

Court Administration (Dept. 42)

Mission Statement: *The mission of the 22nd Judicial Circuit of McHenry County is to be the guardian of life, liberty and property to all seeking access to justice, by adhering to practices that ensure equality, fairness and confidence in the judiciary.*

Department Created By: *Illinois Compiled Statutes (705 ILCS 35/) Circuit Courts Act.*

Classification – Judicial

Background: On December 4, 2006, the County of McHenry became the 22nd Judicial Circuit, the judicial branch of government for McHenry County. The 22nd Judicial Circuit is mandated to provide access to all individuals for the purposes of civil, probate, tort, juvenile, family/divorce, minor traffic, criminal misdemeanor and criminal felony litigation.

Functions: MANDATED BY STATE STATUTE

- **Court Administration:** Per 705 ILCS 35/4.1 of the Illinois Compiled Statutes, the Chief Judge of each circuit may appoint an Administrative Assistant to assist in carrying out administrative duties in the circuit. The 22nd Judicial Circuit employs a Court Administrator to handle the administrative duties of the courts and other assigned responsibilities in concert with the Chief Judge.
- **Jury Commission:** Under the direction of the Court Administrator, a list of all Illinois driver's licenses, Illinois Identification Card, and Illinois Person with a Disability Identification cardholders, all claimants for unemployment insurance, and all registered voters of the county is prepared for use in selecting eligible citizens for their civic duty of serving as a juror. The Jury Commission is responsible for notifying all selected jurors, and maintaining a record of the time spent as a juror, and the mileage traveled, in order to reimburse the juror as described by the ordinance of the McHenry County Board.
- **Special Courts:** Special Courts is composed of the Mental Health Court and the Drug Court. The Mental Health Court is a program designed to serve criminal offenders who are struggling with a mental illness and are currently involved in the criminal justice system of McHenry County. In lieu of traditional punishment, the Mental Health Court diverts defendants away from the criminal justice system by offering alternative court treatment and intensive supervision. The Drug Court Program is designed to serve criminal offenders who are addicted to drugs and/or alcohol through intensive treatment, intensive supervision services with intensive oversight.

Law Library Fund (375) – Funded by Court Fees

Fund Created by: *The Board of Supervisors of McHenry County in 1963 per State Statute 55 ILCS 5/5-39001*

Classification – Judicial

Background: The Law Library is funded by fees as prescribed and set by Senate Bill 0103.

Function: Under the direction of the Court Administrator, provides access to necessary legal information to attorneys and self-represented litigants.

Special Courts Fund (376) – Funded by Court Fees

Fund Created By: *McHenry County Board Resolutions R-200605-90-144 (Mental Health Court) and R-201004-41-091 (Drug Court)*

Classification - Judicial

Background: The Special Courts Fund is composed of three specialty courts; the Mental Health Court, the Drug Court, and the Domestic Violence Court. The Mental Health Court is a program designed to serve criminal offenders who are struggling with a mental illness and are currently involved in the criminal justice system of McHenry County. Program funding is through a fee to be paid by defendants upon judgment of guilt or grant of supervision under Section 5-9-1 of the Unified Code of Correction on all felony, misdemeanor, petty and business offenses. The Drug Court Program created by the McHenry County Board in accordance with Illinois State Statute 730 ILCS 166/15(a) states that the Chief Judge of each judicial circuit must establish a drug court program including the format under which it operates under the Drug Court Treatment Act. Program funding is through a fee to be assessed on a judgment of guilty or grant of supervision for a violation of the Illinois Vehicle Code or a violation of a similar provision contained in a county or municipal ordinance committed in the county, or on a judgment of guilty or a grant of supervision under Section 5-9-1 of the Unified Code of Corrections for a felony; for a Class A, Class B, or Class C misdemeanor; for a petty offense; and for a business offense committed in McHenry County.

