

**Schedule of Fees
and
Services**

Effective October 1, 2016

www.lasallecounty.com



**Jim Olson
Circuit Court Clerk
13th Judicial Circuit
LaSalle County, Illinois**



Jim Olson
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.

Jim Olson

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 105/27.1a 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 cases by mail is permitted as long as the necessary documents are transmitted to the Circuit Court Clerk along with the proper fees. **The Circuit Court Clerk's office does not return copies of documents that are filed by mail, unless a stamped, self-addressed envelope is enclosed for that purpose.** The Circuit Clerk's office will **NOT** accept mail with postage due.
5. The Circuit Clerk **does not prepare documents**, except for Domestic Violence 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. The Judicial Information Management System provides 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 within the Circuit Clerk's office.
7. All records except those impounded by statute or order of the court are open to the public 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. The court encourages use of recycled paper. (S. Ct. Rule 10)
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.

AUTHORITY FOR FEES

This schedule of fees is designed primarily to provide an outline of some of the fees that are required in civil and criminal cases. These fees are established by the Illinois General Assembly and the LaSalle County Board. The Circuit Court Clerk is mandated to collect them.

1. Fees of the **Circuit Court Clerk** are authorized by State Statute 705 ILCS 105/27.1a et seq. and applicable LaSalle County Board resolutions.
2. Fees for **Court Services (Judicial Security)** are authorized by State Statute 55 ILCS 5/5-1103 and LaSalle County Board Resolution. The fee is dedicated to defraying court security expenses incurred by the sheriff in providing court services.
3. Fees for the **Law Library Fund** are authorized by State Statute 55 ILCS 5/5-39001 and LaSalle County Board resolution. The fee is dedicated to the expense of maintaining the law library located within the Downtown Courthouse. The law library is available to all licensed attorneys, judges, other public officers of the county and all members of the public, whenever the courthouse is open.
4. Fees for **Court Automation Fund** are authorized by State Statute 705 ILCS 105/27.3a. and LaSalle County Board resolution. The fees are used in maintaining an automated record keeping system in the office of the Clerk of the Circuit Court.
5. Fees for **Document Storage Fund** are authorized by State Statute 705 ILCS 105/27.3c. The fee is used to defray the expense in establishing a document storage system and converting the records of the Circuit Court Clerk to electronic or micrographic storage.
6. Fees to **Finance the Court System** are authorized by State Statute 55 ILCS 5/5-1101(b) and LaSalle County Board resolution.
7. Fees for the **Foreclosure Prevention Program Fund** are authorized by State Statute 735 ILCS 5/15-1504.1(a).
8. Fees for the **Guardianship and Advocacy Operations Fee** are authorized by State Statute 705 ILCS 105/27.3f.
9. Fees for the **Foreclosure Prevention Program and Abandoned Residential Property Relief Fund** are authorized by State Statute 735 ILCS 5/15-1504.1(a-5).
10. Fees for the **e-Business Fee** are authorized by State Statute 705 ILCS 105/27.3a(1.7).

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
Construction of Inter Vivos Trust
Construction of Testamentary Trust
(used after Probate case has been disposed)
Exhume a body
Foreclosure of Security Interest in Personal Property
Injunction (except in Tax and Dissolution cases)
Interpleader
Mechanics Lien Foreclosure
Partition
Partnership Dissolution
Quiet Title
Real Estate Mortgage Foreclosure
Rescission of Contract
Restraining Order
Specific Performance
Structured Settlement, Original Action to Assign
Trust Administration

CC CONTEMPT OF COURT – CRIMINAL DIVISION
Contempt of Court

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
Any violation of a state statute, county or local ordinance relating to conservation (S. Ct. Rule 501(c)).

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 of Marriage
Invalidity of Marriage (Annulment)
Legal Separation
Miscellaneous Domestic Relations Matter
Separate Maintenance
Simplified Dissolution of Marriage

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
Civil Actions to Compel Support
Confidential Intermediary
Delayed Record of Birth
Emancipation of a Minor
Notice to Putative Father
Parentage
Petition for Confidential Intermediary
Petition for Custody
Petition for Order to Issue Marriage License To Minor
Petition for Visitation
Registration of Foreign Support Order
Uresa (Uniform Reciprocal Enforcement of Support Act)

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
Arbitration and Award
Class Action Suit
Contract – Money Damages
Confession of Judgment
Detinue
Distress for Rent
Ejectment
Forcible Entry & Detainer
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 \$10,000
Confession of Judgment
Contract \$ Damages
Detinue
Distress for Rent
Ejectment
Forcible Entry
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
Consolidation or Merging two or more
 Municipal Corporations into New
 Municipal Corporation
Miscellaneous
Petition for the Creation of a Drainage District
Petition to Annex property to an Existing
 Municipal Corporation
Petition to Annex property to an Existing
 Municipal Corporation by Ordinance
Petition to Change Form of Government
Petition to Disconnect from an Existing
 Municipal Corporation
Petition to Disconnect from Fire District
Petition to Dissolve Municipal Corporation
Petition to Hold Emergency Referendum
Petition to Organize Municipal Corporation
Petition to Prevent Disconnection

