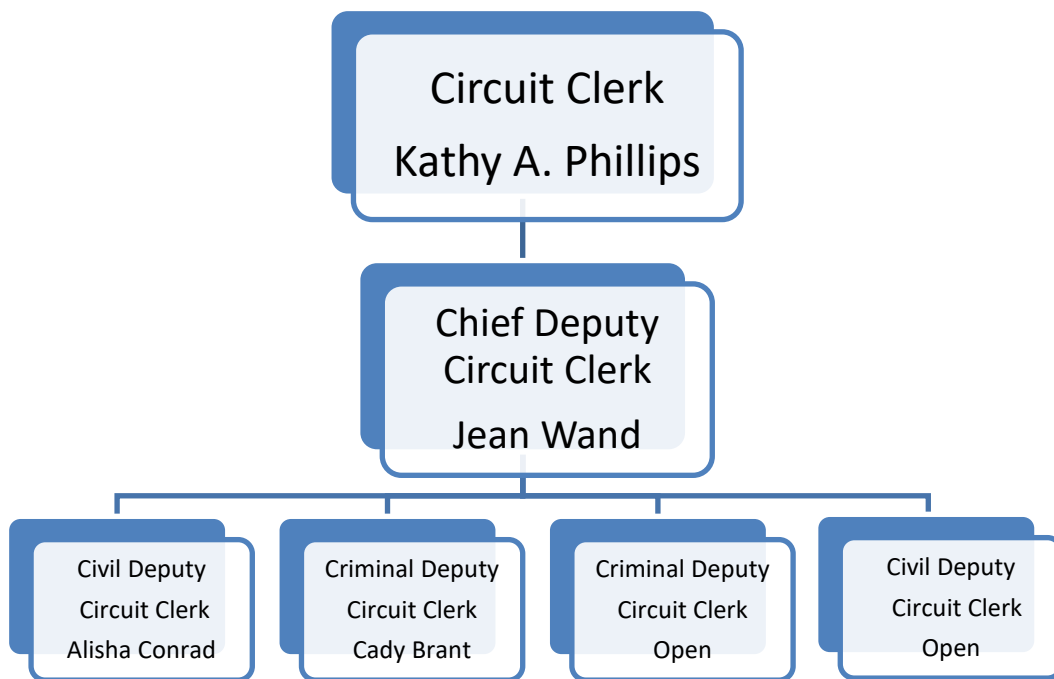


EXHIBIT 2

JO DAVIESS COUNTY LAW AND COURTS COMMITTEE, CHIEF JUDGE AND AOIC

Law and Courts Committee

- Don Zillig, Chairperson
- John Grizzoffi, Vice-Chairperson
- Dianne Allendorf
- Tina Brandel
- Lynn Gallagher
- Darcy Wild

Hon. Jacquelyn D. Ackert
Chief Judge of the 15th Judicial Circuit
106 S. 5th St., Suite 306A
Oregon, IL 61061

Administrative Office of the Illinois Courts
3101 Old Jacksonville Rd.
Springfield, IL 62704