2024 Highlights

- Fully implemented the Guardianship Accounting Program (GAP) which was internally designed by the Court to aid guardians in the filing of financial and asset reports with the court. This system provides better reporting and aids in protecting wards from financial exploitation.
- Upgrading and completing the JuryPlus software within the Jury Commission to better manage and communicate with jurors, which would include the ability to communicate with jurors via text and email. It will also allow prospective jurors to answer questions online, negating the need to send qualifying affidavits back to the Jury Commission.
- Implementation of the SAFE-T Act provisions.
- Successfully submitted two SAMHSA, one IDOT, one McHenry County Community Foundation, and a Mental Health Board Grant. We were awarded \$75,000 through the McHenry County Community Foundation for an employment specialist, awaiting final approval of funding for IDOT, and pending approval of the SAMHSA grants.
- Hosted an open house for public officials as well as the public to tour the judicial center and learn about several different services provided by the County.
- Held multiple graduations for Mental Health, Drug, and DUI court clients to celebrate their completion of the Specialty Court Programs.
- Completed Recidivism Study of the Office of Special Projects Mental Health, Drug, and DUI Court Programs and provided a presentation to the McHenry County Board.

2025 Goals

- Complete Phase II of the Specialty Court Program evaluation to identify correlations between new offenses, recidivism and services provided while in the program.
- Update the Self-Help Center and Law Library space for an enhanced client experience.
- Complete comprehensive analysis of caseload, court assignments, calls, to ensure the court is appropriately assigning resources based upon present demand.

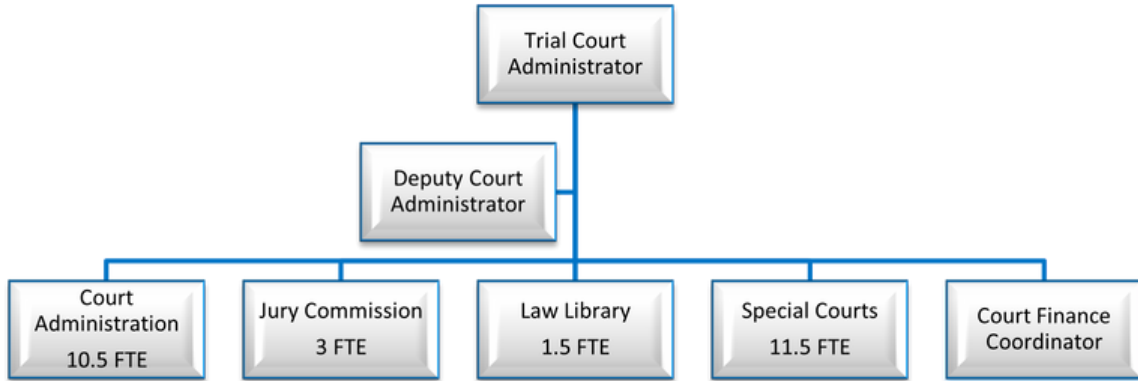
Performance Measures

Performance Indicators:	2023 Actual	2024 Projected	2024 Mid-Year	2025 Projected
Number of Jury Trials Held	35	30	24	35
Number of Cases Filed	43,139	42,000	22,274	43,000
Number of Self-Represented Litigants helped in the Self-Help Center	1369	1,500	643	1300
Number of Participants in Drug Court	51	80	40	80
Number of Participants in Mental Health Court	82	100	64	90
Number of Participants in DUI Court	59	60	46	80

