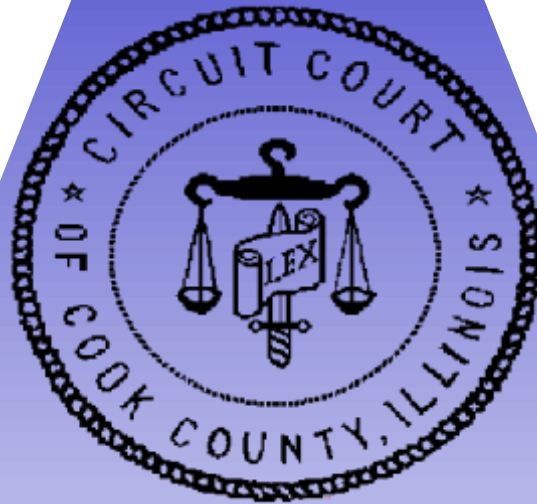


**DOROTHY BROWN**  
**CLERK OF THE CIRCUIT COURT**  
**OF COOK COUNTY**



**2015 BUDGET PRESENTATION**  
**to**  
**President Toni Preckwinkle**  
**and**  
**the Cook County Board of**  
**Commissioners**

**[www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org)**

## Message from the Clerk

Since I took office in 2000 to the present year (2014) a lot has changed in the Office of the Clerk of the Circuit Court. As the keeper of official records and collector of revenues for the second largest court system in the U.S., we have sought ways and means to cut costs, institute cost effectiveness, harness efficiency, and incorporate transparency, integrity and responsible customer service in our operations. We have effected these changes through enhanced technological solutions, organizational restructuring, and minimization of costs. We have held the line on spending (our budget is \$20.6 million lower than when I took Office) while maximizing the level of service and adding value to the entire operation of the Clerk of the Circuit Court.



At this time, I must not fail to express my gratitude to Madam President and members of the Cook County Board of Commissioners for helping our vision of a modern record and digitizing center for all our vital records and operations to become an accomplished reality. The procurement and eventual opening of the Cicero Record and Digital Imaging Center this year is a remarkable achievement. An idea which has been on our minds and in our plans since 2002 became a reality in 2014. Now and for several decades to come, the record and digitalizing center will be the epicenter of our records and digitizing operations.

The technological strides made by the Clerk's Office within the last fiscal year are worthy of note. Our Management Information Systems Division developed the Interactive Orders System (IOS) which utilizes a touchscreen interface to enable judges to enter their orders electronically. The new system can also produce court dispositions for the Clerk's electronic docket and produces court documents such as half-sheets and bonding documents. The new system thus enhances needed integrated justice information sharing among agencies. Of much importance is also the Electronic Mittimus System (e-MITTS). e-MITTS eliminates handwriting of custodial orders and expedites flow of clear and accurate information between court judges and court clerks and the Sheriff's Office. eMITTS has the capability to electronically send the custodial court order information to the Sheriff's test system, until the Sheriff's Jail Management System (JMS) is able to automatically receive the information. Invariably, it helps to decrease opportunities for human error.

The ongoing technological strides made in the Clerk's Office must include expected improvement in the Case Management System. The Clerk's Office is embarking on replacing its existing legacy Electronic Case Management System with a more flexible, versatile and advanced system. A consultant has recently completed a needs analysis for the replacement of the now archaic case management system. The needs analysis report has paved way for the procurement process with the needed recommendations for a fully integrated electronic system to serve the Clerk of the Circuit Court in the foreseeable future.

e-Filing has continued to be one of the foremost areas of emphasis in the Clerk's Office. With the approval by the Illinois Supreme Court and the Administrative Office of the Illinois Courts to proceed with electronic filing of all civil case types (except condemnation cases) court users are now able to file their cases and send their responses on litigation matters from the comfort of their homes. e-Filing has continued to be beneficial in terms of reduced transportation costs to attorneys and pro se litigants in

addition to mitigating congestion and shortening cashiering lines in our court corridors. It has also tremendously reduced need for data entry.

The strides made in the Clerk's Office in the full integration of our Imaging and Document Management System (IDMS) cannot be overlooked or understated. The IDMS Program has enabled the digitization of all civil case type documents that have been submitted to the Clerk's Office since the inception of the program. It has also provided access to court documents in a more time- and cost-efficient manner. All civil areas of law have implemented the IDMS Program and since the inception of the program in 2009, we have imaged more than 112 million court documents that may be viewed electronically on any of the public access terminals at the courthouse

In spite of the fact that our budgets have been continually cut in the last several years, the Clerk of the Circuit Court has continued with its hallmark of high levels of success in executing its statutory responsibilities. We have continually raised the skill levels of our court employees and line managers to enable them to take on more duties and additional responsibilities without sacrificing our commitment to efficiency and excellent service delivery. Technological innovation, devoted customer service, cost efficiency as well as continuous training and development of our employees have been continually maintained in line with our statutory and fiduciary responsibilities.

As we approach FY 2015, the Clerk's Office seeks to continue to enhance its role of efficiently, effectively, ethically, transparently and consistently serving court users in the judicial system of the First Judicial District of the State of Illinois in spite of reduced funding and staff. These annual budget reductions continue to have negative impacts on our operations and have become almost untenable, creating backlogs, understaffing and other inefficiencies. Nonetheless, the Clerk of the Circuit Court will continue to strive to deliver its statutory duties in accordance with its strategic pillars: 21<sup>st</sup> Century Information Technology, Improved Customer Service, Employee Development & Training, Operational Efficiency and Financial Accountability.

Sincerely,

A handwritten signature in black ink that reads "Dorothy Brown". The signature is written in a cursive, flowing style.

Dorothy Brown  
Clerk of the Circuit Court



# **Budget Statement**

**Clerk of the Circuit Court of Cook County**  
**Fiscal Year 2015 Budget Request**

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October 22, 2014

**The Honorable President Toni Preckwinkle and Members of the Cook County Board of Commissioners, distinguished guests, fellow citizens, ladies and gentlemen:**

I am delighted and cherish the privilege to present the FY2015 budget for the Office of the Clerk of the Circuit Court of Cook County. It is my real pleasure to take this moment to thank Madam President and the entire Cook County Board of Commissioners for the outstanding job they did in the outgoing fiscal year: Among other achievements, they avoided making furloughs imperative in FY 2014. In addition, the Clerk's Office now has e-Filing capabilities, a Mobile app, multiple-use Kiosks, Intranet access as well as a brand new warehouse in Cicero which made relocation to Cicero Record and Digital Imaging Center possible, after years of drawn-out delays. The Cicero Records Storage and Digital Imaging Center at 1330 South 54<sup>th</sup> Avenue in Cicero is a remarkable achievement. For now and several years to come, it will serve as the epicenter of our records and digitization operations. These and other improvements have enabled the Clerk's Office to serve very effectively our noble and unique mandates as well as our statutory and fiduciary obligations as record keeper of court records and revenue collector and disbursing agent to all municipal entities of the County and statewide agencies.

I must also applaud our conscientious and hardworking employees in the Clerk's Office for the amazing job they have continued to do. In spite of travails of budget cuts and reduced spending necessitating "doing more with less" while working with overly increased work load, our employees have continued to deliver high levels of performance quality service and expectations, and continually adding value to our operations.

**A Historical Perspective and Vision**

Today, I present to you my fourteenth budget as the Clerk of the Circuit Court of Cook County. When I first took office, I had to address the issue of antiquated technological environment of very limited number of personal computers which had no connection whatsoever to the area network. Additionally, we had to address the problem of obsolete

hardware which were antiquated and incapable of integration whatsoever. Furthermore, cash registers inherited from previous administrations were old, outdated and not linked to our electronic case management system. In essence, when I took office, the existing technology was manually oriented which was unacceptable to me.

Today, the erstwhile irksome, bulky and cumbersome docket books, and “dumb” terminals which were throwbacks of the past and inherited from previous administrations, are now vestiges of the past. The artifacts have been replaced by up-to-date sustainable technological infrastructure and record keeping innovations steadily anchored by automation, imaging and document storage systems, skilled and experienced Clerk of the Circuit Court staff and environmentally friendlier green-court/e-court initiatives.

As the official record keeper of court records in the Cook County Court System, the Clerk’s Office has continually made improvements, adopted needed required and proactive changes in order to bring the Office to par with 21<sup>st</sup> Century technology model. We believe that the adoption of new technologies and business strategies is enhancing a successful and rapid transition to a virtual court or “cyber court” system where the existence of electronic documents and a wide variety of instruments and approaches (information and communication technology, video conferencing, electronic filing with new document retention technology, broadband intranet, etc.) is fostering a paperless environment and electronic documentation with all relevant parties having access in video links and feeds, etc. will be the dominant feature. The new technology will enhance the present court system and form building blocks for the virtual courthouse of the future. In this context, prospective changes in the Clerk’s Office may be viewed as a series of expected waves of improvement, rather than a one-time occurrence.

Though much work still remains and needs to be done, the Office has been operating with the full understanding that it has to continually address budgetary and fiscal challenges as well as the need for the implementation of new technologies to address existing and future challenges. Additionally, the Clerk’s Office continues to review its operations, streamline processes and reorganize its units (departments, bureaus and divisions) in order to foster optimal efficiency, transparency, proficiency and accountability.

As the second largest court system in the U.S., with over 400 judges, more than 130 million public inquiries, and accepting over 1.6 million new cases annually, we have a

daunting task and have shown that the Clerk's Office is capable and have leveled up to expectations.

## **FOCUS AND INITIATIVES OF THE FY 2015 BUDGET**

For this fiscal year, the Clerk of the Circuit Court presents another lean budget by offering a budget built on the progress of the past. It offers a budget of \$77,896,396 for FY 2015. This budget, like the one preceding it, is being carried out without compromising or impairing the statutory duties of the Clerk's Office as dictated by law. The Clerk's Office will continue to hold down costs, seek avenues for greater efficiency without compromising increasing value, sacrificing efficiency, accountability or transparency.

## **FY 2014 OVERVIEW**

During FY 2014, the Clerk's Office moved forward with and/or initiated the following projects:

- Interactive Orders System (IOS, about 26,000 registered users as of 10-10-14)
- E-MITTS
- Case Management Needs Analysis (completed, in the implementation stage)
- Office-Wide e-Filing (about 25,000 registered users in all civil areas of law as of 10-10-14)
- Imaging and Document Management System (IDMS)(over 113 million images made as of 10-10-14)
- e-Notice (over 91,000 e-notices sent as of 10-10-2014)
- Relocation to the Cicero Records Storage and Digital Imaging Center (89<sup>th</sup> Street warehouse relocated, other warehouses to follow in subsequent years)
- Website Redesign (in the testing stage)
- Electronic Ticket System (12 municipalities in the system)
- e-Plea Online (over 252,000 online transactions and \$29.9 million collected through 10-10-14)

It is gratifying to report that in spite of diminished resources in FY 2014, we significantly and laudably accomplished our strategically planned goals and initiatives which are among the following:

➤ **Transparent, Efficient, Effective, and Proficient Accountability of Financial Resources**

The Clerk of the Circuit Court has as one of its priorities the maximization of revenue as well as effectuating cost reduction where needed. To this end, the following opportunities enabled the Office to maximize revenue potential, and effectuate revenue enhancement in order to achieve transparent, efficient, effective, and proficient operation of financial resources during FY 2014:

- **FY 2013 Independent Audit.** An Independent Audit Report of the Financial Statements of the Office of the Clerk of the Circuit Court issued on May 8, 2014 found that the financial statements fairly reflected the final position and changes in the financial position of the Office of the Clerk of the Circuit of Cook County for the FY 2013 that ended on November 30, 2013. Though the Independent Auditor's Report noted a minor finding (which has since been resolved) the report essentially implies that the Clerk's Office, as usual, followed all the applicable laws and regulations in its financial and fiscal operations and that the Clerk's Office is maintaining effective accounting control over revenues, expenditures, assets and liabilities.
  
- **Relocating to the Cicero Records Storage & Digital Imaging Center**  
The need to secure an appropriate location to house nearly 1.1 million boxes of court documents impelled the Clerk of the Circuit Court in conjunction with Cook County in 2002 to start working toward procuring a consolidated records center. This effort has led to the purchase and future opening of the new Cicero Records and Digital Imaging Center. In addition to the 89<sup>th</sup> & Greenwood Street



Warehouse which has been relocated, the newly built facility in Cicero will consolidate the Hawthorne Facility at 4545 West Cermak, Chicago and the Rockwell Warehouse at 2323 South Rockwell, Chicago.

The new facility in Cicero has a space of 260,000 square feet and has improved shelving space and apt to accommodate the ever-increasing storage space needs of the future. The consolidation of the warehouse operations under one roof minimizes costs and enhances effective and efficient use of available scarce resources.

- **Credit Card Transactions.** Since 2005, the Clerk's Office has processed **\$142.8** million (through October 10, 2014) in credit card transactions with bail postings representing \$63.8 million (45%) of the total transactions at no cost to the County. The e-Plea program has brought in \$29.9 million as of October 10, 2014 since its inception in June 2009. These online payments were for minor traffic violations. The Clerk's Office will continue to look into other improvements and innovations regarding other payment methods on this front.
- **Debt Collection Process.** In order to recoup outstanding debts, the Clerk's Office has continued the debt automatic placement process through two collection firms. Since the inception of the debt collection program in FY 2005, the two collection firms have collected a total of \$35.8 million as of October 10, 2014. We continue to look for nuances to enhance the collections program. The contract for the two current vendors expires in December 2014. A request for collections proposals will be put out for new vendors possibly to start in January 2015.
- **Remote Deposit Expansion** has served the Clerk's Office well. Through the Remote Deposit Program, checks received from customers are electronically scanned and deposited in the bank.

The program enabled the Clerk of the Circuit Court to reduce Armored Car service in past years. In addition, because deposit amounts are verified by the managers on the front end prior to depositing, we have been able to reduce the time spent on account balancing and reconciliation. Furthermore, funds clear the bank faster and the program has helped to minimize the costs of re-entering deposit data into our accounting system as remote deposit data is downloaded and transferred into our accounting system.

➤ **Revenue Growth and Initiatives**

The Clerk's Office will continue to place a high premium on continued and consistent revenue growth despite a slowly recovering economy. The focus and commitment on revenue enhancement has enabled the Clerk's Office to remit **\$53,052,251** to the County as of August 31, 2014 towards the FY 2014 Budgeted Revenue of **\$96,750,000**. The Clerk's Office will remain firm in pursuing all available opportunities to continue to aggressively collect all statutory fines, fees and costs as well as all court-ordered fines and penalties.

Many initiatives have played dominant roles in our efforts to meet our revenue projections. The initiatives that have played dominant roles and that will continually influence revenue enhancement in the Clerk's Office are as follows:

- **e-Plea (e-Pay/e-Guilty)**. The application that allows for the acceptance of electronic plea of guilty online for Traffic Court Diversion tickets was developed in FY 2009 for use in the Clerk's Office. It was deployed the same year and has since accelerated the collection of traffic payments from individuals who choose to plead guilty and pay online rather than come to the courthouse. Accepting electronic guilty pleas and credit card payments through the Internet has enhanced disposition of court diversion-eligible traffic citations, minimized the amount of paper work involved and the amount of file storage space needed. In FY 2014, there have been a total of 252,697 e-Plea transactions comprising of 89,371 guilty pleas, 138,582 traffic safety school requests and 24,744 court hearing requests as of October 10, 2014. As of October 10,

2014, the Clerk's Office has collected \$29.9 million from electronic pleas of guilty through this medium. This electronic medium has continued, and will continue, to enhance revenue generation for the Clerk's Office and provide convenience for Cook County residents and other court users in FY 2015.

- **General Order for Deferment of Civil Payments.** Signed into law in 2012, General Order 2012-03 extends the time limit in which a pro se defendant may defer payment of an appearance fee in Small Claims, Detainer and Forcible Detainer cases. The Order authorizes the Office of the Clerk of the Circuit Court to accept an appearance fee and defer the payment of said appearance fee for a period of: Seven (7), fourteen (14), twenty one (21) or thirty (30) days. The Order provides that the amount of claim may not exceed ten thousand dollars (\$10,000). This provision allows pro se defendants more time to obtain funds with which to pay. Extension of the grace period has resulted in decreased incidents of non-payment and payment delinquency. As of September 30, 2014, we have processed 938 deferred payments, totaling \$169,298 for FY 2014.
  
- **2014 Expungement and Education Summit.** The 10<sup>th</sup> annual Expungement and Education Summit was held on June 7, 2014 for adults and juveniles with expungeable or sealable felony and misdemeanor cases, was one of the most successful since its inception. The event was made possible by the overwhelming presence of 163 attorneys and hundreds of Clerk of the Circuit Court employee volunteers who assisted individuals with expungement and sealing of their cases. There were 1,274 customers that attended the event in which 658 transactions were carried out. There were 329 petitions filed, 154 cases expunged and 175 cases sealed. The Clerk's Office collected \$18,733 in expungement and sealing-related transaction fees at the Summit.
  
- **Tax Intercept Program.** The Clerk of the Circuit Court working in collaboration with the Illinois Comptroller's Office under Public Act

97-0632, *Local Debt Recovery Program* (effective January 1, 2012) is authorized to intercept payroll checks, income tax returns, vendor payments, lottery winnings and pensions to recoup uncollected delinquent traffic fines. As a result, the Clerk of the Circuit Court received a total of \$889,292 through September 2014 and \$975,529 since the inception of the Tax Intercept Program in January 2012.

- **e-Filing.** Since the inception of the program in May 2009, the e-Filing program has registered approximately 25,000 attorneys and pro se litigants as of October 10, 2014. e-Filing training is available 24/7 as online webinar and about 500 e-filing training hours were allotted to attorneys in FY 2014. This program is another source of revenue enhancement.

The Clerk's Office has collected a total of \$5,675,985 in FY 2014, and since the inception of the program in May 2009, has collected a total of \$8,682,162 through August 31, 2014.

- **Customer Service.** Continued improvement in operational efficiency and customer service has come about with the implementation of several technological projects and in-house training and development activities, including:
- **Upgrading of Technological Infrastructure.** In this era of e-Government, the Clerk of the Circuit Court will continue to upgrade its technological infrastructure through updating of the Clerk of the Circuit Court website with more value-added options and features, eliminate paper-based processing, emphasize quality of products and services, as well as transacting businesses electronically in a secure manner for the benefit of the citizens of Cook County. The new website is bound to improve the way in which the public can accomplish its most critical Circuit Court tasks online. It will establish web communication as a core court business function and will provide access to web content that is accurate, timely and easy to understand.

➤ **Placement of Mortgage Foreclosure Surplus Information Online.**

The Clerk of the Circuit Court Mortgage Surplus Program has paid out approximately \$13.3 million to eligible Cook County residents since the inception of the program in September, 2013.

➤ **Professional Development.** The Clerk's Office continues to support continuous improvement and career development of its employees as it understands that quality improvement in the level of employee skills, service and productivity are important in the successful execution of its programs, projects and services. In order to achieve this end, the Office has invested in human capital. The skills of employees in the Office of the Clerk of the Circuit Court were maintained and enhanced through effective training and development programs. Various Court employees attended several professional development conferences, educational symposia and seminars, such as those of the Association for Records Managers and Administrators, Government Finance Officers Association (GFOA), National Association for Court Management, National Institute of Governmental Purchasing, National Center for State Courts/National Court Technology Conference, Illinois Association of Court Clerks (IACC), and National Court Collections Conference, etc. In addition, in FY 2014, the Training and Development Division recorded 2,890.5 man-hours of training sessions in the areas of Management and Staff Training, Attorney Training, IDMS, e-Filing, Website Redesign, Webinars, ERP Payroll Training, Frontline Managers Training, Grant Workshops, etc. through September 30, 2014.

➤ **Clerk's Office Reorganization for Operational Efficiency.** The Clerk of the Circuit Court will continue to pursue ways to improve its organizational structure in order to ensure efficient outcomes. Reorganization or restructuring may be expedient in some areas (through merger or consolidation) for purposes of cost minimization, customer service quality improvement, or just for enhancing efficient and effective office management protocols. The Clerk's Office continues to train its managers, supervisors and employees to adequately perform various operational

functions such as serving as substitute cashiers in crunch times or in some other capacities during periods of need as shortages can lead to inefficiencies. Efficient and effective management of the Clerk's Office will continue to be paramount in all of our activities.

➤ **Enhancement of Existing Technologies and the Adoption of New Ones.** The Clerk's Office is not only committed to "best practices" but also to technological solutions. Enhancement of existing technologies as well as adopting innovative/cutting-edge ones will always remain a high priority as these can reduce costs and increase operational efficiency with the implementation of several technological projects, including:

- **Interactive Orders System (IOS).** Developed by Clerk's MIS Staff in 2010, the IOS uses a touchscreen interface technology to produce court orders electronically. With IOS, judges will be capable of entering their own court orders, using an intuitive interface on custom-built computers into the judge's bench. Judges may also exercise the option of having a State's Attorney, Public Defender or private attorney electronically draft the court order for their review or approval. This new system will also produce court dispositions for the Clerk's electronic docket as well as other various court documents such as half-sheets, mittimuses, bonding documents, fines, fees and cost Sheets. It will also facilitate quick and accurate exchange of data among other judicial units. "IOS is a great example of integrated justice information sharing between agencies," stated Clerk Brown ("Cook County Integrated Criminal Justice Information System," vol. 1, Issue 1, September 2014).
- **Electronic Mittimuses (e-MITTS).** The Office of the Clerk of the Circuit Court has successfully launched the Electronic Mittimuses System (e-MITTS). This new technology eliminates handwritten custodial court orders, and expedites the flow of clear and accurate information between court judges, court clerks and the Sheriff's Office. The system also enables the sharing of information with communication centers, fire departments, neighboring police

departments for total public-safety interoperability. e-MITTS provides the judiciary, the Clerk's Office and the Sheriffs' Office with an efficient means of relaying jail information. By so doing, it makes possible real time seamless connection and management of inmate population, while decreasing opportunities for human errors that could stem from manually produced instructions.

The Clerk's Office is able to download and test Sheriff's Office data for District-wide collection of real time mittimus information from the branch and suburban locations via e-MITTS. E-MITTS allows and makes jail statistics available at a glance.

- **Imaging and Document Management System (IDMS).** IDMS is used to digitize all documents received and generated in the Clerk's Office. The Clerk's business process was re-engineered to accommodate the scanning of the documents prior to being placed within the court jacket. The system provides the capability of connecting a court activity in the Clerk's electronic docket to the related court document. IDMS eliminates the need to handle court documents multiple times, and, therefore, minimizes costs. All public access terminals have been configured to allow viewing and printing access for customers. Judges have access to images in the courtroom and in their ante-chambers. As of October 10, 2014, over 113 million images have been made through IDMS.
  
