

**Schedule of Fees
and
Services**

Effective July 1, 2021

www.lasallecounty.com



**Greg Vaccaro
Circuit Court Clerk
13th Judicial Circuit
LaSalle County, Illinois**



Greg Vaccaro
Clerk of the Circuit Court
LaSalle County, Illinois

Office Hours
Monday through Friday 8:00 am to 4:30 pm
Closed Saturday-Sunday and all Legal Holidays

Telephones: Area Code 815

Civil Division	434-8671
Child Support	433-0774
Criminal Division	434-8271
Small Claims Division	434-8671
Traffic Division	434-8271

Division Addresses:

Child Support Address:

LaSalle County Circuit Clerk
119 W. Madison Street #200
Ottawa, IL 61350

Civil Division Address:

LaSalle County Circuit Clerk
119 W. Madison Street #201
Ottawa, IL 61350

Criminal Division Address:

LaSalle County Circuit Clerk
707 Etna Road #141
Ottawa, IL 61350

Small Claims Division Address:

LaSalle County Circuit Clerk
119 W. Madison Street #201
Ottawa, IL 61350

Traffic Division Address:

LaSalle County Circuit Clerk
707 Etna Road #141
Ottawa, IL 61350

Illinois Courts

In 1964, the Illinois constitution was amended by the voters to consolidate the court system in the state. As a result of this consolidation, there are three levels of courts: Supreme Court, Appellate Court, and Circuit Court.

The Supreme Court is the highest tribunal in the State of Illinois. It has seven justices who are elected from the respective judicial districts for a term of ten years. The Supreme court has general administration and supervisory authority over all the courts in the State of Illinois.

The Appellate Courts hears appeals from the Circuit Court. There are five appellate Court districts in Illinois. Cook County comprises the first district. The remaining 101 counties in the state are divided into four districts. LaSalle County is in the 3rd District, and the appellate court is located in Ottawa, Illinois. Judges of the Appellate Courts are elected from their respective districts for a term of ten years.

The Unified Trial Court is the Circuit Court. Circuit judges are elected from their respective circuits for a term of six years. Associate Judges serve in the circuit and are appointed by the Circuit Judges for a term of four years.

One Circuit Judge is elected by vote of all the Circuit Judges to serve a three year term as Chief Judge. The Chief Judge has general administrative authority in the circuit, subject to the overall authority of the Supreme Court.

Circuit Judges may hear any type of case assigned to them. Associate Judges may hear any matter assigned to them, except the trial of a criminal case in which the defendant is charged with an offense punishable by imprisonment for more than one year. Associate Judges may be given special permission from the Supreme Court to hear these cases.

The Circuit Court Clerk is the keeper of the records and files of the Circuit Court and is elected by the voters of LaSalle County for a term of four years.

Cook, DuPage, Kane and Will Counties are single circuit counties which means that the boundaries of the circuit are the same as the county. The remaining 98 counties are divided into twenty judicial circuits. LaSalle County is in the Thirteenth Judicial Circuit along with Bureau and Grundy Counties.

This Schedule of Fees, together with all the other information concerning the filing of cases in this County has been compiled for your convenience by my office.

Greg Vaccaro
Clerk of the Circuit Court
LaSalle County

GENERAL INFORMATION

1. This schedule of fees is designed primarily to give you an outline of the fees that are required in civil and criminal cases. The fees are established by the Illinois General Assembly and the LaSalle County Board. The Circuit Court Clerk is mandated to collect them. The fees of the LaSalle County Circuit Court Clerk are set forth in 705 ILCS 105/27.1b and applicable LaSalle County Board resolutions.
2. In 1976 the Thirteenth Judicial Circuit Court adopted the Illinois Supreme Court uniform record keeping system. All cases filed in the Circuit are prefixed with a letter combination which is located after the year of filing and before the case number.
3. Fees are payable in advance in civil cases and are assessed upon conviction or a grant of supervision in criminal, traffic, conservation and ordinance cases. Civil cases are filed **ONLY** if the proper fees are remitted at the time of filing.
4. The filing of all civil cases is done electronically (Supreme Court Order M.R. 18368) as long as the necessary documents are transmitted to the Circuit Court Clerk along with the proper fees.
5. The Circuit Clerk **does not prepare documents**, except for Order of Protection matters, **give legal advice or render opinions**. The Circuit Clerk will make record searches, but the search is restricted for a determination to ascertain if there is a case filed in this county.
6. We provide electronic access to the court computer's main system. This system offers the ability to look up dates, defendants, record sheets, and dispositions. Public access terminals are available in both courthouses. The Circuit Clerk's computerization started in 1989. Any cases filed prior to the aforementioned date may have to be looked up manually in the index of books kept digitally within the Circuit Clerk's office.
7. All records except those impounded by statute or order of the court are open to the public through electronic access during business hours. All other information from the court is available through personal search.
8. Except as otherwise provided in Supreme Court Rules, all papers filed in all courts in Illinois shall be 8-1/2 inches by 11 inches.
9. The Circuit Court Clerk has an arrangement with the Sheriff of LaSalle County for the forwarding of any process to be served as long as all the information is provided for the Sheriff and the correct fees are included.

