

JO DAVIESS COUNTY CIRCUIT CLERK
330 N. BENCH STREET
GALENA, ILLINOIS 61036
PHONE (815) 777-0037 (815) 777-2295
FAX: (815) 776-9146
E MAIL: swand@jodaviess.org

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 the files and papers thereof, make, keep and preserve complete records of all the 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 the official court records.
- Shall enter of record all judgment and orders of the court.
- Shall keep a current index of all cases filed.
- Shall assess all applicable fines and fees.
- 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.

BUDGET: The total operation budget for the Jo Daviess County Circuit Clerks Office for the Fiscal Year 2016 is \$319,096.00.

BOARDS: The Jo Daviess County Circuit Clerk reports to 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. The clerk's office also works closely with the remaining offices of the county court system, as well as the Illinois Attorney General, Illinois State Police, Secretary of State and the Illinois Dept. of Human Services.

PROCEDURE FOR REQUESTING RECORDS

The Circuit Clerk's Office is not subject to "FOIA" requests. Copies of court records may be obtained by either calling, writing, or by visiting the clerk's office with your request.

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 BOARDS AND COMMITTEES

Hon. Ronald M. Jacobson
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

Law and Courts Committee

- R. J. Winkelhake, Chairperson
- Terry Stoffregen
- Brandon Behlke
- Gerald Bennett
- Bill Bingham