- **Replacement of the Existing Legacy Electronic Case Management System.** Currently, the Clerk's Office is painstakingly working toward replacement of the current Legacy Electronic Case Management System for Civil and Criminal Areas of Law in order to improve functionality and efficiency. A consultant has completed a needs analysis that examined requirement information and has provided information and components to incorporate in providing a fully integrated case management system for the operation of the Office of the Clerk of the Circuit Court.

- **e-Tickets Program.** The electronic ticketing program allows law enforcement agencies across Cook County efficiency in ticket issuing and processing of data at traffic stops. We are now in Phase II of the project. Thus far, the Clerk's Office is currently partnering with 12 Cook County municipalities in the e-ticket program. Ten of the communities are currently live and in the testing stages and two are in the development stage. The Clerk's Office continues to engage other agencies. Once fully implemented, the Clerk's Office will save about \$195,000 in the printing of traffic tickets, and approximately \$438,000 in data entry costs, for a total savings of \$633,000 annually. The program helps to cut costs, enhances data integrity and eliminates the need for multiple data entry.

As of October 10, 2014, over 29,000 tickets (and 25,000 warnings) had been issued in 12 Cook County communities under the e-Ticket program. The plan is to have the program available to all 128 law enforcement agencies in Cook County.

- **Website Redesign.** Cutting-edge technology has enabled the Office to embark on website redesign providing clearer and improved navigation, more text base for improved understanding and improved search capabilities. Version and design upgrade issues have been resolved as well as updating the content and visual styling. The Clerk's Office has established web communication as a core court business function and intends to continue to provide access to web content that is accurate, timely and easy to understand. More improvement will continue to be made during FY 2015.
- **e-Notice Program.** The e-Notice program allows subscribers to receive electronic version of notices in a secure Message Center. The subscription allows one to request that an email notification be sent alerting the person that an email notice has been sent. This program went live for attorneys in August 2013 and has been



available to pro se litigants since the end of 2013. Through October 10, 2014 over 91,000 e-notices and over 217,000 postcards have been generated. Improvements will continue to be made to this system for better performance.

### **FY2015 CORPORATE BUDGET**

The Clerk of the Circuit Court's FY2015 Budget Request calls for a fiscal budget of **\$77,896,396** which is an increase of **\$2,476,695** over FY2014 Adjusted Appropriation of **\$75,419,701**, and **\$20,694,445** below the Adjusted FY 2000 Budget of **\$98,590,841**, which represents a **(21%)** reduction in our operating budget since the start of my administration in December 2000. Please note that in FY2015 budget request, the Clerk of the Circuit Court absorbed a **\$1,516,432** increase in salaries and wages resulting from salary adjustments for step increases for all Clerk's Office Corporate employees. Also, FY2015 Budget Request absorbed a transfer-in of 47 positions (\$2,185,323 in salaries) from the Special Purpose Funds to the Corporate Fund. In order to accommodate the forty seven (47) transferred-in positions from the Special Purpose Funds, forty five (45) vacant positions (\$1,488,256 in salaries) were deleted from the Corporate Fund.

### **FY2015 COURT AUTOMATION SPECIAL PURPOSE BUDGET**

FY2015 Court Automation Special Purpose Budget Request calls for a fiscal budget of **\$9,551,479** which is **\$1,066,450** below the FY2014 Adjusted Appropriation of **\$10,617,929**, representing a **(10.0%)** decrease. The reduction is mainly due to moving 30 positions from the Court Automation Fund (**\$1,457,111** in salaries) to the Corporate Fund. The budget reduction is also due to reducing five (5) vacant positions (\$169,061 in salaries) to \$1. Also, please note that FY2015 Budget Request absorbed **\$122,285** in salary adjustments for employees' step increases.

### **FY2015 COURT DOCUMENT STORAGE SPECIAL PURPOSE BUDGET**

FY2015 Court Document Storage Special Purpose Budget Request calls for a fiscal budget of **\$8,313,539** which is **\$1,528,880** below FY2014 Adjusted Appropriation of **\$9,842,419**, which represents a **(15.5%)** decrease. The

reduction is mainly due to moving 17 positions (**\$728,212** in salaries) from the Court Document Storage Fund to the Corporate Fund. Please note that FY2015 Budget Request absorbed **\$100,646** in salary adjustments for employees' step increases. The budget reduction is also due to reducing seven (7) vacant positions (\$235,341 in salaries) to \$1.

#### **FY2015 COURT ADMINISTRATIVE SPECIAL PURPOSE BUDGET**

FY2015 Court Administrative Special Purpose Budget Request calls for a fiscal budget request of **\$735,842** which is **\$5,473** over FY2014 Adjusted Appropriation of **\$730,369** which represents a **(0.7%)** increase. The increase is mainly due to **\$10,980** in salary adjustments for employees' step increases. Hence the net increase of FY2015 Budget Request over FY2014 Adjusted Appropriation is an actual net decrease of **\$5,507** (\$5,473 less \$10,980).

#### **FY2015 ELECTRONIC CITATION SPECIAL PURPOSE BUDGET**

FY2015 Electronic Citation Special Purpose Budget Request calls for a fiscal budget of **\$450,000** which is the same as FY2014 Adjusted Appropriation.

#### **FY2015 COURT CORPORATE BUDGET EXPLANATION**

The following items provide information concerning the most significant budgetary account changes for FY2015. Our analysis will primarily focus on the differences between the Clerk's Office request for FY2015 and the FY2014 Adjusted Appropriation.

#### **Personal Services**

Total Clerk's Office's Budget Request for Personal Services in the Public Safety Corporate Fund for FY2015 reflected an **increase of \$2,618,792 (3.6%)** from **\$72,022,570** for FY2014 to **\$74,641,362**. This increase excludes a \$1.5 million increase we absorbed in salaries and wages due to salary adjustments for step increases for all Clerk's Office Corporate employees. As a result, the aforementioned \$2.6 million salary increase is due primarily to the transfer-in of 47

positions (\$2.1 million in salaries) from the Special Purpose Funds to the Corporate Fund (30 positions \$1,457,111 in salaries from Court Automation Fund and 17 positions \$728,212 in salaries from Court Document Storage Fund). In order to accommodate the 47 positions transferred from the Special Purpose Funds to the Corporate Fund, we deleted 45 open positions in the Corporate Fund.

In FY2014 the Clerk's Office had a total of **1,505.7** full-time equivalent (**FTE**) positions (**1,552 actual positions**), in FY2015, the Clerk's Office Budget Request includes **1,545.5 (FTE)** positions (**1,558 actual positions**), an increase of **39.8 (FTE), 6 actual positions** from FY2014. The increase in the number of positions is the net result of 47 full-time equivalent (FTE) positions (47 actual positions) transferred-in to Corporate Fund from Special Purpose Funds, 45 deleted vacant Corporate actual positions (34.2 FTE positions), increasing funding of existing Corporate positions to fully funded in the equivalent of 27.0 FTE, and creating 4 actual positions during FY2014 for employees who returned from Long Term Leave of absence.

### **Contractual Services**

The Clerk's Office total Contractual Services Request has been increased from **\$2,005,804** in FY2014 to **\$2,066,239** in FY2015, a net **increase** of **\$60,435 (3.0%)**. This is primarily due to a net increase of \$30,934 in Printing and Publishing and in Internal Graphic and Reproduction for printing additional Court Forms, as well as an increase of \$28,800 in Postage for additional certified and registered mail mandated by law.

### **Supplies and Materials**

The Clerk's Office total Supplies and Materials Request has been **increased** from **\$457,967** in FY2014 to **\$473,102** in FY2015, a net **increase** of **\$15,135** or **(3.3%)**. This is primarily due to an increase of **\$14,649** in Computer Operation Supplies to provide additional resources for the IDMS Imaging Project.

### Operations and Maintenance

The Clerk's Office total Operations and Maintenance Request has been **increased** from **\$1,973,619** in FY2014 to **\$1,994,648** in FY2015, a net **increase** of **\$21,029 (1.1%)**. This is primarily due to **\$10,000** increase in Maintenance and Repair of Data Processing Equipment and Software to accommodate additional operational needs for our Imaging Project and **\$8,300** increase in Maintenance and Repair of Office Equipment that were not budgeted for in FY14.

### Rental and Leasing

The Clerk's Office total Rental and Leasing has been **increased** from **\$828,699** in FY 2014 to **\$845,163** in FY2015, a net **increase** of **\$16,464 (2.0%)**. This is primarily due to a net increase of **\$32,122** charged to Rental of Office Equipment and County-Wide Photocopier Lease for software maintenance that was not budgeted for in FY2014.

### Contingency and Special Purposes

The Clerk's Office total Contingency and Special Purposes has been **increased** from **\$1,868,958** in FY2014 to **\$2,124,118** in FY2015, a net **increase** of **\$255,160** or **(13.7%)**. This is due to the additional chargeback expected from the Child Support Fund.

### New/Replacement Capital Equipment Requests

FY2015 Clerk's Office total New/Replacement Capital Equipment Request for Corporate Fund was \$5,132,096 reduced by the President's Recommendation to **\$1,885,629**. This reduced our request to fund a new Case Management System from \$3,000,000 to \$200,000. However, Cook County Department of Budget and Management Services asserted that, if additional funds are needed in FY 2015 to implement the new case management project, it will reevaluate the County's remaining available capital funds and will allow the reallocation of funds to the Case Management System project. The President Recommendation also reduced the Electronic Court Record Project funding by \$51,000. In addition, \$395,697 in various furniture and equipment procurement requests were denied.

FY2015 Court Automation Special Purpose Fund Capital Request is **\$616,750** for computer hardware infrastructure deployment and Courtview software upgrade. FY2015 Document Storage Special Purpose Fund Capital Request is **\$133,480** for scanners, microfilm reader printers and hand-held radios.

## **REVENUE vs. APPROPRIATIONS**

The Clerk's Office places a high priority on maximizing efficiency while leaving no stone unturned to increase revenue consistently.

Depicted below is a graph showing actual revenues generated in the Clerk's Office compared to corresponding budget appropriations between FY 2001 and FY 2014. It is heartening to observe on the graph that between FY 2001 and FY 2013, actual revenue generated in the Clerk's Office increased from **\$76,059,957** to **\$97,564,498** (an increase of \$21,504,541 or 28.3%; revenue is projected to decline below the budgeted revenue of \$96,750,000 in FY2014 as a result of a dip in court filings). Conversely, budget appropriations declined from \$87,592,581 in FY 2001 to an adjusted appropriation of \$75,419,701 in FY 2014 (a decrease of \$12,172,880 or 14%).

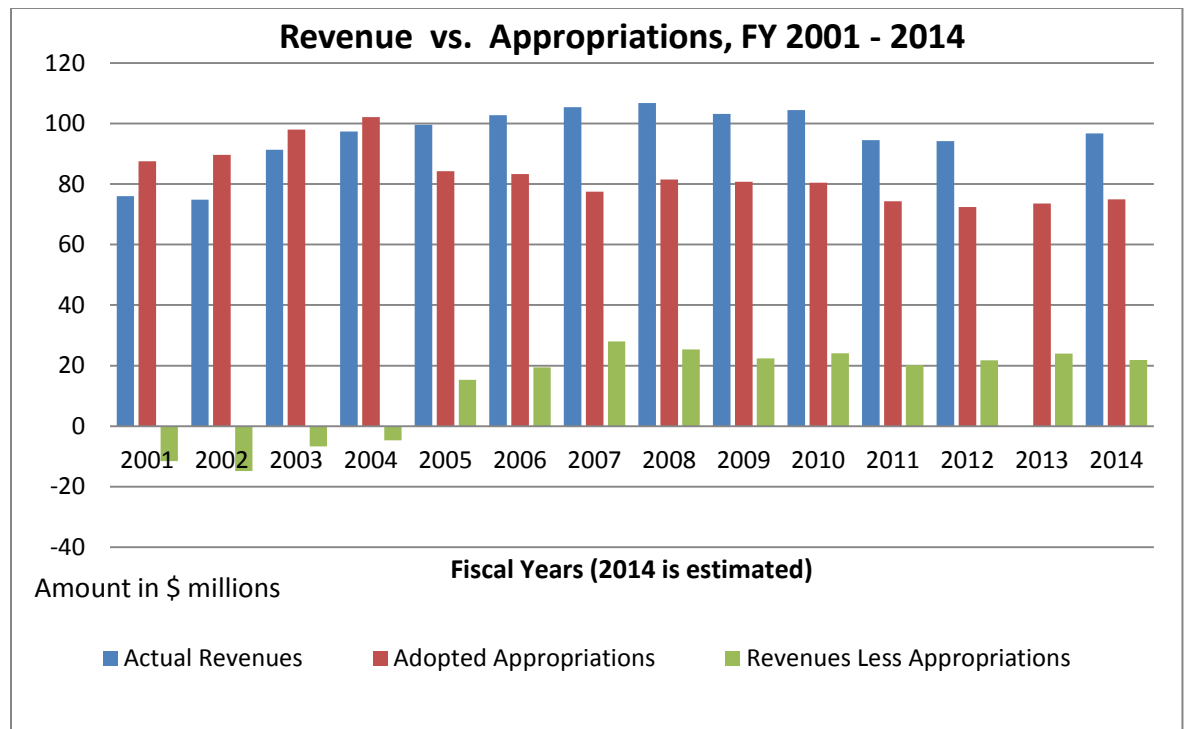
Graphically depicted is the fact that actual revenues generated in the Clerk's Office showed an increasing trend of over 28% between FY 2001 and FY 2014 compared to a decreasing trend in budget appropriations of 16% during the same period under review.

It therefore goes without saying and as depicted in the graph that in spite of a reduction in appropriations in the last several years, and the negative impact of a deep recession and a slow and uncertain economic recovery of the last few years, the Clerk's Office has continued to sustain a generally increasing revenue generation between 2001 and 2013. The graph also shows that from 2001 through 2004, appropriations exceeded generated revenues, whereas since 2005, revenues generated in the Clerk's Office have consistently been higher than appropriations.

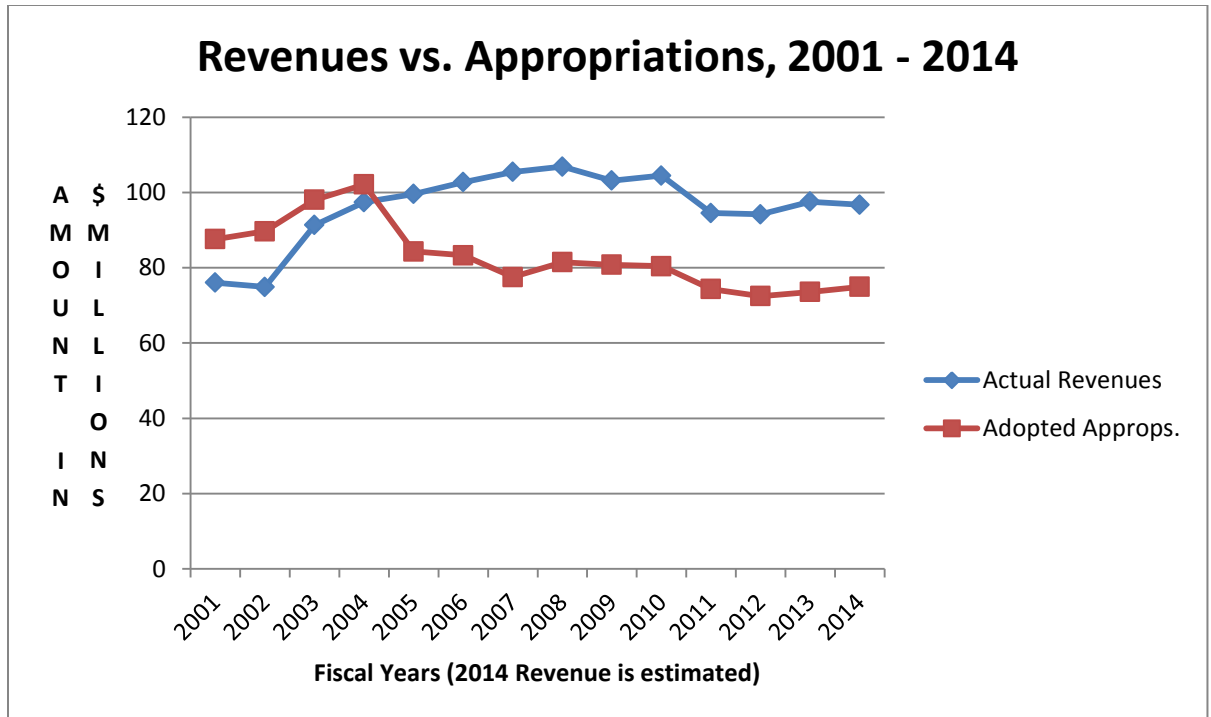
The graph below, therefore, shows that in spite of reduced appropriations over the last 13 years and recent economic downturn, the Clerk of the Circuit Court not only has been fulfilling its statutory obligations, it has also continued to bring

about an increasing trend in revenue generation and exceeding its avowed goals and objectives.

It can also be inferred from the graph below that when I took Office, the revenue of the Clerk’s Office did not cover its appropriations, but since I took office, I have aggressively pursued ways to increase the Clerk’s Office revenue and I have largely been very successful. Though due to a reduction in court filings we expect a dip in total revenues generate in FY 2014.



**Graph 1A**



**Graph 1B**

**Full-Time Equivalent Employment 2001 – 2014**

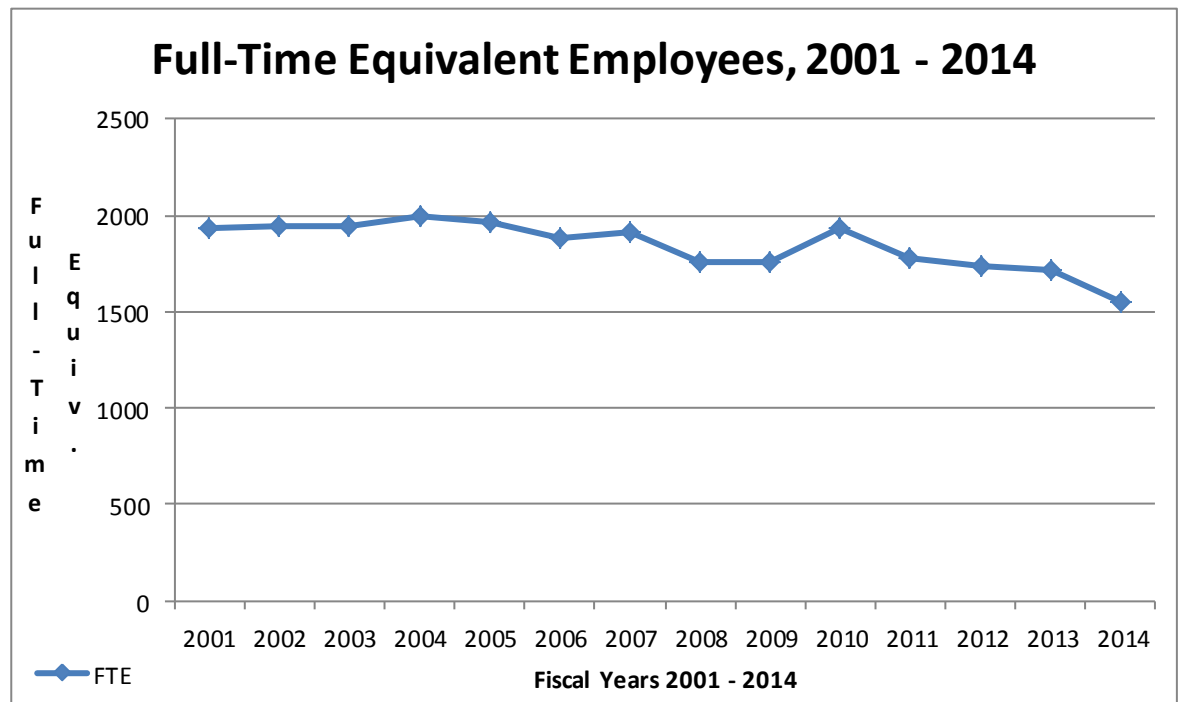
When I took Office in 2001, there were 1,947.8 positions of full-time equivalent employees in the Office of the Clerk of the Circuit Court. That number fell to 1,719.9 in 2011 (a decrease of 227.9 FTE or 11.7%). It further declined to 1,505.7 in 2014 (a total decline of 442.1 FTE or 22.7%).

The graph below depicts the declining trend of full-time equivalent employment in the Clerk’s Office from FY2001 through FY2014. This sharp decline from 2001 through 2014 of almost a quarter of total employment necessitated cross-training of employees and increased harnessing of new technology due to increased workload. In spite of the continuously declining trend in full-time employment in the Clerk’s Office, the Office has continually held its own in continuing to maintain high levels of performance with its hallmark of success in executing its statutory responsibilities. It has continually raised the skill levels of its employees and line managers to enable them to take on more work and additional responsibilities.

Therefore, it can be inferred from the graph below that when I took Office, the

revenue of the Clerk's Office did not cover its appropriations, but since I took office, I have aggressively pursued ways to increase the Clerk's Office revenue and I have largely been very successful.

In order to continue to perform at the high level expected, the Clerk's Office has continually harnessed innovative technology and emphasized efficiency wherever and whenever possible. However, we have a pressing need for additional personnel to prop its daily operations in the face of continued budget cuts and reduced appropriations. Statutory requirements make it imperative that courtrooms be adequately staffed and there is need to continue to meet this mandate.



Graph 2



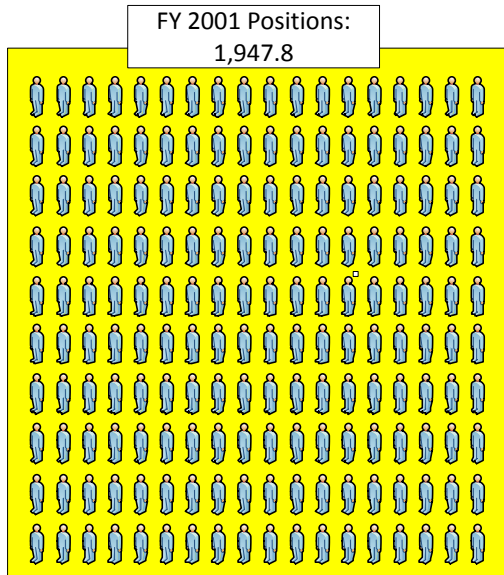


Fig 1A

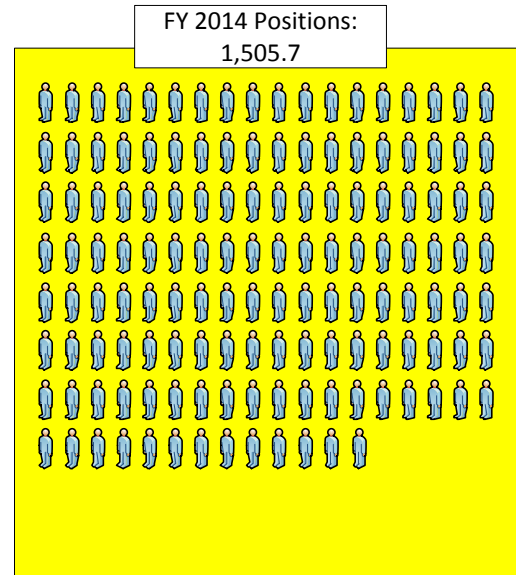


Fig 1B

Full-Time Equivalent Employment 2001 and 2014 (Scale: 1 Character = 11 FTEs approx.)