CASE DESIGNATIONS

In 1976 LaSalle County adopted the Illinois Supreme Court uniform record keeping system. All cases filed in the Circuit are prefixed with a letter combination which is located after the year of filing and before the case number.

What follows is a list of designations used and the types of actions that fall into these categories. The appropriate division of the Court hearing the designated cases is also shown.

AD ADOPTION – CIVIL DIVISION

Adoption

CH CHANCERY – CIVIL DIVISION

Abandoned Mobile Home

Construction of Inter Vivos Trust

Construction of Testamentary Trust

(used after Probate case has been disposed)

Contract Actions

Equitable Lien

Exhume a Body

Foreclosure (Commercial)

Foreclosure (Residential)

Foreclosure of Security Interest in Personal

Property

Injunction (except in Tax and Dissolution cases)

Interpleader

Mechanic's Lien Foreclosure

Partition

Partnership Dissolution

Quiet Title

Rescission of Contract

Restraining Order

Specific Performance

Structured Settlement, Original Action to Assign

Trust Administration

CC CONTEMPT OF COURT – CRIMINAL DIVISION

Contempt of Court

CF CRIMINAL FELONY – CRIMINAL DIVISION

Any violation of the criminal code or other Illinois statute classified as a Class 1, 2, 3, 4, M or X offense that provide for a fine or imprisonment in a penal institution.

CL CIVIL LAW – CRIMINAL DIVISION

Violations charged under Paragraph (a), Section 4 of the Cannabis Control Act (720 ILCS 550/4(a)), or Paragraph (c), Section 3.5 of the Drug Paraphernalia Control Act (720 ILCS 600/3.5(c)).

**CM CRIMINAL MISDEMEANOR –
CRIMINAL DIVISION**

Any violation of the criminal code or other Illinois statute classified as a Class A, B, or C misdemeanor, business offense or petty offense that provide for a fine or imprisonment in a penal institution other than the penitentiary for a term of less than one year.

**CV CONSERVATION VIOLATION –
TRAFFIC & CRIMINAL DIVISIONS**

**DT DRIVING UNDER THE INFLUENCE –
TRAFFIC & CRIMINAL DIVISIONS**

Any violation of a state statute or municipal ordinance relating to the offense of alcohol, drugs or a combination which provided for a fine or imprisonment in a penal institution for a term of less than one year. This applies only when the operation of a motor vehicle is involved.

**D DISSOLUTION OF MARRIAGE –
CIVIL DIVISION**

Dissolution (with children)
Dissolution (without children)
Dissolution of Civil Union (with children)
Dissolution of Civil Union (without children)
Invalidity (with children)
Invalidity (without children)
Legal Separation (with children)
Legal Separation (without children)
Domestic Violence Dissolution (with children)
Domestic Violence Dissolution (without children)
Domestic Violence Dissolution Civil Union (with children)
Domestic Violence Dissolution Civil Union (without children)
Domestic Violence Invalidity (with children)
Domestic Violence Invalidity (without children)
Domestic Violence Legal Separation (with children)
Domestic Violence Legal Separation (without children)

ED EMINENT DOMAIN – CIVIL DIVISION

Condemnation by:
The County of LaSalle
A Municipality in LaSalle County
A School District
The State of Illinois
A Special Unit of Local Government

F FAMILY – CIVIL DIVISION

Abandoned Baby
Child of Assisted Reproduction
Delayed Record of Birth
Emancipation of a Minor
Gestational Surrogacy
Notice to Putative Father/Adoption Act
Notice to Putative Father/Juvenile Act
Parentage
Petition for Confidential Intermediary
Petition for Custody
Petition to Request Support
Petition Under Parental Notification/Abortion
Petition for Order to Issue Marriage License To Adult
Petition for Order to Issue Marriage License To Minor
Petition for Parental Responsibility of Child(ren)
Petition for Parental Responsibility (Child Support)
Petition for Visitation of Child(ren)
Petition for Visitation of Frail/Elderly Adult