Full Time Equivalents History

Job Title	2022-23	2023-24	2024-25
	FTE	FTE	FTE
Court Administrator	1.00	1.00	1.00
Deputy Court Administrator	1.00	1.00	1.00
Court Finance Coordinator	1.00	1.00	1.00
Jury Coordinator	1.00	1.00	1.00
Administrative Specialist II	3.00	3.00	3.00
Judicial Administrative Technician I	2.00	2.00	2.00
Research Attorney	1.00	1.00	1.00
Interpreter	3.00	3.00	3.00
Business Analyst	1.00	2.00	2.00
Civil Justice Case Manager	1.00	1.00	1.00
FVCC Local Coordinator	0.50	0.50	0.50
Law Librarian II	1.00	1.00	1.00
Self Help Navigator	0.50	0.50	0.50
<i><u>Specialty Courts</u></i>			
Director of Special Projects	1.00	1.00	1.00
Specialty Court Case Manager	1.00	1.00	1.00
Mental Health Court Nurse	1.00	1.00	1.00
Mental Health Court Clinician	1.00	1.00	1.00
Peer Recovery Specialist	0.50	0.50	0.50
Drug Court Clinician	1.00	1.00	1.00
Employment Specialist	0.00	0.00	1.00
DUI Court Clinician	2.00	2.00	3.00
Specialty Court Case Manager	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total Dept 42 - Court Administration	26.50	27.50	29.50

Organizational Chart



County of McHenry
2025 Proposed Budget
42 - Court Administration

Category	FY2022 Actual	FY2023 Actual	FY2024 Appropriated	FY2024 Actual (YTD)	FY2025 Budgeted
<i>General Fund</i>					
80 - Fees & Charges for Service	86,591	90,862	80,000	71,787	90,000
94 - Governmental	30,723	31,594	78,300	59,236	119,000
96 - Misc. Income	1,148	-	1,200	-	-
Revenue	118,463	122,456	159,500	131,023	209,000
30 - Personnel	804,463	871,185	867,921	631,203	922,080
40 - Contractual	707,447	740,502	1,446,800	711,836	1,462,500
50 - Commodities	67,922	76,649	104,000	78,290	88,300
67 - Operating Transfers	107,289	145,200	267,687	-	-
Expense	1,687,120	1,833,535	2,686,408	1,421,328	2,472,880

Category	FY2022 Actual	FY2023 Actual	FY2024 Appropriated	FY2024 Actual (YTD)	FY2025 Budgeted
<i>Law Library Fund</i>					
80 - Fees & Charges for Service	169,523	178,655	160,000	139,459	190,000
95 - Interest Earnings	1,969	7,744	1,000	6,831	9,000
91 - Utilization of Fund Balance	-	-	13,718	-	-
Revenue	171,491	186,399	174,718	146,290	199,000
30 - Personnel	96,700	109,484	96,918	73,760	100,034
40 - Contractual	16,704	7,816	10,800	5,657	9,700
50 - Commodities	69,002	31,127	47,000	24,060	48,100
60 - Capital Outlay	-	-	20,000	9,695	20,000
	-	-	-	-	21,166
Expense	182,406	148,427	174,718	113,172	199,000

Category	FY2022 Actual	FY2023 Actual	FY2024 Appropriated	FY2024 Actual (YTD)	FY2025 Budgeted
<i>Special Courts Fund</i>					
80 - Fees & Charges for Service	184,593	192,936	180,000	144,527	180,000
94 - Governmental	410,534	313,812	242,500	158,042	768,617
96 - Misc. Income	-	-	-	-	75,000
98 - Operating Trnsfrs	107,289	145,200	267,687	-	-
Revenue	702,416	651,948	690,187	302,568	1,023,617
30 - Personnel	623,024	584,228	620,735	554,655	642,046
40 - Contractual	59,464	50,347	56,055	39,086	55,375
50 - Commodities	20,203	18,204	13,397	9,342	14,077
68 - Fund Balance Enhancement	-	-	-	-	312,119
Expense	702,690	652,779	690,187	603,083	1,023,617

To View Interactive Budget (both Financial and Non Financial Information)

<https://mchenrycountyil.openbook.questica.com/#/spotlight/efe8db06-7ac6-45bc-9f0f-845fa5d1f6d0>

McHenry County Government

Fiscal Year 2025 Supplemental Request

(Include only supplemental requests not covered on the personnel and capital outlay request forms)

DEPARTMENT: Office of Special Projects

FUND: 376 (Use a separate sheet for each fund)

(Please give a brief description and justification for the supplemental request)

Requested Item: Forensic Health Assessment Center Clinician

Projected Cost: 99,465

Division Code: 4200

Main Account: 301010 / 302510 / 310510 / 311010 / 314610

Justification: (Please start justification on next line)

This cost covers the salary and benefit costs for a clinician to support the mission of the 22nd Judicial Circuit's Forensic Health Assessment Center by assisting and completing court ordered evaluations.