## CLOSING REMARKS

As a result of the recent economic downturn and slow, uneven and unpredictable economic recovery, the Office of the Clerk of the Circuit Court of Cook County has faced deep budget cuts within the last several years leading to insufficient funds for projects and programs. While that is the difficult circumstance, the Clerk of the Circuit Court has not been short on innovation and resource management. Our employees have continually extended themselves unflinchingly to deliver first-rate service without compromising our hallmark and avowed commitment to efficiency, good customer service, technological innovation, cost-effectiveness as well as self-less service and devotion. In line with our commitment, the Clerk's Office was able to carry out fully and creditably our fiduciary and statutory obligations. In order not to degrade our service and court operations, several critical, difficult and unpleasant decisions had to be made, and priorities had to be altered. We have aggressively cut costs wherever possible and innovated management to include content management vis-à-vis document management. We have replaced most antiquated technological artifacts with state-of the art technological infrastructure.

Even though the challenges of today and tomorrow remain engaged and daunting, and we realize that we cannot cut our way out of the aftermath of the recent economic crisis, we will remain steadfast, resolved, and unwavering in our commitment to continue to fulfill the statutory duties of the Clerk's Office as the keeper of court records and collector and distributor of revenue in order to enhance and help realize full access to justice and the rule of law in Cook County.

We realize that several challenges still lie ahead in fulfilling and maintaining the vision to completely modernize the Clerk's Office to meet 21<sup>st</sup> Century demands and expectations toward a virtual court system. We have the resolve and commitment to continuing to successfully operate a streamlined and competent Clerk's Office that is committed to a strategy that incorporates fiscal integrity, consummate internal control, transparency, efficiency, accountability and shared optimism. I, AS WELL AS MEMBERS OF MY STAFF, LOOK FORWARD TO CONTINUING TO WORK CLOSELY AND HARMONIOUSLY WITH PRESIDENT PRECKWINKLE, MEMBERS OF THE COOK COUNTY BOARD OF COMMISSIONERS, AND CHIEF JUDGE, TIMOTHY EVANS, IN CONSOLIDATING AND HARNESSING THE PROGRESS WE HAVE MADE TO DATE IN OUR UNITED AND CONCERTED EFFORTS TO SERVE ALL THE CITIZENS OF COOK COUNTY AND THE USERS OF THE COURT SYSTEM EFFICIENTLY, EFFECTIVELY, AND WITH COMMITMENT TO UNWAVERING TRANSPARENCY AND ACCOUNTABILITY.

Respectfully submitted,

A handwritten signature in black ink that reads "Dorothy Brown". The signature is written in a cursive, flowing style.

Dorothy Brown  
Clerk of the Circuit Court



**Budget Request**

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- Bureau Summary of Appropriations and Positions
- Bureau Distribution By Appropriation Classification
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BUREAU SUMMARY  
 CLERK OF THE CIRCUIT COURT

SUMMARY OF APPROPRIATIONS

Department and Title	2014 Expend. As Of 09-30-14	2014 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Public Safety Fund</b>					
335 - Clerk of the Circuit Court - Office of the Clerk	60,569,046	75,419,701	77,896,396	77,896,396	2,476,695
<b>Public Safety Fund Total</b>	<b>60,569,046</b>	<b>75,419,701</b>	<b>77,896,396</b>	<b>77,896,396</b>	<b>2,476,695</b>
<b>Special Purpose Funds</b>					
528 - Clerk of the Circuit Court Automation Fund	8,586,572	10,617,929	9,551,479	9,551,479	(1,066,450)
529 - Clerk of the Circuit Court Document Storage Fund	7,665,271	9,842,419	8,313,539	8,313,539	(1,528,880)
567 - Clerk of the Circuit Court Administrative Fund	601,717	730,369	735,842	735,842	5,473
580 - Clerk of the Circuit Court Electronic Citation Fund		450,000	450,000	450,000	
<b>Special Purpose Funds Total</b>	<b>16,853,559</b>	<b>21,640,717</b>	<b>19,050,860</b>	<b>19,050,860</b>	<b>(2,589,857)</b>
<b>Restricted</b>					
665 - Criminal Data Exchange			100,000	100,000	100,000
666 - Lake-Cook County Information Exchange			100,000	100,000	100,000
779 - Child Support Enforcement		4,085,080	4,085,079	4,085,079	(1)
<b>Restricted Total</b>		<b>4,085,080</b>	<b>4,285,079</b>	<b>4,285,079</b>	<b>199,999</b>
<b>Total Appropriations</b>	<b>77,422,605</b>	<b>101,145,498</b>	<b>101,232,335</b>	<b>101,232,335</b>	<b>86,837</b>

SUMMARY OF POSITIONS

Department and Title	2014 Approved Positions	Department Request	President's Recommendation	Difference
<b>Public Safety Fund</b>				
335 - Clerk of the Circuit Court - Office of the Clerk	1,505.7	1,545.5	1,545.5	39.8
<b>Public Safety Fund Total</b>	<b>1,505.7</b>	<b>1,545.5</b>	<b>1,545.5</b>	<b>39.8</b>
<b>Special Purpose Funds</b>				
528 - Clerk of the Circuit Court Automation Fund	125.7	92.2	92.2	(33.5)
529 - Clerk of the Circuit Court Document Storage Fund	120.0	97.0	97.0	(23.0)
567 - Clerk of the Circuit Court Administrative Fund	11.0	11.0	11.0	
<b>Special Purpose Funds Total</b>	<b>256.7</b>	<b>200.2</b>	<b>200.2</b>	<b>(56.5)</b>
<b>Restricted</b>				
779 - Child Support Enforcement	54.0	54.0	54.0	
<b>Restricted Total</b>	<b>54.0</b>	<b>54.0</b>	<b>54.0</b>	
<b>Total Positions</b>	<b>1,816.4</b>	<b>1,799.7</b>	<b>1,799.7</b>	<b>(16.7)</b>

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
 CLERK OF THE CIRCUIT COURT

Account	2014 Expend. As Of 09-30-14	2014 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Personal Services</b>					
110/501010 Salaries and Wages of Regular Employees	56,731,649	70,404,798	73,084,767	73,084,767	2,679,969
120/501210 Overtime Compensation	378,572	365,074	386,000	386,000	20,926
124/501250 Employee Health Insurance Allotment	600				
130/501320 Salaries and Wages of Extra Employees	38,823	38,823			(38,823)
136/501400 Differential Pay	9,812	20,000	20,000	20,000	
169/501490 Reclassification of Position Adjustments		501,985			(501,985)
170/501510 Mandatory Medicare Costs	457,696	624,931	1,065,636	1,065,636	440,705
183/501770 Seminars for Professional Employees	5,831	12,000	12,000	12,000	
185/501810 Professional and Technical Membership Fees	4,633	4,850	4,850	4,850	
186/501860 Training Programs for Staff Personnel	6,424	31,500	46,500	46,500	15,000
190/501970 Transportation and Other Travel Expenses for Employees	9,088	18,609	21,609	21,609	3,000
<b>Personal Services Total</b>	<b>57,643,128</b>	<b>72,022,570</b>	<b>74,641,362</b>	<b>74,641,362</b>	<b>2,618,792</b>
<b>Contractual Services</b>					
214/520030 Armored Car Service	29,352	42,399	43,000	43,000	601
220/520150 Communication Services	6,994	26,918	10,919	10,919	(15,999)
225/520260 Postage	724,723	931,200	960,000	960,000	28,800
228/520280 Delivery Services	141	291			(291)
240/520490 External Graphics and Reproduction Services	120,225	355,186	421,120	421,120	65,934
241/520491 Internal Graphics and Reproduction Services	244,254	231,000	196,000	196,000	(35,000)
245/520610 Advertising For Specific Purposes	189,664	207,040	232,000	232,000	24,960
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	22,616	22,616	25,000	25,000	2,384
260/520830 Professional and Managerial Services	5,000	31,300			(31,300)
261/520890 Legal Fees Regarding Labor Matters	70,970	101,400	120,000	120,000	18,600
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	37,814	56,454	58,200	58,200	1,746
<b>Contractual Services Total</b>	<b>1,451,753</b>	<b>2,005,804</b>	<b>2,066,239</b>	<b>2,066,239</b>	<b>60,435</b>
<b>Supplies and Materials</b>					
350/530600 Office Supplies	245,586	302,073	290,817	290,817	(11,256)
353/530640 Books, Periodicals, Publications, Archives and Data Services	6,212	15,577	17,763	17,763	2,186
353/530675 County Wide Lexis-Nexis Contract			9,556	9,556	9,556
388/531650 Computer Operation Supplies	126,666	140,317	154,966	154,966	14,649
<b>Supplies and Materials Total</b>	<b>378,464</b>	<b>457,967</b>	<b>473,102</b>	<b>473,102</b>	<b>15,135</b>
<b>Operations and Maintenance</b>					
440/540130 Maintenance and Repair of Office Equipment	103,283	111,917	120,217	120,217	8,300
441/540170 Maintenance and Repair of Data Processing Equipment and Software	150,478	243,102	253,102	253,102	10,000
444/540250 Maintenance and Repair of Automotive Equipment	13,000	13,000	13,000	13,000	
445/540290 Operation of Automotive Equipment	7,375	7,760	8,000	8,000	240
449/540310 Op., Maint. and Repair of Institutional Equipment	13,291	13,811	16,300	16,300	2,489
470/540390 Operating Costs for the Richard J. Daley Center	1,188,022	1,584,029	1,584,029	1,584,029	
<b>Operations and Maintenance Total</b>	<b>1,475,450</b>	<b>1,973,619</b>	<b>1,994,648</b>	<b>1,994,648</b>	<b>21,029</b>
<b>Rental and Leasing</b>					
630/550010 Rental of Office Equipment	301,354	568,999	386,250	386,250	(182,749)
630/550018 County Wide Canon Photocopier Lease			214,871	214,871	214,871
660/550130 Rental of Facilities	249,017	259,700	244,042	244,042	(15,658)
<b>Rental and Leasing Total</b>	<b>550,371</b>	<b>828,699</b>	<b>845,163</b>	<b>845,163</b>	<b>16,464</b>

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
 CLERK OF THE CIRCUIT COURT

Account	2014 Expend. As Of 09-30-14	2014 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Contingency and Special Purposes</b>					
819/580420 Appropriation Transfer for Reimbursement from Designated Fund	(930,118)	(1,868,958)	(2,124,118)	(2,124,118)	(255,160)
Contingency and Special Purposes Total	(930,118)	(1,868,958)	(2,124,118)	(2,124,118)	(255,160)
Operating Funds Total	60,569,046	75,419,701	77,896,396	77,896,396	2,476,695
<b>(717) New/Replacement Capital Equipment</b>					
510/560410 Fixed Plant Equipment			12,685	12,685	12,685
521/560420 Institutional Equipment			123,374	123,374	123,374
530/560510 Office Furnishings and Equipment	3,509	62,645	746,697	300,000	237,355
549/560610 Vehicle Purchase		30,000			(30,000)
579/560450 Computer Equipment		855,000	4,249,340	1,449,340	594,340
	3,509	947,645	5,132,096	1,885,399	937,754
Total Capital Equipment Request Total	3,509	947,645	5,132,096	1,885,399	937,754

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
 CLERK OF THE CIRCUIT COURT - SPECIAL PURPOSE FUNDS

Account	2014 Expend. As Of 09-30-14	2014 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Personal Services</b>					
110/501010 Salaries and Wages of Regular Employees	11,037,601	12,696,641	10,611,982	10,611,982	(2,084,659)
120/501210 Overtime Compensation	15,017	15,018			(15,018)
124/501250 Employee Health Insurance Allotment	1,600	1,600			(1,600)
136/501400 Differential Pay	10,286	16,000	16,000	16,000	
169/501490 Reclassification of Position Adjustments		35,026			(35,026)
170/501510 Mandatory Medicare Costs	148,363	206,542	154,111	154,111	(52,431)
174/501570 Pension	886,469	1,181,959	1,181,959	1,181,959	
175/501590 Life Insurance Program	22,248	33,425	27,723	27,723	(5,702)
176/501610 Health Insurance	2,295,748	3,285,200	1,908,264	1,908,264	(1,376,936)
177/501640 Dental Insurance Plan	63,199	96,701	69,716	69,716	(26,985)
179/501690 Vision Care Insurance	16,074	31,854	24,068	24,068	(7,786)
181/501715 Group Pharmacy Insurance			706,506	706,506	706,506
183/501770 Seminars for Professional Employees	1,495	1,745	5,250	5,250	3,505
185/501810 Professional and Technical Membership Fees	1,260	2,460	2,461	2,461	1
186/501860 Training Programs for Staff Personnel	2,498	17,350	25,000	25,000	7,650
190/501970 Transportation and Other Travel Expenses for Employees	2,448	7,241	10,741	10,741	3,500
<b>Personal Services Total</b>	<b>14,504,307</b>	<b>17,628,762</b>	<b>14,743,781</b>	<b>14,743,781</b>	<b>(2,884,981)</b>
<b>Contractual Services</b>					
240/520490 External Graphics and Reproduction Services	665,631	693,541	731,759	731,759	38,218
260/520830 Professional and Managerial Services	150	216,310	461,000	461,000	244,690
<b>Contractual Services Total</b>	<b>665,781</b>	<b>909,851</b>	<b>1,192,759</b>	<b>1,192,759</b>	<b>282,908</b>
<b>Supplies and Materials</b>					
320/530100 Wearing Apparel		4,068	5,000	5,000	932
350/530600 Office Supplies	36,956	50,890	71,097	71,097	20,207
353/530640 Books, Periodicals, Publications, Archives and Data Services	1,697	1,858	5,000	5,000	3,142
355/530700 Photographic and Reproduction Supplies	3,056	47,500	50,000	50,000	2,500
388/531650 Computer Operation Supplies	144,366	152,290	290,000	290,000	137,710
<b>Supplies and Materials Total</b>	<b>186,075</b>	<b>256,606</b>	<b>421,097</b>	<b>421,097</b>	<b>164,491</b>
<b>Operations and Maintenance</b>					
440/540130 Maintenance and Repair of Office Equipment	14,381	29,000	40,000	40,000	11,000
441/540170 Maintenance and Repair of Data Processing Equipment and Software	543,548	1,101,267	1,214,000	1,214,000	112,733
444/540250 Maintenance and Repair of Automotive Equipment	23,347	48,982	54,100	54,100	5,118
445/540290 Operation of Automotive Equipment	26,558	58,200	70,000	70,000	11,800
449/540310 Op., Maint. and Repair of Institutional Equipment	1,630	13,490	21,000	21,000	7,510
<b>Operations and Maintenance Total</b>	<b>609,463</b>	<b>1,250,939</b>	<b>1,399,100</b>	<b>1,399,100</b>	<b>148,161</b>
<b>Capital Equipment and Improvements</b>					
579/560450 Computer Equipment	50,327	58,200	263,000	263,000	204,800
599/567510 Reimbursement for Capital Equipment	177,423	177,423	177,423	177,423	
<b>Capital Equipment and Improvements Total</b>	<b>227,750</b>	<b>235,623</b>	<b>440,423</b>	<b>440,423</b>	<b>204,800</b>
<b>Rental and Leasing</b>					
630/550010 Rental of Office Equipment	124,331	228,700	400,000	400,000	171,300
660/550130 Rental of Facilities	535,851	638,461	3,700	3,700	(634,761)
<b>Rental and Leasing Total</b>	<b>660,182</b>	<b>867,161</b>	<b>403,700</b>	<b>403,700</b>	<b>(463,461)</b>



DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
 CLERK OF THE CIRCUIT COURT - SPECIAL PURPOSE FUNDS

Account	2014 Expend. As Of 09-30-14	2014 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<u>Contingency and Special Purposes</u>					
814/580380 Appropriation Adjustments		41,775			(41,775)
818/580033 Reimbursement to Designated Fund		450,000	450,000	450,000	
Contingency and Special Purposes Total		491,775	450,000	450,000	(41,775)
Operating Funds Total	16,853,559	21,640,717	19,050,860	19,050,860	(2,589,857)
<u>(715) Major Capital Equipment - Long Term Projects</u>					
579/560450 Computer Equipment	244,650				
	244,650				
<u>(717) New/Replacement Capital Equipment</u>					
530/560510 Office Furnishings and Equipment		6,576	6,950	6,950	374
549/560610 Vehicle Purchase		186,000			(186,000)
570/560440 Telecommunications Equipment			77,000	77,000	77,000
579/560450 Computer Equipment	119,217	350,000	845,840	666,280	316,280
	119,217	542,576	929,790	750,230	207,654
Total Capital Equipment Request Total	363,867	542,576	929,790	750,230	207,654

DEPARTMENT OVERVIEW

335 CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Mission

The Clerk of the Circuit Court serves the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records are provided with courtesy and cost efficiency.

Mandates and Key Activities

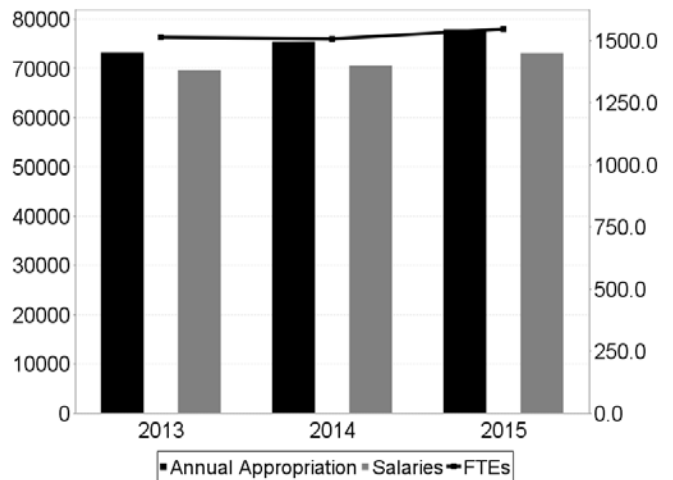
- Services more than 400 judges who hear traffic, civil, criminal, juvenile, and all other types of cases originating in Chicago and Suburban Cook County.
- On annual basis, accepts approximately 1.6 million new cases, staffs over five million court hearings, handles approximately 133 million public inquiries, and processes about 19 million case activities.
- Maintains a computerized record of each court case and updates cases throughout their duration.
- Collects and disburses all filing fees and fines for the Circuit Court (705 ILCS 105/27.2A) and is governed by the Illinois Clerks of Court Act (705.ILCS 105).
- Implements management improvements to enhance financial accountability and seeks opportunities for revenue growth and cost minimization.
- Deploys electronic tools, such as document imaging, and e-filing mechanisms to increase employee effectiveness and efficiency and improve service to customers and all stakeholders.

Discussion of 2014 Activities and 2015 Initiatives

In 2014, the Clerk's Office continued to register increases in the number of e-Filing users in all civil areas of law. To assess the Clerk's technology needs as filings grow, the Clerk's Office hired a consultant who completed an analysis for the replacement of the existing legacy electronic case management system for civil, traffic and criminal areas of law. The Clerk will work through the recommendations from this analysis throughout 2015.

The Clerk's Office has also begun to integrate technology in other ways. In 2014, a fully integrated Court Records Imaging and Document Management System (IDMS) was implemented to eliminate multiple handling of documents.

Fund Category	Appropriations (\$ thousands)		
	2013 Adopted	2014 Adjusted Appropriation	2015 Recommended
Public Safety Fund	73,176.2	75,419.7	77,896.4
FTE Positions	1,511.7	1,505.7	1,545.5



STAR Goals/Key Performance Indicators

- ★ E-ticketing for Traffic Violations: The Clerk of the Circuit Court developed a partnership with County municipalities to provide electronic ticketing, which enables County law enforcement agencies to issue tickets and process data electronically at traffic stops. The program permits tickets to be viewed electronically by judges, eliminates data redundancy, and enhances data integrity.
- ★ Case Management Needs Analysis: In 2014, a consultant completed an analysis of the Legacy Electronic Case Management System and provided recommendations on new requirements to implement a fully integrated justice system for the Clerk of the Circuit Court.
- ★ Expansion of e-Filing: AOIC approval has enabled e-Filing to expand to all civil case types, thereby allowing continuous access online, and bringing about cost savings in transportation and time, and also reducing redundant paper work.
- ★ Imaging and Document Management System (IDMS): The Clerk of the Circuit Court staff images court records at the time of filing and manages records in a document repository using IDMS solution. The solution eliminates the handling of court documents multiple times and the program is being expanded into other areas of law. Over 100 million documents have been imaged.
- ★ Revenue Collection: The Clerk of the Circuit Court continues to enhance the collection of delinquent fines, fees and penalties by collection agencies at no cost to the County.
- ★ Interactive Orders System: The Clerk's Office is partnering with the Chief Judge to deploy a touch screen user interface allowing judges to enter court orders electronically. The project will provide ease of data exchange to other judicial partners.
- ★ Electronic Court Record System (ECR): The release of Illinois Supreme Court requirement implies that courts can now utilize electronic images as the official court record, making the paper file effectively obsolete. Before the release of the requirement, equipment was required within the courtrooms allowing access to electronic versions of case files and access within criminal courtrooms for the State's Attorney, Public Defender and private counsel to allow drafting of an order and submission to the judge via Orders System in Criminal Bureau.