J JUVENILE – JUVENILE DIVISION

Addict
Minor Requiring Authoritative Intervention
Minor in Need of Supervision
Miscellaneous
Petition for Release of Information in a Juvenile Case for the purpose of a Civil law suit

JA JUVENILE ABUSE – JUVENILE DIVISION

Dependent Minor
Neglected Minor
Abused Minor

**JD JUVENILE DELINQUENT –
JUVENILE DIVISION**

Juvenile Delinquency

**L LAW, OVER \$50,000 DAMAGES –
CIVIL DIVISION**

Contract – Money Damages
Confession of Judgment
Detinue
Distress for Rent
Ejectment
Eviction (rent over \$50,000)
Eviction (tenant over \$50,000)
Recover Support/Contribution
Replevin
Statutory Action by State or Political Subdivision to Recover Support or Contribution
Tort – Money Damages
Trover
Wrongful Death

**LM LAW, DAMAGES \$50,000 OR LESS
(OTHER THAN SC) – CIVIL DIVISION**

Arbitration and Award
Contract – Money Damages over \$10K
Confession of Judgment
Contract \$ Damages
Detinue
Distress for Rent
Ejectment
Eviction – Possession only
Eviction (rent up to \$15K)
Eviction (tenant up to \$15K)
Recover Support/Contribution
Replevin
Statutory Action by State or Political
 Subdivision to Recover Support or
 Contribution
Tort – Money Damages over \$10,000
Trover
Wrongful Death

**MC MUNICIPAL CORPORATION –
CIVIL DIVISION**

Petition for the Creation of a Drainage District
Petition of Annexation for Election
Petition to Organize Municipal Corporation
Other Routine Matters of Municipal Corporation

MH MENTAL HEALTH

Petition for Hospitalization
Petition for Discharge
Petition for Restoration
Petition to Administer Treatment

**MR MISCELLANEOUS REMEDY – CIVIL,
CRIMINAL AND TRAFFIC DIVISION**

Abatement of Nuisance
Administrative Review – Unemployment
Administrative Subpoena
Application for Order Authorizing
 Eavesdropping or Electronic Criminal
 Surveillance
Appointment of Receiver
Appointment of Special Prosecutor
Attachment
Building Code Violation
Burnt Records
Certificate of Innocence
Certiori
Change of Name
Confirmation of Election Judge
Consumer Fraud/Deceptive Business Practice
Contagious Disease
Corporation Dissolution
Declaratory Judgment
Demolition
Election Contest
Escheat
Extradition
Fictitious Vital Record
Forfeiture of Seized Property
Grand Jury Investigator

Habeas Corpus (Civil or Criminal)
Interstate Probationer Transfer (Adult)
Intrastate Probationer Transfer (Adult)
Intrastate Probationer Transfer (Juvenile)
Lost Goods or Money
Mandamus
Ne-Exeat (Original Action)
Peace Bond Complaint (Fugitive from Justice)
Petition to Destroy Evidence
Petition for Discovery or to Depose
Petition to Expunge (No Criminal Case)
Petition to Secure Testimony Out of State
 Witness
Petition to Seal (No Existing Case)
Prohibition
Quo Warranto
Rendition
Review of Administrative Proceedings (Other
 than Tax Commission)
Search Warrant (Complaint for Search Warrant
 not Related to Pending Case)
Sexually Transmissible Disease Control
 Proceedings
Sexually Violent Person Commitment
 Proceedings
Statewide Grand Jury Proceedings
Statutory Summary Suspension (if no DT Case
 Exists)

**OP ORDER OF PROTECTION –
CIVIL & CRIMINAL DIVISIONS**

Civil No Contact Order
Firearms Restraining Order
Order of Protection
Stalking No Contact Order

**OV ORDINANCE VIOLATION –
TRAFFIC & CRIMINAL DIVISIONS**

Any violation of an ordinance from
a municipal corporation.

