

**Schedule of Fees  
and  
Services**

**Effective September 1, 2019**

**[www.lasallecounty.com](http://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 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. 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  
Trove  
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

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**CHANCERY (CH)**

Non-Residential \$ 319.00

Residential Foreclosure (0-49) \$ 569.00

Residential Foreclosure (50-174) \$ 769.00

Residential Foreclosure (175+) \$1,019.00

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**DIVORCE (D)** \$319.00

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**EMINENT DOMAIN (ED)** \$319.00

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**FAMILY (F)** \$319.00

Confidential Intermediary No Charge

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**LAW (L)** \$319.00

\$50,000 +

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**LAW (LM)**

Under \$15,000 \$269.00

Over \$15,000 \$319.00

Eviction – Possession only \$102.00

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**MUNICIPAL CORPORATION (MC)** No Charge

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**MENTAL HEALTH (MH)** No Charge

Filed at Criminal Justice Center

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**MISCELLANEOUS REMEDY (MR)** \$319.00

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**ORDER OF PROTECTION (OP)** No Charge

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**PROBATE (P)** \$269.00

Administration of Decedent's Estate \$369.00

Missing Person \$369.00

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**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

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**SMALL CLAIMS (SC)**

\$0 - \$2,500 \$102.00

\$2,501 - \$10,000 \$269.00

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**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

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## APPEARANCE FEES

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

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## COUNTER CLAIM FEES

(Cost of case minus appearance fee  
IF already paid)

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

## ADDITIONAL FILING FEES

**3<sup>rd</sup> Party Complaint**  
Cost of original case

**Petition to Intervene**  
Cost of original case

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## 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

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## JURY DEMAND FEES – 12 PERSON

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

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## MISCELLANEOUS FEES

Alias Citation	\$ 5.00
Alias Summons	\$ 5.00

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Change of Venue or Transfer  
To Another County \$ 40.00

From Another County  
to LaSalle County Original Filing Fee

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Certified Mailing by Circuit Clerk

Certified Mail	\$ 15.33
Restricted Delivery	\$ 20.48

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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

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Garnishment, wage deduction and citations

\$0 - \$1,000	\$ 15.00
\$1,001 - \$5,000	\$ 30.00
Over \$5,000	\$ 50.00

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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

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

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Petition to Revive Judgment  
Any case type No charge

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Record Search per year \$ 6.00

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