DEPARTMENT OVERVIEW

335 CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

STAR Performance Data			
Performance Indicator	FY 2013	FY 2014 Projected YE	FY 2015 Target
Expand e-Filing. Users & transactions. Further expansion upon AOIC approval.	17,000	24,000+	30,000+
Expand e-Tickets to additional law enforcement agencies.	25	13+	25
Expansion of IDMS to Other Areas of Law (Number of Divisions)	8	8+	10

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Account	2014 Expend. As Of 09-30-14	2014 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Personal Services</b>					
110/501010 Salaries and Wages of Regular Employees	56,731,649	70,404,798	73,084,767	73,084,767	2,679,969
120/501210 Overtime Compensation	378,572	365,074	386,000	386,000	20,926
124/501250 Employee Health Insurance Allotment	600				
130/501320 Salaries and Wages of Extra Employees	38,823	38,823			(38,823)
136/501400 Differential Pay	9,812	20,000	20,000	20,000	
169/501490 Reclassification of Position Adjustments		501,985			(501,985)
170/501510 Mandatory Medicare Costs	457,696	624,931	1,065,636	1,065,636	440,705
183/501770 Seminars for Professional Employees	5,831	12,000	12,000	12,000	
185/501810 Professional and Technical Membership Fees	4,633	4,850	4,850	4,850	
186/501860 Training Programs for Staff Personnel	6,424	31,500	46,500	46,500	15,000
190/501970 Transportation and Other Travel Expenses for Employees	9,088	18,609	21,609	21,609	3,000
<b>Personal Services Total</b>	<b>57,643,128</b>	<b>72,022,570</b>	<b>74,641,362</b>	<b>74,641,362</b>	<b>2,618,792</b>
<b>Contractual Services</b>					
214/520030 Armored Car Service	29,352	42,399	43,000	43,000	601
220/520150 Communication Services	6,994	26,918	10,919	10,919	(15,999)
225/520260 Postage	724,723	931,200	960,000	960,000	28,800
228/520280 Delivery Services	141	291			(291)
240/520490 External Graphics and Reproduction Services	120,225	355,186	421,120	421,120	65,934
241/520491 Internal Graphics and Reproduction Services	244,254	231,000	196,000	196,000	(35,000)
245/520610 Advertising For Specific Purposes	189,664	207,040	232,000	232,000	24,960
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	22,616	22,616	25,000	25,000	2,384
260/520830 Professional and Managerial Services	5,000	31,300			(31,300)
261/520890 Legal Fees Regarding Labor Matters	70,970	101,400	120,000	120,000	18,600
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	37,814	56,454	58,200	58,200	1,746
<b>Contractual Services Total</b>	<b>1,451,753</b>	<b>2,005,804</b>	<b>2,066,239</b>	<b>2,066,239</b>	<b>60,435</b>
<b>Supplies and Materials</b>					
350/530600 Office Supplies	245,586	302,073	290,817	290,817	(11,256)
353/530640 Books, Periodicals, Publications, Archives and Data Services	6,212	15,577	17,763	17,763	2,186
353/530675 County Wide Lexis-Nexis Contract			9,556	9,556	9,556
388/531650 Computer Operation Supplies	126,666	140,317	154,966	154,966	14,649
<b>Supplies and Materials Total</b>	<b>378,464</b>	<b>457,967</b>	<b>473,102</b>	<b>473,102</b>	<b>15,135</b>
<b>Operations and Maintenance</b>					
440/540130 Maintenance and Repair of Office Equipment	103,283	111,917	120,217	120,217	8,300
441/540170 Maintenance and Repair of Data Processing Equipment and Software	150,478	243,102	253,102	253,102	10,000
444/540250 Maintenance and Repair of Automotive Equipment	13,000	13,000	13,000	13,000	
445/540290 Operation of Automotive Equipment	7,375	7,760	8,000	8,000	240
449/540310 Op., Maint. and Repair of Institutional Equipment	13,291	13,811	16,300	16,300	2,489
470/540390 Operating Costs for the Richard J. Daley Center	1,188,022	1,584,029	1,584,029	1,584,029	
<b>Operations and Maintenance Total</b>	<b>1,475,450</b>	<b>1,973,619</b>	<b>1,994,648</b>	<b>1,994,648</b>	<b>21,029</b>
<b>Rental and Leasing</b>					
630/550010 Rental of Office Equipment	301,354	568,999	386,250	386,250	(182,749)
630/550018 County Wide Canon Photocopier Lease			214,871	214,871	214,871
660/550130 Rental of Facilities	249,017	259,700	244,042	244,042	(15,658)
<b>Rental and Leasing Total</b>	<b>550,371</b>	<b>828,699</b>	<b>845,163</b>	<b>845,163</b>	<b>16,464</b>

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Account	2014 Expend. As Of 09-30-14	2014 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Contingency and Special Purposes</b>					
819/580420 Appropriation Transfer for Reimbursement from Designated Fund	(930,118)	(1,868,958)	(2,124,118)	(2,124,118)	(255,160)
Contingency and Special Purposes Total	(930,118)	(1,868,958)	(2,124,118)	(2,124,118)	(255,160)
Operating Funds Total	60,569,046	75,419,701	77,896,396	77,896,396	2,476,695
<b>(717) New/Replacement Capital Equipment - 71700335</b>					
510/560410 Fixed Plant Equipment			12,685	12,685	12,685
521/560420 Institutional Equipment			123,374	123,374	123,374
530/560510 Office Furnishings and Equipment	3,509	62,645	746,697	300,000	237,355
549/560610 Vehicle Purchase		30,000			(30,000)
579/560450 Computer Equipment		855,000	4,249,340	1,449,340	594,340
	3,509	947,645	5,132,096	1,885,399	937,754
Capital Equipment Request Total	3,509	947,645	5,132,096	1,885,399	937,754

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Clerk of the Circuit Court								
01 Executive Office - 3350766								
0002	Clerk of the Circuit Court	SJU	1.0	105,000	1.0	105,000	1.0	105,000
5488	Assistant Chief Deputy Clerk III	22	1.0	86,035	1.0	87,805	1.0	87,805
5804	Administrative Support VIII	20	1.0	80,901	1.0	82,536	1.0	82,536
5517	General Ledger Specialist	19	2.0	67,070				
5678	Accountant VII-Clerk of the Circuit Court	18	1.0	72,782	1.0	74,248	1.0	74,248
5742	Manager I-CCC	14	1.0	37,418	1.0	38,170	1.0	38,170
5545	General Office Assistant III	11	1.0	40,248	1.0	45,291	1.0	45,291
5544	General Office Assistant I	10			2.0	71,846	2.0	71,846
			8.0	\$489,454	8.0	\$504,896	8.0	\$504,896
02 Electronic Citation Fund - 3351107								
4220	Clerk IV, Senior (Courts)	10	6.0	239,941	4.0	163,373	4.0	163,373
0906	Clerk IV	09		1	1.0	32,912	1.0	32,912
			6.0	\$239,942	5.0	\$196,285	5.0	\$196,285
03 Child Support Fund - 3351108								
0639	Investigator II	16	1.0	66,165				
5642	Administrative Aide II-Clerk of the Circuit Court	16			1.0	66,165	1.0	66,165
5682	Timekeeper-Administrative Assistant III-Clerk of the Circuit Court	16		1				
5685	Courtroom Manager I-Clerk of the Circuit Court	16	1.0	62,217	1.0	63,467	1.0	63,467
5744	Manager III-CCC	16	2.0	114,178	2.0	116,999	2.0	116,999
0608	Court Clerk/Trainer	15	2.0	123,270	1.0	61,635	1.0	61,635
0552	Court Clerk II	14	1.0	57,255	1.0	57,255	1.0	57,255
4802	File Manager I	14	1.0	55,339	1.0	52,647	1.0	52,647
0142	Accountant II	13	1.0	52,570	1.0	53,328	1.0	53,328
0551	Court Clerk I	13	2.0	104,617	2.0	106,656	2.0	106,656
0046	Administrative Assistant I	12	5.0	244,226	4.0	196,226	4.0	196,226
0637	Investigator Aide	12	1.0	47,422				
5635	Accountant I Senior - Clerk of the Circuit Court	12			1.0	49,794	1.0	49,794
0907	Clerk V	11	4.0	177,859	4.0	181,546	4.0	181,546
5629	Cashier II Senior-Clerk of the Circuit Court	11	1.0	44,280	1.0	46,493	1.0	46,493
4220	Clerk IV, Senior (Courts)	10	2.0	92,061	2.0	84,611	2.0	84,611
			24.0	\$1,241,460	22.0	\$1,136,822	22.0	\$1,136,822
04 Automation Unit - 3351109								
5746	Manager V-CCC	18			1.0	72,278	1.0	72,278
5745	Manager IV-CCC	17			1.0	57,961	1.0	57,961
4804	File Manager III	16			1.0	61,472	1.0	61,472
5744	Manager III-CCC	16			3.0	172,092	3.0	172,092
5535	Assistant Manager III - Court Operations	15			1.0	41,805	1.0	41,805
0551	Court Clerk I	13			1.0	50,788	1.0	50,788
5638	Data Entry Operator IV	13			4.0	213,312	4.0	213,312
0046	Administrative Assistant I	12			1.0	46,495	1.0	46,495
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12			3.0	146,083	3.0	146,083
0955	Data Entry Operator III	11			9.0	395,644	9.0	395,644
4210	Data Entry Operator II, Sr (Courts)	10			3.0	120,890	3.0	120,890
4220	Clerk IV, Senior (Courts)	10			2.0	78,291	2.0	78,291
					30.0	\$1,457,111	30.0	\$1,457,111

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
05 Document Storage Unit - 3351110								
0551	Court Clerk I	13			2.0	99,252	2.0	99,252
0046	Administrative Assistant I	12			2.0	93,917	2.0	93,917
0907	Clerk V	11			4.0	177,473	4.0	177,473
4220	Clerk IV, Senior (Courts)	10			9.0	357,570	9.0	357,570
					17.0	\$728,212	17.0	\$728,212
02 Inspector General								
01 Inspector General - 3350201								
5797	Inspector General/Associate Clerk (Investigations & Audit Services)	24	1.0	111,000	1.0	111,000	1.0	111,000
0638	Investigator I	14	1.0	48,236	1.0	49,207	1.0	49,207
			2.0	\$159,236	2.0	\$160,207	2.0	\$160,207
04 Investigations - 3350204								
5497	Chief Deputy Clerk IV	23	1.0	91,599	1.0	93,449	1.0	93,449
4800	Director of Investigations-Clerk of the Circuit Court	21	1.0	61,530	1.0	96,866	1.0	96,866
0641	Investigator IV	20	1.0	81,719	1.0	83,366	1.0	83,366
5486	Assistant Chief Deputy Clerk I	20	1.0	71,387	1.0	72,821	1.0	72,821
0639	Investigator II	16	3.0	174,027	3.0	178,759	3.0	178,759
			7.0	\$480,262	7.0	\$525,261	7.0	\$525,261
05 Audit Services - 3350205								
5517	General Ledger Specialist	19	1.0	29,200				
5743	Manager II-CCC	15	1.0	45,362	1.0	46,281	1.0	46,281
4210	Data Entry Operator II, Sr (Courts)	10	1.0	39,381	1.0	39,381	1.0	39,381
4220	Clerk IV, Senior (Courts)	10	1.0	39,381	1.0	39,551	1.0	39,551
5542	Data Auditor I	10	1.0	30,948	1.0	35,827	1.0	35,827
5544	General Office Assistant I	10			1.0	35,827	1.0	35,827
			5.0	\$184,272	5.0	\$196,867	5.0	\$196,867
04 Chief Financial Officer								
01 Chief Financial Officer - 3350401								
0120	Chief Financial Officer	24	1.0	119,000	1.0	119,000	1.0	119,000
5802	Administrative Support VI	18	1.0	68,866	1.0	70,305	1.0	70,305
5729	Executive Assistant I-CCC	17	1.0	68,523	1.0	69,954	1.0	69,954
			3.0	\$256,389	3.0	\$259,259	3.0	\$259,259
02 Comptroller - 3350402								
5596	Assistant Comptroller-Clerk of the Circuit Court	22	2.0	173,633	2.0	176,810	2.0	176,810
5486	Assistant Chief Deputy Clerk I	20	1.0	78,516	1.0	87,923	1.0	87,923
5747	Manager VI-CCC	19	1.0	80,909	1.0	83,555	1.0	83,555
0640	Investigator III	18		1				
5746	Manager V-CCC	18	1.0	68,176	1.0	53,709	1.0	53,709
5809	Bookkeeper X-CCC	18	1.0	45,576	1.0	38,257	1.0	38,257
5745	Manager IV-CCC	17	2.0	128,898	2.0	126,300	2.0	126,300
5676	Accountant V-Clerk of the Circuit Court	16	1.0	62,325	1.0	52,806	1.0	52,806
5684	Assistant Manager V-Clerk of the Circuit Court	16	1.0	63,682	1.0	64,248	1.0	64,248
5807	Bookkeeper VIII-CCC	16	2.0	124,467	2.0	126,982	2.0	126,982
0608	Court Clerk/Trainer	15	1.0	61,635	1.0	61,635	1.0	61,635
5535	Assistant Manager III - Court Operations	15	1.0	53,478	1.0	54,558	1.0	54,558
5675	Accountant IV-Clerk of the Circuit Court	15	1.0	47,832	1.0	37,690	1.0	37,690
5743	Manager II-CCC	15	1.0	50,298	1.0	51,307	1.0	51,307
5757	MIS Technician IV-CCC	15	1.0	46,047	1.0	46,979	1.0	46,979

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5799	Administrative Support III	15	1.0	52,405	1.0	53,462	1.0	53,462
0174	Bookkeeper IV	14	1.0	57,255	1.0	57,255	1.0	57,255
5534	Assistant Manager III-Finance	14	1.0	54,581	1.0	55,681	1.0	55,681
5636	Accountant II Senior - Clerk of the Circuit Court	14	1.0	57,255	1.0	57,255	1.0	57,255
5798	Administrative Support II	14	1.0	45,892	1.0	46,834	1.0	46,834
5805	Bookkeeper VI-CCC	14	1.0	46,619	1.0	47,567	1.0	47,567
0142	Accountant II	13	5.0	249,130	5.0	262,847	5.0	262,847
0551	Court Clerk I	13	1.0	41,025	1.0	46,484	1.0	46,484
5639	Administrative Assistant I Senior (CCC)	13	1.0	50,788	1.0	50,788	1.0	50,788
0046	Administrative Assistant I	12	1.0	47,422	1.0	47,422	1.0	47,422
5532	Assistant Manager I - Court Operations	12	1.0	45,855	1.0	46,779	1.0	46,779
5635	Accountant I Senior - Clerk of the Circuit Court	12	4.0	189,688	4.0	190,695	4.0	190,695
0141	Accountant I	11	7.0	307,607	6.0	264,465	6.0	264,465
0173	Bookkeeper III	11	2.0	90,773	2.0	90,773	2.0	90,773
0907	Clerk V	11	1.0	43,412	1.0	43,412	1.0	43,412
0955	Data Entry Operator III	11	1.0	43,193	1.0	43,412	1.0	43,412
5623	Financial Room Clerk III - Clerk of the Circuit Court	11			1.0	44,280	1.0	44,280
4220	Clerk IV, Senior (Courts)	10	7.0	277,400	8.0	312,954	8.0	312,954
5627	Bookkeeper II Senior-Clerk of the Circuit Court	10	1.0	40,465	1.0	39,381	1.0	39,381
0906	Clerk IV	09	1.0	36,767				
			56.0	\$2,863,005	56.0	\$2,864,505	56.0	\$2,864,505
05 Compensation Services - 3350405								
5779	Director of System Decision Support	24	1.0	50,585	1.0	50,585	1.0	50,585
5497	Chief Deputy Clerk IV	23	1.0	94,003	1.0	95,897	1.0	95,897
5733	Executive Assistant VII-CCC	23	1.0	105,379	1.0	107,510	1.0	107,510
5744	Manager III-CCC	16	2.0	100,145	2.0	100,306	2.0	100,306
5772	Personnel Analyst III-CCC	16	1.0	53,729	1.0	54,810	1.0	54,810
5739	General Office Assistant VI - CCC	14	1.0	50,104	1.0	51,114	1.0	51,114
5654	Manager	12	1.0	36,606	1.0	37,344	1.0	37,344
5537	Time Auditor I	10	1.0	33,415	1.0	35,827	1.0	35,827
			9.0	\$523,966	9.0	\$533,393	9.0	\$533,393
06 Financial Planning & Control - 3350406								
5497	Chief Deputy Clerk IV	23	1.0	102,752	1.0	104,824	1.0	104,824
5496	Chief Deputy Clerk III	22	1.0	98,802	1.0	100,787	1.0	100,787
5486	Assistant Chief Deputy Clerk I	20	1.0	68,845	1.0	70,229	1.0	70,229
0144	Accountant IV	17		1				
0202	Budget Analyst II	17	1.0	67,542	1.0	68,907	1.0	68,907
5775	Procurement Analyst III - CCC	16	1.0	51,513	1.0	52,587	1.0	52,587
5534	Assistant Manager III-Finance	14	1.0	45,124	1.0	46,033	1.0	46,033
5739	General Office Assistant VI - CCC	14	1.0	40,244	1.0	46,956	1.0	46,956
5774	Procurement Analyst I - CCC	14	1.0	46,697	1.0	47,640	1.0	47,640
0046	Administrative Assistant I	12	1.0	46,495	1.0	46,495	1.0	46,495
5540	Purchasing Specialist III	12	1.0	38,826	1.0	39,612	1.0	39,612
			10.0	\$606,841	10.0	\$624,070	10.0	\$624,070
05 Executive Clerk for Public Policy								
01 Executive Clerk for Public Policy - 3350501								
5727	Chief of Staff/Executive Clerk Public Policy & Human Resources	24	1.0	125,000	1.0	125,000	1.0	125,000
5497	Chief Deputy Clerk IV	23	1.0	98,430	1.0	100,458	1.0	100,458



PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5488	Assistant Chief Deputy Clerk III	22	1.0	84,754	1.0	84,139	1.0	84,139
5517	General Ledger Specialist	19	1.0	35,883				
5746	Manager V-CCC	18	1.0	67,041	1.0	68,393	1.0	68,393
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14	1.0	44,244	1.0	45,140	1.0	45,140
5544	General Office Assistant I	10			1.0	40,597	1.0	40,597
			6.0	\$455,352	6.0	\$463,727	6.0	\$463,727
02 General Services - 3350502								
5728	Executive Clerk-Court Operations (CCC)	24	1.0	119,000	1.0	119,000	1.0	119,000
5746	Manager V-CCC	18	1.0	58,058	1.0	58,732	1.0	58,732
5744	Manager III-CCC	16	1.0	62,178	1.0	63,433	1.0	63,433
5534	Assistant Manager III-Finance	14	1.0	41,652	1.0	42,492	1.0	42,492
0551	Court Clerk I	13	1.0	40,465		1		1
0046	Administrative Assistant I	12	1.0	49,795	2.0	97,104	2.0	97,104
0907	Clerk V	11	2.0	92,435	2.0	90,773	2.0	90,773
4210	Data Entry Operator II, Sr (Courts)	10			1.0	37,773	1.0	37,773
4220	Clerk IV, Senior (Courts)	10	3.0	115,248	2.0	79,846	2.0	79,846
			11.0	\$578,831	11.0	\$589,154	11.0	\$589,154
03 Public Information - 3350503								
0010	Associate Clerk of the Circuit Court	24	1.0	104,000	1.0	104,000	1.0	104,000
5488	Assistant Chief Deputy Clerk III	22	1.0	100,340	1.0	69,256	1.0	69,256
5741	Intergovernmental Affairs Officer	20	1.0	72,976	1.0	111,047	1.0	111,047
5517	General Ledger Specialist	19	1.0	36,342				
5546	General Office Assistant IV	12		1				
5544	General Office Assistant I	10			2.0	79,419	2.0	79,419
			4.0	\$313,659	5.0	\$363,722	5.0	\$363,722
04 Human Resources - 3350504								
5793	Chief Human Resources Officer-CCC	24	1.0	114,052	1.0	114,052	1.0	114,052
5497	Chief Deputy Clerk IV	23	3.0	294,660	3.0	312,901	3.0	312,901
5488	Assistant Chief Deputy Clerk III	22	1.0	100,162	1.0	102,173	1.0	102,173
5486	Assistant Chief Deputy Clerk I	20	1.0	77,350	1.0	78,915	1.0	78,915
5804	Administrative Support VIII	20	1.0	77,654	1.0	79,219	1.0	79,219
0739	Labor Relations Analyst	16	1.0	60,027	1.0	61,236	1.0	61,236
5744	Manager III-CCC	16	1.0	61,072	1.0	62,306	1.0	62,306
5772	Personnel Analyst III-CCC	16	1.0	59,329	1.0	54,263	1.0	54,263
5771	Personnel Analyst I - CCC	14	1.0	44,645	1.0	45,551	1.0	45,551
5798	Administrative Support II	14	2.0	91,280	2.0	92,531	2.0	92,531
5532	Assistant Manager I - Court Operations	12	1.0	36,423	1.0	37,160	1.0	37,160
5545	General Office Assistant III	11	1.0	40,496	1.0	35,661	1.0	35,661
			15.0	\$1,057,150	15.0	\$1,075,968	15.0	\$1,075,968
06 Executive Clerk for Operations								
01 Executive Clerk for Operations - 3350601								
0010	Associate Clerk of the Circuit Court	24	1.0	110,000	1.0	112,000	1.0	112,000
5732	Executive Assistant VI - CCC	22	1.0	84,951	1.0	86,666	1.0	86,666
5802	Administrative Support VI	18	1.0	56,346	1.0	57,499	1.0	57,499
			3.0	\$251,297	3.0	\$256,165	3.0	\$256,165
02 Special Projects - 3350602								
5748	Manager VII-CCC	20	1.0	77,329	1.0	78,885	1.0	78,885
			1.0	\$77,329	1.0	\$78,885	1.0	\$78,885
03 Records Management - 3350603								
0608	Court Clerk/Trainer	15	1.0	57,550	1.0	60,768	1.0	60,768