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
Application for Order Authorizing
 Eavesdropping or Electronic Criminal
 Surveillance
Appointment of Receiver
Attachment
Burnt Records
Certiori
Change of Name
Declaratory Judgment
Demolition
Dissolution of a Corporation
Eavesdropping
Election Contest
Escheat
Extradition
Forfeiture of Seized Property
Fugitive from Justice
Habeas Corpus (Civil or Criminal)
Issuance of Subpoena for Deposition for Case in
 Another State
Lost Goods or Money
Mandamus
Miscellaneous Classification
Ne-Exeat (Original Action)
Peace Bond Complaint
Petition for Discovery or to Depose
Prohibition
Quo Warranto
Rendition
Review of Administrative Proceedings (Other
 than Tax Commission)
Search Warrant (Complaint for Search Warrant
 not Related to Pending Case)
Sexually Violent Person Commitment
 Proceedings
Statutory Summary Suspension (if no DT Case
 Exists)

OP ORDER OF PROTECTION – CIVIL & CRIMINAL DIVISIONS
Civil No Contact Order
Independent Orders of Protection
Stalking

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

FILING

FEEES

NEW CASE FILING FEES

ADOPTION (AD) \$ 65.00

CHANCERY (CH)

Non-Residential \$244.00

Residential Foreclosure (0-49) \$494.00

Residential Foreclosure (50-174) \$694.00

Residential Foreclosure (175+) \$944.00

DIVORCE (D) \$244.00

EMINENT DOMAIN (ED) \$234.00

For additional lot or tract of land or right or interest subject to be condemned require separate assessment by jury the fee shall be \$150.00

FAMILY (F) \$124.00

Confidential Intermediary No Charge

LAW (L) (includes Replevin) \$244.00
\$50,000 +

LAW (LM)

Forcible Entry & Detainer
Under \$15,000 \$134.00
Over \$15,000 \$244.00

Money Judgment (includes Replevin)
\$10,000 - \$15,000 \$159.00
\$15,000 - \$50,000 \$244.00

MUNICIPAL CORPORATION (MC) No Charge

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

MISCELLANEOUS REMEDY (MR) \$244.00

ORDER OF PROTECTION (OP) No Charge

PROBATE (P)

Estate
Under \$15,000 \$224.00
Over \$15,000 \$334.00

Guardianship – Disabled Adult
Under \$15,000 \$224.00
Over \$15,000 \$259.00

Guardianship – Minor
Under \$15,000 \$124.00
Over \$15,000 \$159.00

ADDITIONAL PROBATE FEES

Certified Copy of Letters of Office \$ 2.00

Citation \$ 60.00

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

Petition to Re-open Estate \$ 40.00
(includes money withdraw on closed case)

Petition to Sell/Convey Real Estate \$ 50.00

SMALL CLAIMS (SC)

\$0 - \$250 \$ 94.00
\$251 - \$500 \$104.00
\$501 - \$2,500 \$124.00
\$2,501 - \$10,000 \$159.00

TAX (TX)

Petition for Tax Deed \$284.00
For each additional parcel involved, and additional fee of \$60.00 shall be charged.

Tax Objection \$134.00
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)	\$144.00
Forcible Entry	
Possession Only	\$134.00
Money & Possession	\$144.00
Probate	\$114.00
Exceptions:	
Purpose of Consent	No Charge
Small Claims	
Under \$1,500	\$114.00
\$1,501 - \$10,000	\$144.00

COUNTER CLAIM FEES

(Cost of case minus appearance fee
IF already paid)

Civil (except those listed below)	\$100.00
Forcible Entry, Possession Only	
Under \$15,000	No Charge
Over \$15,000	\$100.00
LM Money Judgment	\$ 15.00
Probate	
Estate Under \$15,000	\$110.00
Over \$15,000	\$220.00
Guardianship – Disabled Adult	
Under \$15,000	\$110.00
Over \$15,000	\$145.00
Guardianship – Minor	
Under \$15,000	\$ 10.00
Over \$15,000	\$ 45.00
Small Claims	
\$0 - \$250	No Charge
\$251 - \$500	No Charge
\$501 - \$1,500	\$ 10.00
\$1,501 - \$2,500	No Charge
\$2,501 - \$10,000	\$ 15.00

ADDITIONAL FILING FEES

3rd Party Complaint

Cost of original case as listed above minus your appearance if previously paid

Petition to Intervene

Cost of original case as listed above

COURT APPEALS

Under 100 pages	\$ 60.00
Over 100, but less than 200 pages	\$150.00
Over 200 pages	\$150.00
+ 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
Ordinance Violations	\$137.50

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 minus \$52.00
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

Credit Card – Costs to Use

Under \$75.00	\$ 3.00
Over \$75.00	4%

MISCELLANEOUS FEES CONT

NOTES AND INSERTS

Non-Wage Garnishment (per person) or Third Party Citation or Wage Deduction & Citation (per person)	
\$0 - \$1,000	\$ 15.00
\$1,001 - \$5,000	\$ 30.00
Over \$5,000	\$ 60.00

Petition to Reinstate/Vacate	
Excludes: Small Claims, Forcible Entry & Detainer and any D or F case dealing with children, support or visitation	
(Before 30 days)	\$ 50.00
(Over 30 days)	\$ 75.00

Petition to Reinstate/Vacate (LM Money Only)	
(Before 30 days)	\$ 50.00
(Over 30 days)	\$ 75.00

Petition to Revive Judgment	
Any case type	No charge

Record Search per year	\$ 6.00
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