Requested Item: Forensic Health Assessment Center Clinician

Projected Cost: 99,465

Division Code: 4200

Main Account: 301010 / 302510 / 310510 / 311010 / 314610

Justification: (Please start justification on next line)

This cost covers the salary and benefit costs for a clinician to support the mission of the 22nd Judicial Circuit's Forensic Health Assessment Center by assisting and completing court ordered evaluations.

Requested Item: Forensic Health Assessment Center Psychologist

Projected Cost: 152,266

Division Code: 4200

Main Account: 301010 / 302510 / 310510 / 311010 / 314610

Justification: (Please start justification on next line)

This cost covers the salary and benefit costs for a psychologist to support the mission of the 22nd Judicial Circuit's Forensic Health Assessment Center and would perform court ordered evaluations.

TOTAL DEPARTMENT SUPPLEMENT REQUESTS: 351195.7

Use as many sheets as necessary

The projected cost should be posted under the supplemental column in the Questica budget data entry screen. If the supplemental request is approved it will moved into the department budget.

McHenry County Government

Fiscal Year 2025 Supplemental Request

(Include only supplemental requests not covered on the personnel and capital outlay request forms)

DEPARTMENT: Court Administration

FUND: 100 (Use a separate sheet for each fund)

(Please give a brief description and justification for the supplemental request)

Requested Item: Guardian Ad Litem (GAL)
Projected Cost: 112,137.37
Division Code: 4200
Main Account: 301010 / 302510 / 310510 / 311010 / 314610
Justification: (Please start justification on next line)

This cost covers the salary and benefit costs for an in house Guardian Ad Litem (GAL) to support the mission of the 22nd Judicial Circuit by representing minor children within the McHenry County Judicial System.

Requested Item:
Projected Cost:
Division Code:
Main Account:
Justification: (Please start justification on next line)

Requested Item:
Projected Cost:
Division Code:
Main Account:
Justification: (Please start justification on next line)

TOTAL DEPARTMENT SUPPLEMENT REQUESTS: 112137.4

Use as many sheets as necessary

The projected cost should be posted under the supplemental column in the Questica budget data entry screen. If the supplemental request is approved it will moved into the department budget.

McHenry County Government

Fiscal Year 2025 Supplemental Request

(Include only supplemental requests not covered on the personnel and capital outlay request forms)

DEPARTMENT: Law Library

FUND: 375 (Use a separate sheet for each fund)

(Please give a brief description and justification for the supplemental request)

Requested Item: Office Furniture and Fixtures

Projected Cost: \$ 20,000.00

Division Code: 4200

Main Account: 513510

Justification: (Please start justification on next line)

To upgrade the existing office furniture in the Self Help Center to provide a more protected/separated space, as well as various chairs/tables/form holderds to display information for self represented litigants. Funding is abaliable in the 375 Fund Balance and will require no additional funding via the General Fund.

Requested Item:

Projected Cost:

Division Code:

Main Account:

Justification: (Please start justification on next line)

Requested Item:

Projected Cost:

Division Code:

Main Account:

Justification: (Please start justification on next line)

TOTAL DEPARTMENT SUPPLEMENT REQUESTS: 20000

Use as many sheets as necessary

The projected cost should be posted under the supplemental column in the Questica budget data entry screen. If the supplemental request is approved it will moved into the department budget.