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0046	Administrative Assistant I	12			1.0	48,689	1.0	48,689
5546	General Office Assistant IV	12		1				
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12	1.0	47,422				
4220	Clerk IV, Senior (Courts)	10	1.0	40,465	2.0	76,732	2.0	76,732
0906	Clerk IV	09	1.0	36,205				
			4.0	\$181,643	4.0	\$186,189	4.0	\$186,189
04 Appeals - 3350604								
5497	Chief Deputy Clerk IV	23	1.0	100,803	1.0	102,832	1.0	102,832
5488	Assistant Chief Deputy Clerk III	22	1.0	106,731	1.0	105,481	1.0	105,481
5517	General Ledger Specialist	19	1.0	34,192				
0046	Administrative Assistant I	12	4.0	196,804	4.0	196,804	4.0	196,804
5545	General Office Assistant III	11	1.0	41,565	1.0	42,407	1.0	42,407
4210	Data Entry Operator II, Sr (Courts)	10	1.0	39,576	1.0	40,465	1.0	40,465
4220	Clerk IV, Senior (Courts)	10	5.0	200,715	5.0	191,179	5.0	191,179
5544	General Office Assistant I	10			1.0	36,369	1.0	36,369
			14.0	\$720,386	14.0	\$715,537	14.0	\$715,537
05 General Counsel - 3350605								
5491	General Counsel-CCC	24	1.0	108,000	1.0	113,000	1.0	113,000
5738	Deputy General Counsel III - CCC	22	1.0	60,234	1.0	60,234	1.0	60,234
5737	Deputy General Counsel I - CCC	20	1.0	67,610	1.0	72,905	1.0	72,905
			3.0	\$235,844	3.0	\$246,139	3.0	\$246,139
07 County Wide Operations Bureau								
01 County-Wide Operations Bureau Administration - 3350701								
5738	Deputy General Counsel III - CCC	22	1.0	98,352	1.0	81,250	1.0	81,250
			1.0	\$98,352	1.0	\$81,250	1.0	\$81,250
02 Chancery Division - 3350702								
5497	Chief Deputy Clerk IV	23	1.0	92,214	1.0	94,075	1.0	94,075
5487	Assistant Chief Deputy Clerk II	21	1.0	80,909	1.0	82,589	1.0	82,589
5745	Manager IV-CCC	17	1.0	61,472	1.0	66,908	1.0	66,908
5800	Administrative Support IV	16	1.0	45,927	1.0	52,883	1.0	52,883
0608	Court Clerk/Trainer	15	1.0	61,635	1.0	61,635	1.0	61,635
0552	Court Clerk II	14	3.0	171,765	3.0	171,765	3.0	171,765
5798	Administrative Support II	14	1.0	44,095	1.0	46,010	1.0	46,010
0551	Court Clerk I	13	15.0	769,314	16.0	828,639	16.0	828,639
5630	Cashier IV	13	1.0	53,328	1.0	53,328	1.0	53,328
0046	Administrative Assistant I	12	2.0	99,588	2.0	99,588	2.0	99,588
0228	Cashier III	12	1.0	47,422	1.0	49,794	1.0	49,794
1101	Computer Operator I	12	1.0	40,978	1.0	42,745	1.0	42,745
0907	Clerk V	11			1.0	43,412	1.0	43,412
0227	Cashier II	10	2.0	78,930	3.0	116,521	3.0	116,521
4215	Warehouse Records Clerk I, Senior	10	1.0	30,678	1.0	39,381	1.0	39,381
4220	Clerk IV, Senior (Courts)	10	8.0	322,256	10.0	386,194	10.0	386,194
0906	Clerk IV	09	4.0	148,294				
			44.0	\$2,148,805	45.0	\$2,235,467	45.0	\$2,235,467
03 Probate Division - 3350703								
5497	Chief Deputy Clerk IV	23	1.0	108,340	1.0	109,844	1.0	109,844
5748	Manager VII-CCC	20	1.0	79,738	1.0	81,344	1.0	81,344
5746	Manager V-CCC	18	1.0	66,020	1.0	67,351	1.0	67,351
5800	Administrative Support IV	16	1.0	63,196	1.0	64,489	1.0	64,489
0608	Court Clerk/Trainer	15		1	1.0	43,633	1.0	43,633

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0552	Court Clerk II	14	2.0	111,783	2.0	113,882	2.0	113,882
0551	Court Clerk I	13	10.0	449,897	10.0	478,606	10.0	478,606
5630	Cashier IV	13	1.0	50,788	1.0	50,788	1.0	50,788
0046	Administrative Assistant I	12	3.0	147,012	4.0	193,044	4.0	193,044
0228	Cashier III	12	1.0	48,968	1.0	47,422	1.0	47,422
0227	Cashier II	10	1.0	40,465				
4210	Data Entry Operator II, Sr (Courts)	10			2.0	78,287	2.0	78,287
4220	Clerk IV, Senior (Courts)	10	11.0	427,876	9.0	364,954	9.0	364,954
			33.0	\$1,594,084	34.0	\$1,693,644	34.0	\$1,693,644
04 County Division - 3350704								
5497	Chief Deputy Clerk IV	23	1.0	102,436	1.0	104,502	1.0	104,502
5488	Assistant Chief Deputy Clerk III	22	1.0	110,143	1.0	98,689	1.0	98,689
4804	File Manager III	16	1.0	58,844	1.0	60,025	1.0	60,025
5682	Timekeeper-Administrative Assistant III-Clerk of the Circuit Court	16	1.0	52,960	1.0	54,028	1.0	54,028
0608	Court Clerk/Trainer	15	1.0	61,635	1.0	61,635	1.0	61,635
0552	Court Clerk II	14	2.0	99,509	2.0	114,510	2.0	114,510
0551	Court Clerk I	13	8.0	412,928	8.0	401,387	8.0	401,387
0046	Administrative Assistant I	12	1.0	49,795	2.0	99,588	2.0	99,588
0228	Cashier III	12	1.0	47,422	1.0	47,422	1.0	47,422
0907	Clerk V	11	2.0	87,692	2.0	87,692	2.0	87,692
0227	Cashier II	10	1.0	37,773				
4210	Data Entry Operator II, Sr (Courts)	10			1.0	38,906	1.0	38,906
4220	Clerk IV, Senior (Courts)	10	10.0	395,206	10.0	386,341	10.0	386,341
5622	Financial Room Clerk II-Clerk of the Circuit Court	10			1.0	39,381	1.0	39,381
0906	Clerk IV	09	1.0	36,767				
			31.0	\$1,553,110	32.0	\$1,594,106	32.0	\$1,594,106
05 Law Division - 3350705								
5497	Chief Deputy Clerk IV	23	1.0	106,201	1.0	108,340	1.0	108,340
5488	Assistant Chief Deputy Clerk III	22	1.0	96,045	1.0	97,980	1.0	97,980
5687	Courtroom Manager III-Clerk of the Circuit Court	18	1.0	73,369	1.0	75,605	1.0	75,605
5746	Manager V-CCC	18	1.0	71,617	1.0	73,062	1.0	73,062
5686	Courtroom Manager II-Clerk of the Circuit Court	17	1.0	67,017	1.0	68,367	1.0	68,367
5744	Manager III-CCC	16		1				
0608	Court Clerk/Trainer	15	2.0	123,270	2.0	105,268	2.0	105,268
5743	Manager II-CCC	15	1.0	51,114	1.0	52,144	1.0	52,144
0174	Bookkeeper IV	14	1.0	57,255	1.0	57,255	1.0	57,255
0552	Court Clerk II	14	5.0	286,275	5.0	286,275	5.0	286,275
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14	1.0	44,265	1.0	45,159	1.0	45,159
0936	Stenographer V	13	1.0	39,381				
0551	Court Clerk I	13	48.0	2,389,905	51.0	2,558,734	51.0	2,558,734
5630	Cashier IV	13	2.0	103,259	2.0	104,116	2.0	104,116
0046	Administrative Assistant I	12	3.0	149,382	3.0	149,382	3.0	149,382
0228	Cashier III	12	1.0	47,422	1.0	47,422	1.0	47,422
1101	Computer Operator I	12		1				
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12	1.0	49,794	1.0	49,794	1.0	49,794
0907	Clerk V	11	6.0	272,319	7.0	317,132	7.0	317,132
0227	Cashier II	10	2.0	81,034	2.0	82,546	2.0	82,546
4210	Data Entry Operator II, Sr (Courts)	10			1.0	31,983	1.0	31,983

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
4215	Warehouse Records Clerk I, Senior	10			1.0	37,769	1.0	37,769
4220	Clerk IV, Senior (Courts)	10	15.0	600,490	17.0	653,870	17.0	653,870
0906	Clerk IV	09	5.0	180,285				
0954	Data Entry Operator II	09	2.0	64,385				
			101.0	\$4,954,086	101.0	\$5,002,203	101.0	\$5,002,203
08 Family Law Bureau								
01 Family Law Administration - 3350801								
0010	Associate Clerk of the Circuit Court	24	1.0	112,919	1.0	112,919	1.0	112,919
5746	Manager V-CCC	18	1.0	66,863	1.0	68,210	1.0	68,210
5802	Administrative Support VI	18	1.0	69,292	1.0	74,954	1.0	74,954
5744	Manager III-CCC	16	1.0	42,941	1.0	43,808	1.0	43,808
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14	1.0	44,095	1.0	44,985	1.0	44,985
			5.0	\$336,110	5.0	\$344,876	5.0	\$344,876
02 Domestic Relations Division - 3350802								
5497	Chief Deputy Clerk IV	23	1.0	107,286	1.0	91,397	1.0	91,397
5488	Assistant Chief Deputy Clerk III	22	1.0	98,056	1.0	100,031	1.0	100,031
5746	Manager V-CCC	18		1	1.0	60,235	1.0	60,235
5802	Administrative Support VI	18	1.0	69,612	1.0	72,444	1.0	72,444
5684	Assistant Manager V-Clerk of the Circuit Court	16	1.0	53,503	1.0	54,581	1.0	54,581
5744	Manager III-CCC	16	1.0	44,367	1.0	45,263	1.0	45,263
0608	Court Clerk/Trainer	15	3.0	180,820	3.0	166,036	3.0	166,036
5681	Timekeeper-Administrative Assistant II-Clerk of the Circuit Court	15	1.0	50,451	1.0	57,815	1.0	57,815
0552	Court Clerk II	14	2.0	114,510	2.0	114,510	2.0	114,510
5534	Assistant Manager III-Finance	14	1.0	42,092	1.0	42,945	1.0	42,945
0551	Court Clerk I	13	31.0	1,588,267	31.0	1,596,341	31.0	1,596,341
5630	Cashier IV	13	1.0	50,788	1.0	50,788	1.0	50,788
5639	Administrative Assistant I Senior (CCC)	13	1.0	53,328	1.0	53,328	1.0	53,328
1101	Computer Operator I	12	1.0	39,936				
0907	Clerk V	11	1.0	32,912				
0955	Data Entry Operator III	11			1.0	44,280	1.0	44,280
5629	Cashier II Senior-Clerk of the Circuit Court	11	1.0	44,280	1.0	44,280	1.0	44,280
0227	Cashier II	10	3.0	118,143	3.0	118,986	3.0	118,986
4210	Data Entry Operator II, Sr (Courts)	10	1.0	40,465	1.0	40,465	1.0	40,465
4220	Clerk IV, Senior (Courts)	10	7.0	275,897	6.0	235,662	6.0	235,662
5773	Personnel Specialist I - CCC	10	1.0	34,365	1.0	36,299	1.0	36,299
			60.0	\$3,039,079	59.0	\$3,025,686	59.0	\$3,025,686
03 Juvenile Child Protection Division - 3350803								
5497	Chief Deputy Clerk IV	23	1.0	107,675	1.0	99,102	1.0	99,102
5776	Procurement Analyst IV - CCC	17	1.0	61,031	1.0	62,305	1.0	62,305
5682	Timekeeper-Administrative Assistant III-Clerk of the Circuit Court	16	1.0	61,519	1.0	62,762	1.0	62,762
0608	Court Clerk/Trainer	15	1.0	61,635	1.0	61,635	1.0	61,635
0552	Court Clerk II	14	5.0	286,275	5.0	286,275	5.0	286,275
5534	Assistant Manager III-Finance	14	1.0	51,647	1.0	52,705	1.0	52,705
0551	Court Clerk I	13	9.0	446,289	10.0	521,499	10.0	521,499
0046	Administrative Assistant I	12	2.0	97,216	2.0	98,957	2.0	98,957
0907	Clerk V	11	3.0	122,870	3.0	132,840	3.0	132,840
0227	Cashier II	10			1.0	39,381	1.0	39,381
4220	Clerk IV, Senior (Courts)	10	5.0	197,938	3.0	110,455	3.0	110,455
			29.0	\$1,494,095	29.0	\$1,527,916	29.0	\$1,527,916

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
04 Juvenile Justice Division - 3350804								
5497	Chief Deputy Clerk IV	23	2.0	199,521	2.0	204,800	2.0	204,800
5487	Assistant Chief Deputy Clerk II	21	1.0	92,634	1.0	94,505	1.0	94,505
5734	File Manager IV-CCC	17	1.0	66,657	1.0	67,997	1.0	67,997
5744	Manager III-CCC	16	1.0	56,353	1.0	57,527	1.0	57,527
0608	Court Clerk/Trainer	15	1.0	61,635	1.0	61,635	1.0	61,635
0552	Court Clerk II	14	7.0	396,478	7.0	397,670	7.0	397,670
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14	1.0	45,017	1.0	45,922	1.0	45,922
0551	Court Clerk I	13	7.0	363,136	7.0	368,043	7.0	368,043
0046	Administrative Assistant I	12	1.0	49,794	1.0	49,794	1.0	49,794
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12	2.0	97,216	2.0	97,216	2.0	97,216
0907	Clerk V	11	3.0	131,722	2.0	87,692	2.0	87,692
0955	Data Entry Operator III	11	1.0	44,280	2.0	87,692	2.0	87,692
4210	Data Entry Operator II, Sr (Courts)	10	2.0	78,238	2.0	78,965	2.0	78,965
4220	Clerk IV, Senior (Courts)	10	6.0	223,841	6.0	235,762	6.0	235,762
5622	Financial Room Clerk II-Clerk of the Circuit Court	10			1.0	39,381	1.0	39,381
			36.0	\$1,906,522	37.0	\$1,974,601	37.0	\$1,974,601
05 Child Support Program - 3350805								
0551	Court Clerk I	13	5.0	257,240	5.0	261,146	5.0	261,146
0227	Cashier II	10			1.0	39,381	1.0	39,381
4210	Data Entry Operator II, Sr (Courts)	10	1.0	40,465	1.0	40,465	1.0	40,465
4220	Clerk IV, Senior (Courts)	10	5.0	188,772	4.0	160,786	4.0	160,786
			11.0	\$486,477	11.0	\$501,778	11.0	\$501,778
09 Criminal Bureau								
01 Criminal Bureau Administration - 3350901								
0010	Associate Clerk of the Circuit Court	24	1.0	112,000	1.0	113,000	1.0	113,000
			1.0	\$112,000	1.0	\$113,000	1.0	\$113,000
02 Criminal Division - 3350902								
5497	Chief Deputy Clerk IV	23	1.0	99,175	1.0	108,131	1.0	108,131
5738	Deputy General Counsel III - CCC	22	1.0	93,490	1.0	95,382	1.0	95,382
5748	Manager VII-CCC	20	1.0	77,773	1.0	55,892	1.0	55,892
5517	General Ledger Specialist	19	1.0	34,207				
5687	Courtroom Manager III-Clerk of the Circuit Court	18	1.0	73,961	1.0	76,343	1.0	76,343
5746	Manager V-CCC	18	1.0	58,934	1.0	60,139	1.0	60,139
5686	Courtroom Manager II-Clerk of the Circuit Court	17	1.0	67,274	1.0	68,652	1.0	68,652
5682	Timekeeper-Administrative Assistant III-Clerk of the Circuit Court	16	1.0	61,425	1.0	62,666	1.0	62,666
5744	Manager III-CCC	16	1.0	58,530	1.0	54,350	1.0	54,350
5807	Bookkeeper VIII-CCC	16	1.0	62,591	1.0	63,848	1.0	63,848
0608	Court Clerk/Trainer	15	1.0	61,635	1.0	61,635	1.0	61,635
0552	Court Clerk II	14	4.0	226,332	4.0	229,020	4.0	229,020
5742	Manager I-CCC	14	1.0	47,703	1.0	43,641	1.0	43,641
0142	Accountant II	13	1.0	37,750				
0551	Court Clerk I	13	46.0	2,256,328	49.0	2,461,281	49.0	2,461,281
5638	Data Entry Operator IV	13	1.0	53,328	1.0	53,328	1.0	53,328
5640	Warrant Clerk	13	1.0	39,354				
0046	Administrative Assistant I	12	7.0	346,186	7.0	342,518	7.0	342,518
0907	Clerk V	11	5.0	215,535	5.0	224,958	5.0	224,958

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0227	Cashier II	10	2.0	79,959	3.0	120,036	3.0	120,036
4210	Data Entry Operator II, Sr (Courts)	10			2.0	76,732	2.0	76,732
4220	Clerk IV, Senior (Courts)	10	16.0	625,533	15.0	564,593	15.0	564,593
5544	General Office Assistant I	10			1.0	36,495	1.0	36,495
0906	Clerk IV	09	1.0	36,340				
0954	Data Entry Operator II	09	1.0	35,269				
			97.0	\$4,748,612	98.0	\$4,859,640	98.0	\$4,859,640
03 Criminal Department - 3350903								
5497	Chief Deputy Clerk IV	23	1.0	104,865	1.0	99,102	1.0	99,102
5488	Assistant Chief Deputy Clerk III	22	1.0	84,204	1.0	85,923	1.0	85,923
5748	Manager VII-CCC	20	1.0	65,237	1.0	90,218	1.0	90,218
5517	General Ledger Specialist	19	1.0	36,286				
5746	Manager V-CCC	18	1.0	75,078	1.0	75,873	1.0	75,873
5745	Manager IV-CCC	17	4.0	239,937	3.0	168,424	3.0	168,424
4804	File Manager III	16	1.0	60,419	1.0	61,662	1.0	61,662
5744	Manager III-CCC	16	6.0	358,084	7.0	419,920	7.0	419,920
5800	Administrative Support IV	16	1.0	46,960	1.0	51,089	1.0	51,089
0608	Court Clerk/Trainer	15	3.0	162,817	3.0	184,881	3.0	184,881
0552	Court Clerk II	14	7.0	400,785	6.0	343,530	6.0	343,530
5534	Assistant Manager III-Finance	14	1.0	38,777	1.0	39,558	1.0	39,558
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14	1.0	55,425	1.0	51,020	1.0	51,020
5742	Manager I-CCC	14	2.0	109,468	2.0	111,676	2.0	111,676
0142	Accountant II	13	1.0	53,328	1.0	53,328	1.0	53,328
0936	Stenographer V	13		1				
0551	Court Clerk I	13	60.0	2,986,037	55.0	2,756,125	55.0	2,756,125
5625	Financial Room Clerk V-Clerk of the Circuit Court	13			8.0	396,632	8.0	396,632
5640	Warrant Clerk	13	6.0	319,682	6.0	319,968	6.0	319,968
0046	Administrative Assistant I	12	4.0	187,255	4.0	189,983	4.0	189,983
0228	Cashier III	12	1.0	46,495	2.0	93,917	2.0	93,917
5539	Payroll Specialist III	12	1.0	38,658	1.0	39,635	1.0	39,635
5543	Data Auditor III	12	1.0	36,788	1.0	37,533	1.0	37,533
0907	Clerk V	11	1.0	36,767	1.0	44,280	1.0	44,280
0955	Data Entry Operator III	11	1.0	44,280	1.0	44,280	1.0	44,280
5631	Driver I-Clerk of the Circuit Court	11	1.0	39,571	1.0	40,525	1.0	40,525
0227	Cashier II	10			2.0	69,809	2.0	69,809
4210	Data Entry Operator II, Sr (Courts)	10	1.0	31,983	2.0	71,364	2.0	71,364
4220	Clerk IV, Senior (Courts)	10	23.0	914,961	26.0	1,017,530	26.0	1,017,530
5544	General Office Assistant I	10			1.0	39,191	1.0	39,191
5622	Financial Room Clerk II-Clerk of the Circuit Court	10			1.0	39,381	1.0	39,381
0226	Cashier I	09	1.0	34,217				
0906	Clerk IV	09	6.0	211,553	1.0	36,068	1.0	36,068
0954	Data Entry Operator II	09		1				
			139.0	\$6,819,919	143.0	\$7,072,425	143.0	\$7,072,425
10 1st Municipal Bureau								
01 Civil Division - 3351001								
5488	Assistant Chief Deputy Clerk III	22	1.0	76,972				
5487	Assistant Chief Deputy Clerk II	21			1.0	87,052	1.0	87,052
5486	Assistant Chief Deputy Clerk I	20	2.0	133,135	2.0	135,843	2.0	135,843
5748	Manager VII-CCC	20	1.0	79,432	1.0	81,032	1.0	81,032

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation		
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries	
5746	Manager V-CCC	18	4.0	287,289	4.0	286,982	4.0	286,982	
5683	Timekeeper-Administrative Assistant IV-Clerk of the Circuit Court	17	1.0	68,735	1.0	70,120	1.0	70,120	
5745	Manager IV-CCC	17	1.0	55,116	1.0	56,228	1.0	56,228	
5684	Assistant Manager V-Clerk of the Circuit Court	16	1.0	56,939	1.0	58,084	1.0	58,084	
5744	Manager III-CCC	16	2.0	118,921	3.0	170,438	3.0	170,438	
5807	Bookkeeper VIII-CCC	16	1.0	49,001	1.0	50,003	1.0	50,003	
0608	Court Clerk/Trainer	15	2.0	123,270	2.0	123,270	2.0	123,270	
0552	Court Clerk II	14	6.0	339,603	6.0	343,529	6.0	343,529	
4802	File Manager I	14	1.0	45,419	1.0	46,335	1.0	46,335	
5742	Manager I-CCC	14	1.0	49,820	1.0	50,821	1.0	50,821	
0142	Accountant II	13	2.0	93,793	1.0	40,465	1.0	40,465	
0551	Court Clerk I	13	48.0	2,466,196	47.0	2,472,402	47.0	2,472,402	
5630	Cashier IV	13	2.0	104,116	2.0	106,656	2.0	106,656	
5639	Administrative Assistant I Senior (CCC)	13	1.0	53,328	1.0	53,328	1.0	53,328	
0046	Administrative Assistant I	12	10.0	493,197	10.0	476,339	10.0	476,339	
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12	1.0	49,794	1.0	49,794	1.0	49,794	
0907	Clerk V	11	15.0	646,075	14.0	635,721	14.0	635,721	
0955	Data Entry Operator III	11	2.0	87,837	3.0	131,972	3.0	131,972	
5545	General Office Assistant III	11	1.0	36,411	1.0	37,145	1.0	37,145	
5629	Cashier II Senior-Clerk of the Circuit Court	11	3.0	134,059	3.0	132,840	3.0	132,840	
0227	Cashier II	10	9.0	352,005	8.0	321,870	8.0	321,870	
4210	Data Entry Operator II, Sr (Courts)	10	2.0	78,762	6.0	227,446	6.0	227,446	
4220	Clerk IV, Senior (Courts)	10	52.0	2,057,685	62.0	2,412,335	62.0	2,412,335	
5622	Financial Room Clerk II-Clerk of the Circuit Court	10			1.0	39,381	1.0	39,381	
0906	Clerk IV	09	10.0	359,413					
0954	Data Entry Operator II	09	5.0	177,696					
			187.0	\$8,674,019	185.0	\$8,697,431	185.0	\$8,697,431	
02 Traffic Division - 3351002									
5497	Chief Deputy Clerk IV	23	1.0	95,376	1.0	97,304	1.0	97,304	
5488	Assistant Chief Deputy Clerk III	22	1.0	74,018	1.0	76,343	1.0	76,343	
5486	Assistant Chief Deputy Clerk I	20	1.0	78,072	1.0	74,474	1.0	74,474	
5688	Courtroom Manager IV-Clerk of the Circuit Court	19	1.0	81,032	1.0	83,555	1.0	83,555	
0585	Violations Supervisor II	18		1					
5687	Courtroom Manager III-Clerk of the Circuit Court	18	1.0	60,235					
5746	Manager V-CCC	18	1.0	69,719	1.0	71,135	1.0	71,135	
5802	Administrative Support VI	18	1.0	70,196	2.0	133,055	2.0	133,055	
5776	Procurement Analyst IV - CCC	17	1.0	47,444	1.0	48,403	1.0	48,403	
5801	Administrative Support V	17	1.0	65,440	1.0	66,780	1.0	66,780	
5684	Assistant Manager V-Clerk of the Circuit Court	16	1.0	62,089	1.0	63,378	1.0	63,378	
5744	Manager III-CCC	16	1.0	57,633	1.0	58,798	1.0	58,798	
5800	Administrative Support IV	16	1.0	49,001	1.0	50,005	1.0	50,005	
5743	Manager II-CCC	15	1.0	51,984	1.0	53,032	1.0	53,032	
0552	Court Clerk II	14	9.0	512,568	9.0	512,567	9.0	512,567	
5534	Assistant Manager III-Finance	14	4.0	195,604	4.0	195,270	4.0	195,270	
5636	Accountant II Senior - Clerk of the Circuit Court	14			1.0	57,255	1.0	57,255	
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14	1.0	54,205	1.0	55,298	1.0	55,298	