P PROBATE – CIVIL DIVISION

Administration of Minors Estate Settlement Case
Administration of an Estate to Collect
Construction of Testamentary Trust (During
Pendency of P Case)
Construction of Will
Estates of Decedents
Guardianship of Person and/or Estate
Letters of Office for Special Administration
Small Estates
Will Contest

SC SMALL CLAIMS – CIVIL DIVISION

Collection of Taxes
Contract – Money Damages
Tort – Money – Damages – Auto
Tort – Money – Damages – Other
Registration of Foreign Judgment

TX**TAX – CIVIL DIVISION**

Abatement of Personal Property Tax
Annual Tax Sale
Correction of Tax Record
Drainage Assessment
Foreclosure or Lien for Special Assessment
Illinois Income Tax
Issuance of Duplicate Tax Sale Certificate
Miscellaneous
Petition for Tax Deed
Petition for Tax Refund
Petition for Recovery
Registration of Foreign Judgment
Retailers Occupation Tax
Sale in Error
Scavenger Tax Sale
Special Assessment
Suit Restrain
Tax Commission
Tax Foreclosure
Tax Injunction
Tax Objection

NEW CASE FILING FEES

ADOPTION (AD) \$102.00

CHANCERY (CH)

Non-Residential \$ 319.00
Residential Foreclosure (0-49) \$ 469.00
Residential Foreclosure (50-174) \$ 469.00
Residential Foreclosure (175+) \$ 469.00

DIVORCE (D) \$319.00

EMINENT DOMAIN (ED) \$319.00

FAMILY (F) \$319.00

Confidential Intermediary No Charge

LAW (L) \$319.00
\$50,000 +

LAW (LM)
Under \$15,000 \$269.00
Over \$15,000 \$319.00

Eviction – Possession only \$102.00

MUNICIPAL CORPORATION (MC) No Charge

MENTAL HEALTH (MH) No Charge
Filed at Criminal Justice Center

MISCELLANEOUS REMEDY (MR) \$319.00

ORDER OF PROTECTION (OP) No Charge

PROBATE (P) \$269.00

Administration of Decedent's Estate \$369.00
Missing Person \$369.00

ADDITIONAL PROBATE FEES

Certified Copy of Letters of Office \$ 2.00

Contest of Will \$ 60.00

Exemplification \$ 2.00
(plus the fee for certification)

Filing an Estate Claim
(\$0 - \$149) No Charge
(\$150 to \$499.99) \$ 25.00
(\$500 to \$9,999.99) \$ 40.00
(\$10,000.00 or more) \$ 60.00

SMALL CLAIMS (SC)

\$0 - \$2,500 \$102.00
\$2,501 - \$10,000 \$269.00

TAX (TX) \$319.00

Tax Objection \$319.00
You must have proof that your taxes have been paid in full prior to filing (both installments)

Take Notices (each)
Certified Mail \$ 15.33
Registered Mail \$ 20.48

APPEARANCE FEES

Civil (except those listed below)	\$194.00
Eviction	
Possession Only	No Charge
Money & Possession up to \$15K	\$122.00
Small Claims	
Under \$2,500	\$122.00

COUNTER CLAIM FEES

(Cost of case minus appearance fee
IF already paid)

Civil (except those listed below)	\$125.00
Probate	\$ 75.00
Law Magistrate	
Up to \$15,000	\$147.00
Small Claims	
\$2,501 - \$10,000	\$ 75.00

ADDITIONAL FILING FEES

3rd Party Complaint
Cost of original case

Petition to Intervene
Cost of original case

COURT APPEALS

Under 100 pages	\$ 50.00
Over 100, but less than 200 pages	\$100.00
Over 200 pages	\$100.00
+ additional cost per page over 200	\$.25

JURY DEMAND FEES – 12 PERSON

Civil (except those listed below)	\$212.50
Probate	\$137.50
Small Claims	
6 person	\$ 12.50
12 person	\$ 25.00

MISCELLANEOUS FEES

Alias Citation	\$ 5.00
Alias Summons	\$ 5.00

Change of Venue or Transfer
To Another County \$ 40.00

From Another County
to LaSalle County Original Filing Fee

Certified Mailing by Circuit Clerk	
Certified Mail	\$ 15.33
Restricted Delivery	\$ 20.48

Copy Work	
FIRST page	\$ 2.00
For the next 19, per page	\$.50
21+ pages, per page	\$.25

Certified or Exemplified copy with seal
Additional cost \$ 6.00

Garnishment, wage deduction and citations	
\$0 - \$1,000	\$ 15.00
\$1,001 - \$5,000	\$ 30.00
Over \$5,000	\$ 50.00

Petition to Reinstate/Vacate
Excludes: Small Claims, Eviction, Petition to reopen an estate
and any D or F case dealing with children, support or visitation
Within 30 days \$ 50.00

Petition to Reinstate/Vacate
Excludes any D or F case dealing with children, support or
visitation
Over 30 days \$ 75.00

Petition to Revive Judgment
Any case type No charge

Record Search per year \$ 6.00