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
5742	Manager I-CCC	14	1.0	49,083	1.0	50,076	1.0	50,076
0142	Accountant II	13	1.0	53,328				
4200	Computer Operator I, Sr (Courts)	13	1.0	53,328	1.0	53,328	1.0	53,328
0551	Court Clerk I	13	31.0	1,607,886	30.0	1,544,842	30.0	1,544,842
5625	Financial Room Clerk V-Clerk of the Circuit Court	13			2.0	106,656	2.0	106,656
5630	Cashier IV	13	3.0	158,760	3.0	159,984	3.0	159,984
5640	Warrant Clerk	13	1.0	53,328	1.0	53,328	1.0	53,328
0046	Administrative Assistant I	12	17.0	809,887	15.0	741,882	15.0	741,882
0228	Cashier III	12	2.0	97,216	2.0	94,844	2.0	94,844
1101	Computer Operator I	12	1.0	39,059	2.0	81,434	2.0	81,434
5624	Financial Room Clerk IV - Clerk of the Circuit Court	12			1.0	49,794	1.0	49,794
5635	Accountant I Senior - Clerk of the Circuit Court	12	1.0	57,254				
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12	1.0	49,794	1.0	49,794	1.0	49,794
0907	Clerk V	11	14.0	608,299	13.0	589,324	13.0	589,324
5629	Cashier II Senior-Clerk of the Circuit Court	11	1.0	43,412	2.0	88,386	2.0	88,386
0227	Cashier II	10	6.0	242,546	9.0	360,073	9.0	360,073
4210	Data Entry Operator II, Sr (Courts)	10	1.0	40,465	2.0	79,846	2.0	79,846
4220	Clerk IV, Senior (Courts)	10	39.0	1,568,194	37.0	1,482,912	37.0	1,482,912
5622	Financial Room Clerk II-Clerk of the Circuit Court	10			1.0	41,274	1.0	41,274
0906	Clerk IV	09	4.0	139,349				
			152.0	\$7,295,805	151.0	\$7,324,429	151.0	\$7,324,429
11 Suburban Operations Bureau								
01 Suburban Operations Bureau Administration - 3351101								
0010	Associate Clerk of the Circuit Court	24	1.0	111,000	1.0	111,000	1.0	111,000
5486	Assistant Chief Deputy Clerk I	20	1.0	73,008	1.0	74,474	1.0	74,474
			2.0	\$184,008	2.0	\$185,474	2.0	\$185,474
02 District 2 - Skokie - 3351102								
0529	Chief Deputy Clerk of Court	23		1	1.0	70,658	1.0	70,658
5487	Assistant Chief Deputy Clerk II	21	1.0	71,391	1.0	72,824	1.0	72,824
5746	Manager V-CCC	18	2.0	146,961	2.0	141,038	2.0	141,038
5745	Manager IV-CCC	17	2.0	135,735	2.0	138,489	2.0	138,489
5682	Timekeeper-Administrative Assistant III-Clerk of the Circuit Court	16		1				
5744	Manager III-CCC	16	1.0	42,512	1.0	43,053	1.0	43,053
0608	Court Clerk/Trainer	15	1.0	61,635	1.0	61,635	1.0	61,635
0552	Court Clerk II	14	6.0	343,530	6.0	343,530	6.0	343,530
0142	Accountant II	13	1.0	50,251				
0551	Court Clerk I	13	16.0	809,492	16.0	810,618	16.0	810,618
5630	Cashier IV	13	2.0	104,116	3.0	116,022	3.0	116,022
5640	Warrant Clerk	13	1.0	53,328	1.0	53,328	1.0	53,328
0046	Administrative Assistant I	12	8.0	371,494	7.0	339,070	7.0	339,070
0173	Bookkeeper III	11	1.0	32,912				
0907	Clerk V	11	4.0	178,647	5.0	220,714	5.0	220,714
0227	Cashier II	10	3.0	110,221	2.0	78,644	2.0	78,644
4210	Data Entry Operator II, Sr (Courts)	10	1.0	39,381	2.0	77,207	2.0	77,207
4220	Clerk IV, Senior (Courts)	10	11.6	448,838	16.0	621,850	16.0	621,850



PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2014 FTE Pos.	Approved & Adopted Salaries	Department Request FTE Pos.	Request Salaries	President's Recommendation FTE Pos.	Recommendation Salaries
0906	Clerk IV	09	9.0	315,949	2.0	71,363	2.0	71,363
0954	Data Entry Operator II	09	1.0	35,505				
			71.6	\$3,351,900	68.0	\$3,260,043	68.0	\$3,260,043
03 District 3 - Rolling Meadows - 3351103								
5497	Chief Deputy Clerk IV	23	1.0	115,020	1.0	115,120	1.0	115,120
5731	Executive Assistant V - CCC	21	1.0	91,543	1.0	93,391	1.0	93,391
5746	Manager V-CCC	18	1.0	72,308	1.0	73,818	1.0	73,818
5745	Manager IV-CCC	17	1.0	69,000	1.0	68,442	1.0	68,442
5685	Courtroom Manager I-Clerk of the Circuit Court	16	1.0	60,166	1.0	60,202	1.0	60,202
0552	Court Clerk II	14	10.0	554,912	10.0	566,790	10.0	566,790
0551	Court Clerk I	13	11.0	569,172	11.0	562,181	11.0	562,181
5630	Cashier IV	13	2.0	106,656	2.0	106,071	2.0	106,071
5639	Administrative Assistant I Senior (CCC)	13	1.0	50,788	1.0	50,788	1.0	50,788
5640	Warrant Clerk	13	1.0	53,328	1.0	53,328	1.0	53,328
0046	Administrative Assistant I	12	10.0	481,854	9.0	436,091	9.0	436,091
0228	Cashier III	12	1.0	47,422	1.0	46,495	1.0	46,495
5543	Data Auditor III	12	1.0	46,477	1.0	48,367	1.0	48,367
0173	Bookkeeper III	11	1.0	44,311				
0907	Clerk V	11	4.0	168,921	4.0	180,678	4.0	180,678
0955	Data Entry Operator III	11			1.0	44,280	1.0	44,280
5545	General Office Assistant III	11	1.0	32,083	1.0	35,827	1.0	35,827
5629	Cashier II Senior-Clerk of the Circuit Court	11	1.0	44,280	1.0	44,280	1.0	44,280
0227	Cashier II	10	4.0	159,610	6.0	227,097	6.0	227,097
4210	Data Entry Operator II, Sr (Courts)	10	4.0	163,373	7.0	273,091	7.0	273,091
4220	Clerk IV, Senior (Courts)	10	21.0	845,420	25.0	948,800	25.0	948,800
0226	Cashier I	09	1.0	34,217				
0906	Clerk IV	09	6.0	213,420				
0954	Data Entry Operator II	09	3.0	99,419				
			88.0	\$4,123,700	86.0	\$4,035,137	86.0	\$4,035,137
04 District 4 - Maywood - 3351104								
5497	Chief Deputy Clerk IV	23	1.0	108,090	1.0	110,268	1.0	110,268
5746	Manager V-CCC	18	3.0	159,361	3.0	166,117	3.0	166,117
5685	Courtroom Manager I-Clerk of the Circuit Court	16	1.0	41,550	1.0	42,388	1.0	42,388
5807	Bookkeeper VIII-CCC	16	1.0	61,800	1.0	63,049	1.0	63,049
0608	Court Clerk/Trainer	15	1.0	61,635	1.0	61,635	1.0	61,635
0638	Investigator I	14	1.0	42,092	1.0	42,945	1.0	42,945
0552	Court Clerk II	14	8.0	444,420	8.0	450,361	8.0	450,361
4802	File Manager I	14	1.0	45,979	1.0	46,940	1.0	46,940
0551	Court Clerk I	13	9.0	453,506	9.0	430,510	9.0	430,510
5630	Cashier IV	13	1.0	53,328	1.0	53,328	1.0	53,328
5640	Warrant Clerk	13	1.0	53,328	1.0	39,353	1.0	39,353
0046	Administrative Assistant I	12	8.0	390,103	8.0	384,867	8.0	384,867
0228	Cashier III	12	2.0	84,170	2.0	91,021	2.0	91,021
0907	Clerk V	11	1.0	44,280	1.0	44,280	1.0	44,280
0227	Cashier II	10	1.0	37,773	1.0	31,983	1.0	31,983
4210	Data Entry Operator II, Sr (Courts)	10	4.0	158,608	3.0	119,227	3.0	119,227
4220	Clerk IV, Senior (Courts)	10	11.6	458,138	14.0	535,765	14.0	535,765
0906	Clerk IV	09	3.0	107,752				
			58.6	\$2,805,913	57.0	\$2,714,037	57.0	\$2,714,037

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
05 District 5 - Bridgeview - 3351105								
5497	Chief Deputy Clerk IV	23	1.0	88,030	1.0	89,795	1.0	89,795
5517	General Ledger Specialist	19	1.0	29,641				
5746	Manager V-CCC	18	2.0	139,869	2.0	142,689	2.0	142,689
5800	Administrative Support IV	16	1.0	54,284	1.0	55,382	1.0	55,382
0552	Court Clerk II	14	9.0	500,294	10.0	569,823	10.0	569,823
5534	Assistant Manager III-Finance	14	1.0	41,658	1.0	42,494	1.0	42,494
5626	Financial Room Clerk VI-Clerk of Circuit Court	14	2.0	101,293	2.0	101,576	2.0	101,576
5674	Accountant III-Clerk of the Circuit Court	14	1.0	53,421	1.0	54,497	1.0	54,497
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14	1.0	56,671	1.0	57,092	1.0	57,092
4200	Computer Operator I, Sr (Courts)	13	1.0	53,328				
0551	Court Clerk I	13	20.0	1,002,407	21.0	1,049,694	21.0	1,049,694
5639	Administrative Assistant I Senior (CCC)	13			1.0	53,328	1.0	53,328
5640	Warrant Clerk	13	1.0	50,655	1.0	50,788	1.0	50,788
0046	Administrative Assistant I	12	5.0	240,116	3.0	143,371	3.0	143,371
0228	Cashier III	12	1.0	46,495	1.0	46,495	1.0	46,495
5632	Driver II-Clerk of the Circuit Court	12			1.0	47,422	1.0	47,422
0907	Clerk V	11	4.0	175,089	4.0	177,120	4.0	177,120
0227	Cashier II	10	6.0	241,337	6.0	226,530	6.0	226,530
4210	Data Entry Operator II, Sr (Courts)	10	4.0	160,626	4.0	151,819	4.0	151,819
4215	Warehouse Records Clerk I, Senior	10			1.0	41,272	1.0	41,272
4220	Clerk IV, Senior (Courts)	10	17.0	679,293	15.0	570,101	15.0	570,101
5544	General Office Assistant I	10			1.0	35,827	1.0	35,827
0906	Clerk IV	09	2.0	69,486				
			80.0	\$3,783,993	78.0	\$3,707,115	78.0	\$3,707,115
06 District 6 - Markham - 3351106								
5497	Chief Deputy Clerk IV	23	1.0	109,678	1.0	109,495	1.0	109,495
5488	Assistant Chief Deputy Clerk III	22			1.0	87,923	1.0	87,923
5740	General Manager	22	1.0	102,334				
5746	Manager V-CCC	18	3.0	213,980	3.0	199,623	3.0	199,623
5745	Manager IV-CCC	17	1.0	66,250	1.0	67,584	1.0	67,584
5676	Accountant V-Clerk of the Circuit Court	16	1.0	62,786	1.0	64,047	1.0	64,047
5744	Manager III-CCC	16	1.0	61,202	1.0	62,435	1.0	62,435
0608	Court Clerk/Trainer	15	2.0	123,270	1.0	61,635	1.0	61,635
0174	Bookkeeper IV	14	1.0	57,255				
0552	Court Clerk II	14	6.0	315,674	6.0	343,530	6.0	343,530
5626	Financial Room Clerk VI-Clerk of Circuit Court	14	1.0	50,788	2.0	108,043	2.0	108,043
5742	Manager I-CCC	14	1.0	47,681	1.0	48,648	1.0	48,648
0142	Accountant II	13	1.0	53,328	1.0	53,328	1.0	53,328
0551	Court Clerk I	13	22.0	1,091,992	22.0	1,098,145	22.0	1,098,145
5638	Data Entry Operator IV	13	1.0	53,328	1.0	53,328	1.0	53,328
5640	Warrant Clerk	13	2.0	101,576	2.0	97,272	2.0	97,272
0046	Administrative Assistant I	12	7.0	334,481	7.0	338,143	7.0	338,143
0228	Cashier III	12	1.0	46,370	1.0	35,246	1.0	35,246
1101	Computer Operator I	12	1.0	41,694	1.0	43,404	1.0	43,404
0907	Clerk V	11	7.0	294,093	7.0	308,141	7.0	308,141
0227	Cashier II	10	8.0	322,361	7.0	280,305	7.0	280,305
4210	Data Entry Operator II, Sr (Courts)	10	2.0	80,930	2.0	81,128	2.0	81,128

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
4220	Clerk IV, Senior (Courts)	10	15.5	610,017	17.5	683,950	17.5	683,950
0906	Clerk IV	09	1.0	36,270				
			87.5	\$4,277,338	86.5	\$4,225,353	86.5	\$4,225,353
<b>Total Salaries and Positions</b>			<b>1,505.7</b>	<b>\$74,704,245</b>	<b>1,545.5</b>	<b>\$77,337,985</b>	<b>1,545.5</b>	<b>\$77,337,985</b>
Turnover Adjustment				(4,181,147)		(4,253,218)		(4,253,218)
<b>Operating Funds Total</b>			<b>1,505.7</b>	<b>\$70,523,098</b>	<b>1,545.5</b>	<b>\$73,084,767</b>	<b>1,545.5</b>	<b>\$73,084,767</b>

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
DEPARTMENT 335 - CLERK OF THE CIRCUIT COURT - OFFICE OF THE CLERK

Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
SJU	1.0	105,000	1.0	105,000	1.0	105,000
24	12.0	1,296,556	12.0	1,304,556	12.0	1,304,556
23	24.0	2,431,534	25.0	2,529,804	25.0	2,529,804
22	19.0	1,729,256	18.0	1,596,872	18.0	1,596,872
21	5.0	398,007	6.0	527,227	6.0	527,227
20	18.0	1,340,682	18.0	1,411,123	18.0	1,411,123
19	11.0	464,762	2.0	167,110	2.0	167,110
18	34.0	2,281,512	36.0	2,412,094	36.0	2,412,094
17	21.0	1,336,072	21.0	1,341,821	21.0	1,341,821
16	53.0	3,020,560	59.0	3,402,094	59.0	3,402,094
15	32.0	1,836,319	32.0	1,795,279	32.0	1,795,279
14	139.0	7,439,361	140.0	7,605,061	140.0	7,605,061
13	451.0	22,720,221	464.0	23,573,260	464.0	23,573,260
12	135.0	6,421,191	139.0	6,640,246	139.0	6,640,246
11	106.0	4,564,805	121.0	5,371,401	121.0	5,371,401
10	376.7	14,909,847	447.5	17,414,694	447.5	17,414,694
09	68.0	2,408,560	4.0	140,343	4.0	140,343
<b>Total Salaries and Positions</b>	<b>1,505.7</b>	<b>\$74,704,245</b>	<b>1,545.5</b>	<b>\$77,337,985</b>	<b>1,545.5</b>	<b>\$77,337,985</b>
<b>Turnover Adjustment</b>		<b>(4,181,147)</b>		<b>(4,253,218)</b>		<b>(4,253,218)</b>
<b>Operating Funds Total</b>	<b>1,505.7</b>	<b>\$70,523,098</b>	<b>1,545.5</b>	<b>\$73,084,767</b>	<b>1,545.5</b>	<b>\$73,084,767</b>

DEPARTMENT OVERVIEW

528 CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Mission

The Clerk of the Circuit Court Automation Fund helps better serve the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.

Mandates and Key Activities

- The Management Information Systems (MIS) Court Automation Fund ensures that the automated systems that support the activities of the Circuit Court are responsive to the needs of the many constituencies of the Court and are maintained appropriately to provide constant access to both internal and external users
- State Statute empowers the Clerk’s Office in Clerks of the Courts Act (705 ILCS 105/27.3A) to charge, collect and disburse automated record keeping fees as provided
- State law requires that payment of costs that relate to the automation of court records, including hardware, software, research and development costs as well as personnel, must be paid from the Automation Fund provided that the expenditure is approved by the Clerk of Court and the Chief Judge of the Circuit Court
- The Clerk’s Comptroller is statutorily mandated to collect and disburse the Automation Fund

Discussion of 2014 Activities and 2015 Initiatives

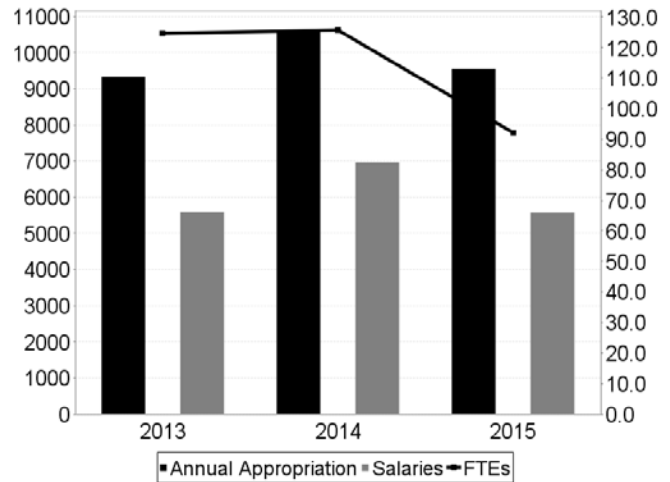
The approval of expansion of e-Filing into other areas of law, including to attorneys and pro se litigants by AOIC has brought about a substantial increase in e-Filing. The program registered 24,476 users in 93,189 transactions as of July 29, 2014. It will continue to bring about savings in time and transportation-related costs and will also continue to ease congestion in the court corridors, thereby bringing more comfort to court users.

The Clerk’s Office has completed a needs analysis for the replacement of the existing legacy electronic case management system for civil and criminal areas of law. The selection of a system through the procurement process is next.

The Clerk of the Circuit Court, in partnership with the Chief Judge, is working on the Interactive System Project in which a touch screen user interface will be deployed to enhance data exchange to other judicial partners.

The Clerk of the Circuit Court staff have been able to image court records at the time of filing and to manage that record in a document repository using IDMS solution. The solution eliminates the handling of court documents multiple times and the program is being expanded into other areas of law. Over 100 million documents have been imaged.

Appropriations (\$ thousands)			
Fund Category	2013 Adopted	2014 Adjusted Appropriation	2015 Recommended
Special Purpose Funds	9,336.3	10,617.9	9,551.5
FTE Positions	124.8	125.7	92.2



STAR Goals/Key Performance Indicators

- ★ Case Management needs analysis: A needs analysis for the replacement of the existing legacy electronic case management system for civil and criminal areas of law has been completed. The selection of a system through the procurement process is next. The project will provide a fully integrated justice system throughout the Clerk’s Office.
- ★ Enhance adoption of e-Filing to other areas of law: e-Filing is being expanded to all civil areas of law in the Office of the Clerk of the Circuit Court and to attorneys and pro se litigants. The benefits of the system lie in savings of time and transportation by court users. e-Filing stands to continue to bring more comfort to court users and ease congestion in the court corridors.
- ★ Imaging and Document Management System (IDMS): With the IDMS solution, court records are imaged and managed in a document repository. This effort eliminates multiple handling of court documents. The program is being expanded to various divisions.
- ★ Electronic Court Record System (ECR): The release of Illinois Supreme Court requirement implies that courts can now utilize electronic images as the official court record, effectively destroying the paper file. Before the release of the requirement, equipment was required within the courtrooms allowing access to electronic version of the case file and within criminal courtrooms for the State attorney, public defender and private bar.

STAR Performance Data			
Performance Indicator	FY 2013	FY 2014 Projected YE	FY 2015 Target
Expand e-Filing. Users & transactions. Further expansion upon AOIC approval.	17,000	24,000+	30,000+
Expand e-Tickets to additional law enforcement agencies.	25	13+	25
Expansion of IDMS to Other Areas of Law (Number of Divisions)	8	8+	10

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 528 - CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Account	2014 Expend. As Of 09-30-14	2014 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Personal Services</b>					
110/501010 Salaries and Wages of Regular Employees	6,035,066	6,959,264	5,581,687	5,581,687	(1,377,577)
120/501210 Overtime Compensation	3,630	3,630			(3,630)
124/501250 Employee Health Insurance Allotment	1,600	1,600			(1,600)
136/501400 Differential Pay	8,107	13,000	13,000	13,000	
169/501490 Reclassification of Position Adjustments		9,525			(9,525)
170/501510 Mandatory Medicare Costs	80,386	113,664	81,125	81,125	(32,539)
174/501570 Pension	484,088	645,450	645,450	645,450	
175/501590 Life Insurance Program	12,139	18,391	14,469	14,469	(3,922)
176/501610 Health Insurance	1,077,934	1,592,269	837,036	837,036	(755,233)
177/501640 Dental Insurance Plan	35,084	49,694	34,849	34,849	(14,845)
179/501690 Vision Care Insurance	8,413	15,417	11,112	11,112	(4,305)
181/501715 Group Pharmacy Insurance			345,801	345,801	345,801
183/501770 Seminars for Professional Employees	1,495	1,495	5,000	5,000	3,505
185/501810 Professional and Technical Membership Fees		250	250	250	
186/501860 Training Programs for Staff Personnel		14,350	20,000	20,000	5,650
190/501970 Transportation and Other Travel Expenses for Employees	2,448	4,500	10,000	10,000	5,500
<b>Personal Services Total</b>	<b>7,750,389</b>	<b>9,442,499</b>	<b>7,599,779</b>	<b>7,599,779</b>	<b>(1,842,720)</b>
<b>Contractual Services</b>					
260/520830 Professional and Managerial Services			100,000	100,000	100,000
<b>Contractual Services Total</b>			<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Supplies and Materials</b>					
350/530600 Office Supplies	5,261	8,950	30,000	30,000	21,050
353/530640 Books, Periodicals, Publications, Archives and Data Services	1,697	1,858	5,000	5,000	3,142
388/531650 Computer Operation Supplies	113,934	121,250	250,000	250,000	128,750
<b>Supplies and Materials Total</b>	<b>120,893</b>	<b>132,058</b>	<b>285,000</b>	<b>285,000</b>	<b>152,942</b>
<b>Operations and Maintenance</b>					
440/540130 Maintenance and Repair of Office Equipment	7,768	14,000	25,000	25,000	11,000
441/540170 Maintenance and Repair of Data Processing Equipment and Software	537,353	744,517	910,000	910,000	165,483
444/540250 Maintenance and Repair of Automotive Equipment	1,000	1,355	5,000	5,000	3,645
445/540290 Operation of Automotive Equipment	1,040	4,850	5,000	5,000	150
449/540310 Op., Maint. and Repair of Institutional Equipment		1,850	5,000	5,000	3,150
<b>Operations and Maintenance Total</b>	<b>547,161</b>	<b>766,572</b>	<b>950,000</b>	<b>950,000</b>	<b>183,428</b>
<b>Capital Equipment and Improvements</b>					
579/560450 Computer Equipment	50,327	58,200	263,000	263,000	204,800
<b>Capital Equipment and Improvements Total</b>	<b>50,327</b>	<b>58,200</b>	<b>263,000</b>	<b>263,000</b>	<b>204,800</b>
<b>Rental and Leasing</b>					
630/550010 Rental of Office Equipment	114,202	208,700	350,000	350,000	141,300
660/550130 Rental of Facilities	3,600	3,600	3,700	3,700	100
<b>Rental and Leasing Total</b>	<b>117,802</b>	<b>212,300</b>	<b>353,700</b>	<b>353,700</b>	<b>141,400</b>
<b>Contingency and Special Purposes</b>					
814/580380 Appropriation Adjustments		6,300			(6,300)
<b>Contingency and Special Purposes Total</b>		<b>6,300</b>			<b>(6,300)</b>
<b>Operating Funds Total</b>	<b>8,586,572</b>	<b>10,617,929</b>	<b>9,551,479</b>	<b>9,551,479</b>	<b>(1,066,450)</b>

DISTRIBUTION BY APPROPRIATION CLASSIFICATION  
DEPARTMENT 528 - CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Account	2014 Expend. As Of 09-30-14	2014 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<u>(715) Major Capital Equipment - Long Term Projects - 71520261</u>					
579/560450 Computer Equipment	244,650				
	244,650				
<u>(717) New/Replacement Capital Equipment - 71700528</u>					
579/560450 Computer Equipment	103,209	350,000	796,310	616,750	266,750
	103,209	350,000	796,310	616,750	266,750
Capital Equipment Request Total	347,859	350,000	796,310	616,750	266,750

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 528 - CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Management Information Systems								
01 Information Technology Administration - 5281450								
1133	Chief Information Officer	24			1.0	158,504	1.0	158,504
0120	Chief Financial Officer	24	1.0	158,504				
1108	Programmer IV	22	1.0	82,001	1.0	83,654	1.0	83,654
5730	Executive Assistant II-CCC	18	1.0	56,088	1.0	57,220	1.0	57,220
5746	Manager V-CCC	18	1.0	66,939	1.0	68,330	1.0	68,330
5682	Timekeeper-Administrative Assistant III-Clerk of the Circuit Court	16	1.0	63,731	1.0	65,014	1.0	65,014
5756	MIS Technician III-CCC	14		1	1.0	36,992	1.0	36,992
5638	Data Entry Operator IV	13	1.0	50,788	1.0	53,328	1.0	53,328
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12	3.0	149,382	3.0	149,382	3.0	149,382
0907	Clerk V	11	1.0	46,493	1.0	46,493	1.0	46,493
0955	Data Entry Operator III	11	1.0	43,412	1.0	43,700	1.0	43,700
4210	Data Entry Operator II, Sr (Courts)	10			1.0	40,465	1.0	40,465
4220	Clerk IV, Senior (Courts)	10	2.0	77,190	1.0	39,060	1.0	39,060
			13.0	\$794,529	14.0	\$842,142	14.0	\$842,142
02 Applications - 5280622								
5497	Chief Deputy Clerk IV	23	1.0	100,340	1.0	102,358	1.0	102,358
5767	MIS System Programmer IV-CCC	23		1		1		1
5769	MIS Project Manager II-CCC	23	1.0	106,904	1.0	109,062	1.0	109,062
1108	Programmer IV	22	8.5	823,944	8.5	806,862	8.5	806,862
5496	Chief Deputy Clerk III	22	1.0	107,931	1.0	109,526	1.0	109,526
5764	MIS Analyst Methods IV-CCC	22	2.0	208,944	2.0	192,104	2.0	192,104
5768	MIS Project Manager I-CCC	22	2.0	199,505	2.0	205,216	2.0	205,216
0051	Administrative Assistant V	20		1		1		1
1107	Programmer III	20	1.0	64,742	1.0	66,047	1.0	66,047
5763	MIS Analyst II (Methods)-CCC	20	1.0	77,415	1.0	78,976	1.0	78,976
5765	MIS System Programmer I - CCC	20	1.0	71,418	1.0	72,862	1.0	72,862
5762	MIS Analyst Methods-CCC	19	1.0	75,446	1.0	76,973	1.0	76,973
5759	MIS Analyst I (Applications)-CCC	17	1.0	61,972	1.0	63,218	1.0	63,218
5638	Data Entry Operator IV	13	1.0	53,328	1.0	53,328	1.0	53,328
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12	2.0	95,041	2.0	95,212	2.0	95,212
0955	Data Entry Operator III	11	1.0	44,280	1.0	44,881	1.0	44,881
4220	Clerk IV, Senior (Courts)	10	3.0	121,508	3.0	122,204	3.0	122,204
			27.5	\$2,212,720	27.5	\$2,198,831	27.5	\$2,198,831
03 Network Services - 5281443								
5768	MIS Project Manager I-CCC	22	1.0	88,879	1.0	92,365	1.0	92,365
5486	Assistant Chief Deputy Clerk I	20	1.0	83,910	1.0	85,663	1.0	85,663
1104	Computer Operator IV	18	1.0	73,919	1.0	75,873	1.0	75,873
5755	MIS Analyst V Networks - CCC	18	1.0	73,622	1.0	75,105	1.0	75,105
1118	Data Processing Coordinator	16	3.0	186,546	3.0	190,677	3.0	190,677
5744	Manager III-CCC	16	1.0	49,666	1.0	50,666	1.0	50,666
5758	MIS Analyst I (Applications) - CCC	16	1.0	46,476	1.0	51,819	1.0	51,819
5800	Administrative Support IV	16	1.0	51,863	1.0	52,184	1.0	52,184
4802	File Manager I	14	1.0	48,852	1.0	49,836	1.0	49,836
5742	Manager I-CCC	14	1.0	47,667	1.0	48,627	1.0	48,627
5749	MIS Analyst III Administration - CCC	14	3.0	157,531	3.0	161,446	3.0	161,446
5752	MIS Analyst I (Networks)-CCC	14	1.0	52,325	1.0	53,380	1.0	53,380
5777	Procurement Specialist VI-CCC	14	1.0	74,163	1.0	75,657	1.0	75,657



PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 528 - CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
4200	Computer Operator I, Sr (Courts)	13	1.0	53,328	1.0	53,328	1.0	53,328
5638	Data Entry Operator IV	13	2.0	106,656	2.0	106,656	2.0	106,656
1101	Computer Operator I	12	1.0	46,495		1		1
5466	MMIS Analyst	12	1.0	33,931	1.0	34,616	1.0	34,616
0907	Clerk V	11	2.0	87,692	2.0	88,251	2.0	88,251
0955	Data Entry Operator III	11	1.0	46,493		1		1
4220	Clerk IV, Senior (Courts)	10	2.0	79,871	2.0	80,955	2.0	80,955
			27.0	\$1,489,885	25.0	\$1,427,106	25.0	\$1,427,106
04 Data Center Operations - 5280576								
5497	Chief Deputy Clerk IV	23	1.0	106,384	1.0	108,534	1.0	108,534
5767	MIS System Programmer IV-CCC	23	2.0	202,229	2.0	206,306	2.0	206,306
1108	Programmer IV	22	1.0	51,192	1.0	52,225	1.0	52,225
5766	MIS System Programmer III-CCC	22	3.0	304,753	3.0	312,807	3.0	312,807
1107	Programmer III	20		1		1		1
5746	Manager V-CCC	18	1.0	70,853		1		1
5761	MIS Mainframes Manager-CCC	18	1.0	72,613	1.0	74,076	1.0	74,076
5745	Manager IV-CCC	17	1.0	56,781				
0584	Violations Supervisor I	16		1		1		1
4804	File Manager III	16	1.0	60,258				
5744	Manager III-CCC	16	3.0	168,663				
4205	Computer Operator II, Sr (Courts)	15	3.0	166,903	3.0	176,997	3.0	176,997
5535	Assistant Manager III - Court Operations	15	1.0	40,215				
1102	Computer Operator II	14	1.0	40,529	1.0	53,456	1.0	53,456
5756	MIS Technician III-CCC	14	2.0	110,595	2.0	114,122	2.0	114,122
0551	Court Clerk I	13	1.0	50,787				
5638	Data Entry Operator IV	13	4.0	210,772				
1101	Computer Operator I	12	6.0	271,599	3.0	134,867	3.0	134,867
5637	Data Entry Operator III Senior - Clerk of the Circuit Court	12	5.0	243,110	1.0	30,417	1.0	30,417
0907	Clerk V	11	1.0	43,412				
0955	Data Entry Operator III	11	7.5	331,005				
4210	Data Entry Operator II, Sr (Courts)	10	3.0	120,311				
4220	Clerk IV, Senior (Courts)	10	1.0	40,465				
0906	Clerk IV	09	1.0	35,269				
			50.5	\$2,798,700	18.0	\$1,263,810	18.0	\$1,263,810
05 Special Projects - 5281452								
5497	Chief Deputy Clerk IV	23	1.0	93,750	1.0	95,641	1.0	95,641
1108	Programmer IV	22	0.7	76,147	0.7	55,280	0.7	55,280
5763	MIS Analyst II (Methods)-CCC	20	1.0	68,933	1.0	70,325	1.0	70,325
5751	MIS Analyst VII Administration - CCC	18	1.0	64,815	1.0	66,122	1.0	66,122
5755	MIS Analyst V Networks - CCC	18	1.0	72,558	1.0	74,020	1.0	74,020
5750	MIS Analyst V Administration - CCC	16	1.0	62,858	1.0	64,124	1.0	64,124
5536	Computer Technician III	14	1.0	41,422	1.0	42,258	1.0	42,258
5542	Data Auditor I	10	1.0	35,407	1.0	36,862	1.0	36,862
			7.7	\$515,890	7.7	\$504,632	7.7	\$504,632
<b>Total Salaries and Positions</b>			<b>125.7</b>	<b>\$7,811,724</b>	<b>92.2</b>	<b>\$6,236,521</b>	<b>92.2</b>	<b>\$6,236,521</b>
<b>Turnover Adjustment</b>				<b>(847,230)</b>		<b>(654,834)</b>		<b>(654,834)</b>
<b>Operating Funds Total</b>			<b>125.7</b>	<b>\$6,964,494</b>	<b>92.2</b>	<b>\$5,581,687</b>	<b>92.2</b>	<b>\$5,581,687</b>

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
DEPARTMENT 528 - CLERK OF THE CIRCUIT COURT AUTOMATION FUND

Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	1.0	158,504	1.0	158,504	1.0	158,504
23	6.0	609,608	6.0	621,902	6.0	621,902
22	20.2	1,943,296	20.2	1,910,039	20.2	1,910,039
20	5.0	366,420	5.0	373,875	5.0	373,875
19	1.0	75,446	1.0	76,973	1.0	76,973
18	8.0	551,407	7.0	490,747	7.0	490,747
17	2.0	118,753	1.0	63,218	1.0	63,218
16	12.0	690,062	8.0	474,485	8.0	474,485
15	4.0	207,118	3.0	176,997	3.0	176,997
14	11.0	573,085	12.0	635,774	12.0	635,774
13	10.0	525,659	5.0	266,640	5.0	266,640
12	18.0	839,558	10.0	444,495	10.0	444,495
11	14.5	642,787	5.0	223,326	5.0	223,326
10	12.0	474,752	8.0	319,546	8.0	319,546
09	1.0	35,269				
<b>Total Salaries and Positions</b>	<b>125.7</b>	<b>\$7,811,724</b>	<b>92.2</b>	<b>\$6,236,521</b>	<b>92.2</b>	<b>\$6,236,521</b>
<b>Turnover Adjustment</b>		<b>(847,230)</b>		<b>(654,834)</b>		<b>(654,834)</b>
<b>Operating Funds Total</b>	<b>125.7</b>	<b>\$6,964,494</b>	<b>92.2</b>	<b>\$5,581,687</b>	<b>92.2</b>	<b>\$5,581,687</b>

DEPARTMENT OVERVIEW

529 CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Mission

It is the mission of the Clerk of the Circuit Court to serve the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.

Mandates and Key Activities

- Under the Illinois Constitution, the Clerk of the Circuit Court is a part of the judicial branch of State government. The Clerk of the Circuit Court is the official record keeper of all judicial matters in the court system
- Manages Court records throughout the Circuit Court. Collectively, the varying units are responsible for all records management services in the Circuit Court: active file storage and cataloging, retention of records, inactive file management, evidence indexing and storage, and reproduction and permanent retention of Court documents
- Collects and disburses document storage funds as provided for in Clerks of the Courts Act (705 ILCS 105/27.3C) which legally compensates the Clerk of the Circuit Court the expense of establishing and maintaining a court document storage system

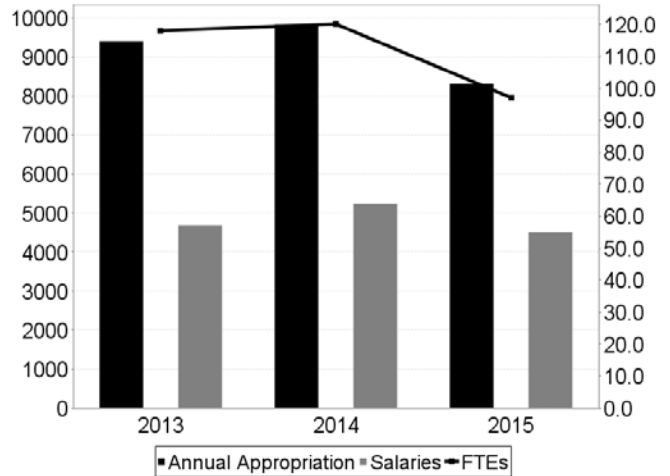
Discussion of 2014 Activities and 2015 Initiatives

Adapting cutting-edge green technologies in the Clerk of the Circuit Court will continue to be a primary policy. Clerk's Office will continue to adopt IDMS solution that will enhance simultaneous filming and imaging of documents and file accession process. This effort will continue to increase operating and management efficiency.

Automation between Illinois Integrated Justice Information System Implementation Board and the Cook County Integrated Criminal Justice Information System Committee has fostered a close and mutually beneficial partnership.

Consolidation of all record-keeping activities into one convenient location is currently taking place at the Cicero Records Storage and Digital Imaging Center. All Records Center and imaging facilities as well as supplies and equipment for the Supply Room will be moved into the Cicero facility. Consolidation of records into one convenient location will maximize the operational efficiency of the Clerk's Office record keeping imaging and and supply activities.

The adoption of OnBase as the Standard File Room Operating Procedures (SFROP) has enabled the Clerk's Office to track all file locations at all times, and to essentially eliminate or minimize potential file loss. The effort started in the Probate Division as a pilot and is expected to be implemented in all Department and Divisions.



STAR Goals/Key Performance Indicators

- ★ Continue consolidation of all record-keeping activities: Consolidating all record-keeping activities will maximize operational efficiency.
- ★ Continue with Imaging and Document Management System (IDMS): IDMS solution has allowed court staff to image court records at the time of filing and manage that record in a document repository. The effort eliminates redundancy in document handling.

The program has been implemented in Law, Chancery, Probate, Civil, Juvenile Justice and Domestic Relations and in 2015 will be expanded to other areas of law and to attorneys and pro se litigants.

Appropriations (\$ thousands)			
Fund Category	2013 Adopted	2014 Adjusted Appropriation	2015 Recommended
Special Purpose Funds	9,409.8	9,842.4	8,313.5
FTE Positions	118.0	120.0	97.0

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Account	2014 Expend. As Of 09-30-14	2014 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Personal Services</b>					
110/501010 Salaries and Wages of Regular Employees	4,567,182	5,229,400	4,511,866	4,511,866	(717,534)
120/501210 Overtime Compensation	11,387	11,388			(11,388)
136/501400 Differential Pay	2,179	3,000	3,000	3,000	
169/501490 Reclassification of Position Adjustments		25,501			(25,501)
170/501510 Mandatory Medicare Costs	61,785	85,119	65,468	65,468	(19,651)
174/501570 Pension	368,981	491,975	491,975	491,975	
175/501590 Life Insurance Program	9,248	13,778	11,953	11,953	(1,825)
176/501610 Health Insurance	1,100,749	1,534,320	948,247	948,247	(586,073)
177/501640 Dental Insurance Plan	21,986	41,342	31,019	31,019	(10,323)
179/501690 Vision Care Insurance	6,793	15,020	11,666	11,666	(3,354)
181/501715 Group Pharmacy Insurance			327,914	327,914	327,914
183/501770 Seminars for Professional Employees		250	250	250	
185/501810 Professional and Technical Membership Fees	1,110	2,060	2,061	2,061	1
186/501860 Training Programs for Staff Personnel	800	1,000	3,000	3,000	2,000
190/501970 Transportation and Other Travel Expenses for Employees		2,741	741	741	(2,000)
<b>Personal Services Total</b>	<b>6,152,201</b>	<b>7,456,894</b>	<b>6,409,160</b>	<b>6,409,160</b>	<b>(1,047,734)</b>
<b>Contractual Services</b>					
240/520490 External Graphics and Reproduction Services	665,631	693,541	731,759	731,759	38,218
260/520830 Professional and Managerial Services	150	216,310	361,000	361,000	144,690
<b>Contractual Services Total</b>	<b>665,781</b>	<b>909,851</b>	<b>1,092,759</b>	<b>1,092,759</b>	<b>182,908</b>
<b>Supplies and Materials</b>					
320/530100 Wearing Apparel		4,068	5,000	5,000	932
350/530600 Office Supplies	31,695	40,970	40,097	40,097	(873)
355/530700 Photographic and Reproduction Supplies	3,056	47,500	50,000	50,000	2,500
388/531650 Computer Operation Supplies	30,432	31,040	40,000	40,000	8,960
<b>Supplies and Materials Total</b>	<b>65,183</b>	<b>123,578</b>	<b>135,097</b>	<b>135,097</b>	<b>11,519</b>
<b>Operations and Maintenance</b>					
440/540130 Maintenance and Repair of Office Equipment	6,613	15,000	15,000	15,000	
441/540170 Maintenance and Repair of Data Processing Equipment and Software	6,195	356,750	304,000	304,000	(52,750)
444/540250 Maintenance and Repair of Automotive Equipment	22,347	47,627	49,100	49,100	1,473
445/540290 Operation of Automotive Equipment	25,519	53,350	65,000	65,000	11,650
449/540310 Op., Maint. and Repair of Institutional Equipment	1,630	11,640	16,000	16,000	4,360
<b>Operations and Maintenance Total</b>	<b>62,303</b>	<b>484,367</b>	<b>449,100</b>	<b>449,100</b>	<b>(35,267)</b>
<b>Capital Equipment and Improvements</b>					
599/567510 Reimbursement for Capital Equipment	177,423	177,423	177,423	177,423	
<b>Capital Equipment and Improvements Total</b>	<b>177,423</b>	<b>177,423</b>	<b>177,423</b>	<b>177,423</b>	
<b>Rental and Leasing</b>					
630/550010 Rental of Office Equipment	10,129	20,000	50,000	50,000	30,000
660/550130 Rental of Facilities	532,251	634,861			(634,861)
<b>Rental and Leasing Total</b>	<b>542,380</b>	<b>654,861</b>	<b>50,000</b>	<b>50,000</b>	<b>(604,861)</b>
<b>Contingency and Special Purposes</b>					
814/580380 Appropriation Adjustments		35,445			(35,445)
<b>Contingency and Special Purposes Total</b>		<b>35,445</b>			<b>(35,445)</b>
<b>Operating Funds Total</b>	<b>7,665,271</b>	<b>9,842,419</b>	<b>8,313,539</b>	<b>8,313,539</b>	<b>(1,528,880)</b>

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Account	2014 Expend. As Of 09-30-14	2014 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<u>(717) New/Replacement Capital Equipment - 71700529</u>					
530/560510 Office Furnishings and Equipment		6,576	6,950	6,950	374
549/560610 Vehicle Purchase		186,000			(186,000)
570/560440 Telecommunications Equipment			77,000	77,000	77,000
579/560450 Computer Equipment	16,008		49,530	49,530	49,530
	16,008	192,576	133,480	133,480	(59,096)
Capital Equipment Request Total	16,008	192,576	133,480	133,480	(59,096)

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Records Management								
01 Record Center Administration - 5290567								
0010	Associate Clerk of the Circuit Court	24	1.0	110,000	1.0	112,000	1.0	112,000
5748	Manager VII-CCC	20	2.0	131,927	2.0	134,592	2.0	134,592
5735	File Manager V - CCC	18	2.0	137,572	2.0	140,349	2.0	140,349
5746	Manager V-CCC	18	3.0	193,068	3.0	203,626	3.0	203,626
5745	Manager IV-CCC	17	1.0	70,007	1.0	71,457	1.0	71,457
5754	MIS Analyst IV (Networks) - CCC	17		1		1		1
5801	Administrative Support V	17	1.0	50,104	1.0	51,114	1.0	51,114
0048	Administrative Assistant III	16		1		1		1
4804	File Manager III	16	1.0	59,383	1.0	60,532	1.0	60,532
5684	Assistant Manager V-Clerk of the Circuit Court	16	1.0	57,919	1.0	59,088	1.0	59,088
5744	Manager III-CCC	16	2.0	117,844	2.0	120,223	2.0	120,223
5743	Manager II-CCC	15	1.0	45,591	1.0	46,512	1.0	46,512
4802	File Manager I	14	2.0	106,250	2.0	108,390	2.0	108,390
5742	Manager I-CCC	14	1.0	55,086	1.0	56,195	1.0	56,195
5752	MIS Analyst I (Networks)-CCC	14	1.0	50,049	1.0	51,055	1.0	51,055
5756	MIS Technician III-CCC	14	1.0	53,380	1.0	54,455	1.0	54,455
0046	Administrative Assistant I	12	1.0	49,794	1.0	49,794	1.0	49,794
1023	Warehouse Records Clerk III	12	1.0	47,422	1.0	47,422	1.0	47,422
5546	General Office Assistant IV	12	2.0	72,499	2.0	73,957	2.0	73,957
0907	Clerk V	11	1.0	44,280	1.0	46,161	1.0	46,161
4215	Warehouse Records Clerk I, Senior	10	2.0	80,930	2.0	80,930	2.0	80,930
4220	Clerk IV, Senior (Courts)	10	5.0	193,560	5.0	198,936	5.0	198,936
			32.0	\$1,726,667	32.0	\$1,766,790	32.0	\$1,766,790
02 Record Center - Data Administration - 5290568								
5496	Chief Deputy Clerk III	22	1.0	107,542	1.0	110,263	1.0	110,263
			1.0	\$107,542	1.0	\$110,263	1.0	\$110,263
03 Record Center Operations - 5290569								
5497	Chief Deputy Clerk IV	23	1.0	90,047	1.0	107,543	1.0	107,543
5488	Assistant Chief Deputy Clerk III	22			1.0	91,890	1.0	91,890
5496	Chief Deputy Clerk III	22	1.0	105,420				
5487	Assistant Chief Deputy Clerk II	21	1.0	74,163	1.0	75,657	1.0	75,657
5748	Manager VII-CCC	20	1.0	79,738	1.0	81,344	1.0	81,344
5804	Administrative Support VIII	20	1.0	83,590	1.0	85,279	1.0	85,279
5744	Manager III-CCC	16	2.0	111,106	2.0	113,352	2.0	113,352
5800	Administrative Support IV	16	1.0	49,001	1.0	50,005	1.0	50,005
5743	Manager II-CCC	15	1.0	44,024	1.0	44,916	1.0	44,916
5742	Manager I-CCC	14	1.0	42,092	1.0	42,945	1.0	42,945
4225	Warehouse Records Clerk IV	13	4.0	194,202	3.0	159,984	3.0	159,984
0551	Court Clerk I	13	1.0	53,328				
5633	Driver III - Clerk of the Circuit Court	13	4.0	201,330	3.0	159,929	3.0	159,929
5638	Data Entry Operator IV	13	1.0	53,328	1.0	53,328	1.0	53,328
5640	Warrant Clerk	13			1.0	50,788	1.0	50,788
0046	Administrative Assistant I	12	2.0	93,917				
1023	Warehouse Records Clerk III	12	2.0	94,024	2.0	95,487	2.0	95,487
5632	Driver II-Clerk of the Circuit Court	12	1.0	47,422	1.0	47,890	1.0	47,890
0907	Clerk V	11	4.0	176,373				
1022	Warehouse Records Clerk II	11	3.0	132,840	3.0	132,840	3.0	132,840
5631	Driver I-Clerk of the Circuit Court	11	3.0	128,580	3.0	129,875	3.0	129,875
4215	Warehouse Records Clerk I, Senior	10	5.0	200,882	4.0	159,736	4.0	159,736

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
4220	Clerk IV, Senior (Courts)	10	9.0	365,057				
1021	Warehouse Records Clerk I	09	1.0	34,217				
			50.0	\$2,454,681	31.0	\$1,682,788	31.0	\$1,682,788
03 Micrographic Division								
01 Archives - 5290578								
5494	Chief Deputy Clerk I	20	1.0	85,246	1.0	86,965	1.0	86,965
5744	Manager III-CCC	16	1.0	54,144	1.0	55,232	1.0	55,232
4220	Clerk IV, Senior (Courts)	10	4.0	159,860	4.0	161,453	4.0	161,453
0906	Clerk IV	09	1.0	28,640		1		1
			7.0	\$327,890	6.0	\$303,651	6.0	\$303,651
02 Micrographic Division - 5290571								
5488	Assistant Chief Deputy Clerk III	22			1.0	102,358	1.0	102,358
5496	Chief Deputy Clerk III	22	1.0	100,340				
5748	Manager VII-CCC	20	1.0	74,390	1.0	75,889	1.0	75,889
5534	Assistant Manager III-Finance	14	1.0	48,702	1.0	49,684	1.0	49,684
5680	Timekeeper-Administrative Assistant I-Clerk of the Circuit Court	14	1.0	53,958	1.0	34,976	1.0	34,976
5742	Manager I-CCC	14	2.0	92,604	2.0	94,480	2.0	94,480
0551	Court Clerk I	13	1.0	53,327	1.0	53,328	1.0	53,328
0046	Administrative Assistant I	12	5.0	243,415	4.0	195,077	4.0	195,077
0141	Accountant I	11			1.0	32,912	1.0	32,912
0907	Clerk V	11	8.0	345,106	6.0	265,677	6.0	265,677
0955	Data Entry Operator III	11			1.0	44,280	1.0	44,280
4220	Clerk IV, Senior (Courts)	10	9.0	350,230	8.0	320,800	8.0	320,800
0906	Clerk IV	09	1.0	35,269		1		1
			30.0	\$1,397,341	27.0	\$1,269,462	27.0	\$1,269,462
<b>Total Salaries and Positions</b>			<b>120.0</b>	<b>\$6,014,121</b>	<b>97.0</b>	<b>\$5,132,954</b>	<b>97.0</b>	<b>\$5,132,954</b>
<b>Turnover Adjustment</b>				<b>(774,583)</b>		<b>(621,088)</b>		<b>(621,088)</b>
<b>Operating Funds Total</b>			<b>120.0</b>	<b>\$5,239,538</b>	<b>97.0</b>	<b>\$4,511,866</b>	<b>97.0</b>	<b>\$4,511,866</b>

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
DEPARTMENT 529 - CLERK OF THE CIRCUIT COURT DOCUMENT STORAGE FUND

Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	1.0	110,000	1.0	112,000	1.0	112,000
23	1.0	90,047	1.0	107,543	1.0	107,543
22	3.0	313,302	3.0	304,511	3.0	304,511
21	1.0	74,163	1.0	75,657	1.0	75,657
20	6.0	454,891	6.0	464,069	6.0	464,069
18	5.0	330,640	5.0	343,975	5.0	343,975
17	2.0	120,112	2.0	122,572	2.0	122,572
16	8.0	449,398	8.0	458,433	8.0	458,433
15	2.0	89,615	2.0	91,428	2.0	91,428
14	10.0	502,121	10.0	492,180	10.0	492,180
13	11.0	555,515	9.0	477,357	9.0	477,357
12	14.0	648,493	11.0	509,627	11.0	509,627
11	19.0	827,179	15.0	651,745	15.0	651,745
10	34.0	1,350,519	23.0	921,855	23.0	921,855
09	3.0	98,126		2		2
<b>Total Salaries and Positions</b>	<b>120.0</b>	<b>\$6,014,121</b>	<b>97.0</b>	<b>\$5,132,954</b>	<b>97.0</b>	<b>\$5,132,954</b>
<b>Turnover Adjustment</b>		<b>(774,583)</b>		<b>(621,088)</b>		<b>(621,088)</b>
<b>Operating Funds Total</b>	<b>120.0</b>	<b>\$5,239,538</b>	<b>97.0</b>	<b>\$4,511,866</b>	<b>97.0</b>	<b>\$4,511,866</b>



DEPARTMENT OVERVIEW

567 CLERK OF THE CIRCUIT COURT ADMINISTRATIVE FUND

Mission

The Clerk of the Circuit Court serves the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.

Mandates and Key Activities

- Under the Illinois Constitution, the Clerk of the Circuit Court of Cook County is a part of the judicial branch of State government. The Clerk of the Circuit Court is the official keeper of records for all judicial matters in the court system.
- The Clerk’s Office is mandated to create a Circuit Court Operation and Administrative Fund to be used to offset the costs incurred in performing the additional duties required to collect and disburse funds to the entities of State and local governments as provided by law (705 ILCS 105/27.2D).
- More than 400 judges hear traffic, civil, criminal, juvenile and all other types of cases originating in Chicago and Suburban Cook County. The Office of the Clerk of Cook County keeps track of information by maintaining computerized records of each court case and continuously creates and updates Court records as soon as a case or suit is filed with the Circuit Court and throughout the duration of the case.

Discussion of 2014 Activities and 2015 Initiatives

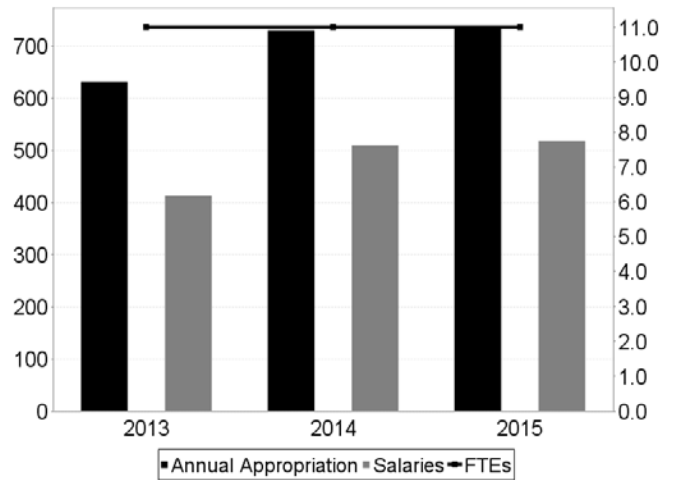
Strong Emphasis on 21st Century information technology, operational efficiency, improved customer service, employee development and training, and financial accountability will continue to guide all essential activities in the Clerk’s Office.

Review of all operations for cost-savings initiatives and the pursuit of opportunities to enhance revenue growth will continue to be emphasized.

Payment of traffic fines, various other fines, fees and costs in the Clerk’s Office via the internet will continue to be advanced.

Transfer of funds to the County via ACH will continue, while the efficiency of electronic transfer of bail bond refunds to attorneys will continue to be emphasized.

Appropriations (\$ thousands)			
Fund Category	2013 Adopted	2014 Adjusted Appropriation	2015 Recommended
Special Purpose Funds	631.6	730.4	735.8
FTE Positions	11.0	11.0	11.0



STAR Goals/Key Performance Indicators

- ★ Collect Administrative Fund: Efficiency and effectiveness will continue to be emphasized by the Clerk of the Circuit Court acting as the custodian of the Administrative Fund in 2015.
- ★ Collect and Defray Incurred Expenses: In 2014, the Administrative Fund was by the Clerk of the Circuit Court to defray the expenses incurred in performing the additional duties required to collect and disburse funds to entities of State and Local Governments. The Clerk’s Office will emphasize, integrity and cost-effectiveness while administering this fund.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 567 - CLERK OF THE CIRCUIT COURT ADMINISTRATIVE FUND

Account	2014 Expend. As Of 09-30-14	2014 Adjusted Appropriation	Department Request	President's Recommendation	Difference
<b>Personal Services</b>					
110/501010 Salaries and Wages of Regular Employees	435,353	507,977	518,429	518,429	10,452
170/501510 Mandatory Medicare Costs	6,193	7,759	7,518	7,518	(241)
174/501570 Pension	33,401	44,534	44,534	44,534	
175/501590 Life Insurance Program	861	1,256	1,301	1,301	45
176/501610 Health Insurance	117,066	158,611	122,981	122,981	(35,630)
177/501640 Dental Insurance Plan	6,128	5,665	3,848	3,848	(1,817)
179/501690 Vision Care Insurance	867	1,417	1,290	1,290	(127)
181/501715 Group Pharmacy Insurance			32,791	32,791	32,791
185/501810 Professional and Technical Membership Fees	150	150	150	150	
186/501860 Training Programs for Staff Personnel	1,698	2,000	2,000	2,000	
<b>Personal Services Total</b>	<b>601,717</b>	<b>729,369</b>	<b>734,842</b>	<b>734,842</b>	<b>5,473</b>
<b>Supplies and Materials</b>					
350/530600 Office Supplies		970	1,000	1,000	30
<b>Supplies and Materials Total</b>		<b>970</b>	<b>1,000</b>	<b>1,000</b>	<b>30</b>
<b>Contingency and Special Purposes</b>					
814/580380 Appropriation Adjustments		30			(30)
<b>Contingency and Special Purposes Total</b>		<b>30</b>			<b>(30)</b>
<b>Operating Funds Total</b>	<b>601,717</b>	<b>730,369</b>	<b>735,842</b>	<b>735,842</b>	<b>5,473</b>

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE  
 DEPARTMENT 567 - CLERK OF THE CIRCUIT COURT ADMINISTRATIVE FUND

Job Code	Title	Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Clerk of the Circuit Court Administrative Fund								
01 Administration - 5670101								
5679	Accountant VIII-Clerk of the Circuit Court	19	2.0	126,787	2.0	129,287	2.0	129,287
5745	Manager IV-CCC	17	2.0	91,982	2.0	93,835	2.0	93,835
5808	Bookkeeper IX-CCC	17	1.0	69,000	1.0	70,390	1.0	70,390
5744	Manager III-CCC	16	1.0	43,110	1.0	43,978	1.0	43,978
5806	Bookkeeper VII-CCC	15	2.0	93,578	2.0	95,479	2.0	95,479
5742	Manager I-CCC	14	3.0	124,530	3.0	127,011	3.0	127,011
			11.0	\$548,987	11.0	\$559,980	11.0	\$559,980
<b>Total Salaries and Positions</b>			<b>11.0</b>	<b>\$548,987</b>	<b>11.0</b>	<b>\$559,980</b>	<b>11.0</b>	<b>\$559,980</b>
Turnover Adjustment				(39,680)		(41,551)		(41,551)
<b>Operating Funds Total</b>			<b>11.0</b>	<b>\$509,307</b>	<b>11.0</b>	<b>\$518,429</b>	<b>11.0</b>	<b>\$518,429</b>

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE  
DEPARTMENT 567 - CLERK OF THE CIRCUIT COURT ADMINISTRATIVE FUND

Grade	2014 Approved & Adopted		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
19	2.0	126,787	2.0	129,287	2.0	129,287
17	3.0	160,982	3.0	164,225	3.0	164,225
16	1.0	43,110	1.0	43,978	1.0	43,978
15	2.0	93,578	2.0	95,479	2.0	95,479
14	3.0	124,530	3.0	127,011	3.0	127,011
<b>Total Salaries and Positions</b>	<b>11.0</b>	<b>\$548,987</b>	<b>11.0</b>	<b>\$559,980</b>	<b>11.0</b>	<b>\$559,980</b>
Turnover Adjustment		(39,680)		(41,551)		(41,551)
<b>Operating Funds Total</b>	<b>11.0</b>	<b>\$509,307</b>	<b>11.0</b>	<b>\$518,429</b>	<b>11.0</b>	<b>\$518,429</b>

## DEPARTMENT OVERVIEW

### 580 CLERK OF THE CIRCUIT COURT ELECTRONIC CITATION FUND

#### Mission

It is the mission of the Clerk of the Circuit Court to serve the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.

#### Mandates and Key Activities

- As provided for in the Illinois Constitution, the Clerk of the Circuit Court of Cook County is a part of the judicial branch of State government and is the official keeper of records for the Circuit Court of Cook County
- Establishes and maintains electronic citations in any traffic, misdemeanor, municipal ordinance, or conservation case upon a judgment of guilty or grant of supervision. The Circuit Court Electronic Fund is used to defray the expenses incurred by the Office in performing its required duties.
- As the custodian and ex officio of the Circuit Court Clerk Electronic Citation Fund, the Clerk of the Circuit Court is mandated to use the Fund for establishing and maintaining electronic citations (705 ILCS 105/27.3E) as mandated by Illinois Statute

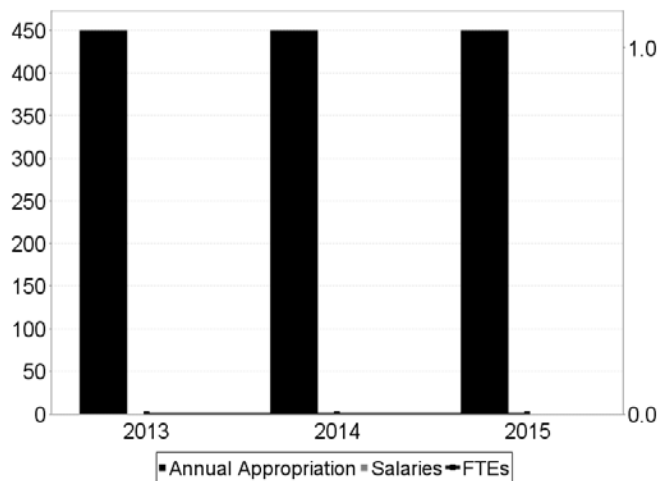
#### Discussion of 2014 Activities and 2015 Initiatives

Since its establishment in 2011, the Electronic Citation Fund in the Clerk's Office has been used to maintain electronic citations in traffic, misdemeanor, municipal ordinance and conservation cases, upon a judgment of guilty or grant of supervision. The Clerk of the Circuit Court will continue to effectively use it in achieving desired goals and objectives.

#### STAR Goals/Key Performance Indicators

- ★ Collect Electronic Citation Fund: In 2014, the Clerk of the Circuit Court collected the Electronic Citation Fund and acted as fund custodian. It will continue to perform the same function in FY 2015, while continuing to emphasize cost-effectiveness, integrity and transparency in its collection and disbursement.
- ★ Defray incurred expenses in electronic citations: In 2014, the Electronic Citation Fund was used by the Clerk of the Circuit Court to defray the expenses from establishing and maintaining electronic citations in traffic, misdemeanor and conservation cases upon a judgment of guilty or grant of supervision. The Clerk's Office will continue to do so in FY 2015.

Appropriations (\$ thousands)			
Fund Category	2013 Adopted	2014 Adjusted Appropriation	2015 Recommended
Special Purpose Funds	450.0	450.0	450.0
FTE Positions	0	0	0



DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 580 - CLERK OF THE CIRCUIT COURT ELECTRONIC CITATION FUND

Account	2014 Expend. As Of 09-30-14	2014 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund		450,000	450,000	450,000	
Contingency and Special Purposes Total		450,000	450,000	450,000	
Operating Funds Total		450,000	450,000	450,000	



**Capital Request**

**Dorothy Brown  
Clerk of the Circuit Court  
FY 2015 Capital Equipment Request**

<b>Dept.</b>	<b>Account Number</b>	<b>Item</b>	<b>Quantity Requested</b>	<b>Unit Cost</b>	<b>Total Requested</b>
335	717-521/560420	Office Furniture and Equipment (Equipment) Accounting (Money Counter)	16	\$ 3,750	\$ 60,000
335	717-510/560410	Office Furniture and Equipment (Equipment) Accounting (Check Signings Machine)	1	\$ 4,000	\$ 4,000
335	717-521/560420	Large Refrigerator Child Support and Traffic	2	\$ 1,000	\$ 2,000
335	717-521/560420	Small Refrigerator Public Relation, Criminal Department, Branch 55 Bond Room, Branch 29/42, District 2,3,5,6, Chancery Division, Domestic Relations and Traffic	11	\$ 300	\$ 3,300
335	717-521/560420	Office Furniture and Equipment (Equipment) Mail Room (Mail Machine)	1	\$ 2,076	\$ 2,076
335	717-510/560410	Office Furniture and Equipment (Equipment) Child Protection, District 3 and 6 ( Numbering Machine)	3	\$ 2,895	\$ 8,685
335	717-530/560510	Office Furniture and Equipment (Furniture) Multimedia Legal Lecterns for Criminal Branch and Criminal Division (26th and California)	1	\$ 300,000	\$ 300,000
335	717-579/560450	Electronic Record Project - Desktops with Monitors (Year 2 of 3)	270	\$ 900.00	\$ 243,000
335	717-579/560450	Electronic Record Project - Software Licenses (Year 2 of 3)	360	\$ 200	\$ 72,000
335	717-579/560450	Electronic Record Projects - Big Screen Monitors (Year 2 of 3)	135	\$ 1,000	\$ 135,000
335	717-579/560450	Software Current Integrated Cashiering System Upgrade to iNovah	1	\$ 644,340	\$ 644,340
335	717-579/560450	Hardware and Accessories for the upgrade of Current Integrated Cashiering System. (iNovah)	155	\$ 1,000	\$ 155,000
335	717-579/560450	Implementation of Criminal, Civil & Traffic Case Management System (Year 2 of 5)	1	\$ 200,000	\$ 200,000
335	717-521/560420	Office Furniture and Equipment (Equipment) Supply Room (3 Tier Forklift)	1	\$ 48,500	\$ 48,500
335	717-521/560420	Office Furniture and Equipment (Equipment) Supply Room (1 Electric Pallet Jack @ \$7,061), Supply Room (1 Pallet Truck @ \$437)	1	\$ 7,498	\$ 7,498
<b>Total (335) 717 Capital Request</b>					<b>\$ 1,885,399</b>
528	717-579/560450	Computer Hardware Infrastructure (End-of-Life). Including: 400 HP Desktop Computer for total of \$310,000; 10 HP High Capacity Desktop computer for total of \$17,950; 400 Desktop HP 24"Monitor for total of \$88,800,	1	\$ 416,750	\$ 416,750
528	528-579/560450	Microsoft Enterprise Licenses Agreement	1	\$ 263,000	\$ 263,000
528	717-579/560450	Computer Hardware Infrastructure (End-of-Life)	1	\$ 200,000	\$ 200,000
<b>Total (528) 717 Capital Request</b>					<b>\$ 879,750</b>
529	717-579/560450	Scanners and Accessories for Imaging and Document management System (IDMS) (Fujitsu)	10	\$ 4,953	\$ 49,530
529	717-530/560510	Microfilm Reader Printer Domestic Relation	2	\$ 3,475	\$ 6,950
529	717-570/560440	Radio Record Center (Hand Held)	11	\$ 7,000	\$ 77,000
<b>Total (529) 717 Capital Request</b>					<b>\$ 133,480</b>
<b>Grand Total Capital Requests</b>					<b>\$ 2,898,629</b>