

**Schedule of Fees
and
Services**

Effective January 1, 2022

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, Lake, McHenry and Will Counties are single circuit counties which means that the boundaries of the circuit are the same as the county. The remaining 96 counties are divided into eighteen 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 two-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 unless a Fee Waiver has been granted.
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.

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 two-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.

CIVIL DIVISION

CC CONTEMPT OF COURT

Jurors who do not Respond to Summons or who are Absent

Civil Contempt of Court (Direct or Indirect)

CH CHANCERY

Abandoned Mobile Home

Appointment of Special Administrator

Construction of Inter Vivos Trust

Construction of Testamentary Trust

(used after Probate case has been disposed)

Contract Actions – Specific Performance

Detinue

Equitable Lien

Exhume a Body

Foreclosure of Security Interest in Personal Property

Injunction (except in Tax and Dissolution cases)

Interpleader

Mechanic's Lien Foreclosure

Partition

Partnership Dissolution

Petition for Issuance of Marriage Certificate (Adult)

Quiet Title

Rescission of Contract

Removal of Private Compromising Image (Take-Down Order)

Restraining Order

Specific Performance

Structured Settlement, Original Action to Assign Trust Administration

ED EMINENT DOMAIN

Condemnation by:

The County of LaSalle

A Municipality in LaSalle County

A School District

The State of Illinois

A Special Unit of Local Government

EV EVICTION

Commercial

Residential

Ejectment

FC	FORECLOSURE Commercial Real Estate Residential Real Estate Residential Foreclosure/Termination of Lease	MR	MISCELLANEOUS REMEDY Abatement of Nuisance Administrative Review – Unemployment Adult Protective Services Act Appointment of Receiver Building Code Violation Burnt Records Certiorari Change of Name Confirmation of Election Judge Consumer Fraud/Deceptive Business Practice Contagious Disease Corporation Dissolution Declaratory Judgment Demolition Election Contest Escheat Fictitious Vital Record Lost Goods or Money Mandamus Ne-Exeat (Original Action) Petition to Destroy Evidence Petition for Discovery or to Depose Quo Warranto Review of Administrative Proceedings (Other than Tax Commission) Sexually Transmissible Disease Control Proceedings
GC	GOVERNMENT CORPORATION Drainage Assessment (Except Tax Collection) Foreclosure of Lien for Special Assessment Petition of Annexation for Election Petition for the Creation of a Drainage District Petition to Change Form of Government Petition to Disconnect from Fire District Petition to Dissolve Government Corporation Retailer’s Occupation Tax Special Assessment (To Change or Restrain Collection)		
GR	GUARDIANSHIP Guardianship of Minor Guardianship of Person with Disability Guardianship of Estate of a Living Person		
LA	LAW: DAMAGES OVER \$50,000 Arbitration and Award Asbestos Civil Remedies for Nonconsensual Dissemination of Private Sexual Images Act Contract – Money Damages Only Confession of Judgment Distress for Rent Recover Support/Contribution Replevin Statutory Action by State or Political Subdivision to Recover Support or Contribution Tort – Money Damages Trover Wrongful Death	PR	PROBATE Administration of Decedent’s Estate Missing Person Wrongful Death/Collection of Judgment
LM	LAW: DAMAGES \$50,000 OR LESS (OTHER THAN SC) Arbitration and Award Civil Remedies for Nonconsensual Dissemination of Private Sexual Images Act Contract – Money Damages over \$10,000 Only Confession of Judgment Distress for Rent 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	SC	SMALL CLAIMS Contract – Money Damages \$10,000 or Less Tort – Money Damages \$10,000 or Less
		TX	TAX Annual Tax Sale Drainage Assessment Tax Collection Petition for Tax Deed Sale in Error Scavenger Tax Sale Tax Commission, Review of Decision Tax Foreclosure Tax Injunction Tax Refund/Objection
			FAMILY DIVISION
		AD	ADOPTION – CIVIL DIVISION Adoption
		DC	DISSOLUTION WITH CHILDREN Dissolution Dissolution of Civil Union Invalidity Legal Separation

DN DISSOLUTION WITHOUT CHILDREN
 Dissolution
 Dissolution of Civil Union
 Invalidity
 Legal Separation

FA FAMILY
 Abandoned Baby
 Child of Assisted Reproduction
 Delayed Record of Birth
 Gestational Surrogacy
 Notice to Putative Father/Adoption Act
 Notice to Putative Father/Juvenile Act
 Parentage
 Petition for Confidential Intermediary
 Petition for Custody
 Petition for Parental Responsibility (Visitation or
 Child Support)
 Petition to Request Support
 Petition for Visitation of Children
 Petition for Visitation Frail/Elderly Adult

OP ORDER OF PROTECTION
 Civil No Contact Order
 Firearms Restraining Order
 Order of Protection
 Stalking No Contact Order

CRIMINAL DIVISION

CC CONTEMPT OF COURT
 Jurors who do not Respond to Summons or who
 are Absent
 Criminal Contempt of Court (Direct or Indirect)

CF CRIMINAL FELONY
 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
 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
 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
 Any violation as defined in Supreme Court Rule
 585.

DT DRIVING UNDER THE INFLUENCE
 Driving Under the Influence –
 Illinois Vehicle Code
 Operating Under the Influence – Watercraft
 Operating Under the Influence – Snowmobile

DV DOMESTIC VIOLENCE
 Any violation of domestic battery under Section
 12-3.2 of the Criminal Code (720 ILCS 5/12-3.2)

JA JUVENILE ABUSE
 Dependent Minor
 Neglected Minor
 Abused Minor

JD JUVENILE DELINQUENT
 Juvenile Delinquency

JV JUVENILE
 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

MH MENTAL HEALTH
 Petition for Hospitalization
 Petition for Discharge
 Petition for Restoration
 Petition to Administer Treatment

MT MAJOR TRAFFIC
 Any violation as defined by Supreme Court Rule
 501(f)(1)(i) except DUI cases.

MX	MISCELLANEOUS CRIMINAL Administrative Subpoena Application for Order Authorizing Eavesdrop or Electronic Criminal Surveillance Appointment of Special Prosecutor Asset Forfeitures Attachment (Original Action) Certificate of Innocence Eavesdropping Expungement Petition (for arrest without charge) Extradition Fugitive from Justice Grand Jury Investigator Habeas Corpus (Civil or Criminal) Interstate and Intrastate Probationer Transfer Petition to Expunge (Governor's Pardon) Petition for Rule to Show Cause against a Juror For Failure to Appear Petition to Seal (when no criminal case exists) Petition to Secure Testimony for Out of State Witness Peace Bond Fugitive/Probationer Transfers Rendition Search Warrant (complaint for search warrant not related to pending case) Sexually Violent Person Commitment Proceeding Statewide Grand Jury proceedings (prior to determination of venue for prosecution) Statutory Summary Suspension (when no DT is filed)
OV	ORDINANCE VIOLATION – Any violation of an ordinance from a municipal corporation.
QC	QUASI-CRIMINAL Any violation classified as Petty or Business as defined in the Unified Code of Corrections (730 ILCS 5/5-1 et seq.) which is not otherwise defined as a DT, MT, TR or CV case.
TR	TRAFFIC – Any violation as defined by Supreme Court Rule 501(f)(1)(ii).

NEW CASE FILING FEES

ADOPTION (AD)	\$102.00
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CONTEMPT OF COURT (CC)	No Charge
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CHANCERY (CH)	\$319.00
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DIVORCE WITH CHILDREN (DC)	\$319.00
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DIVORCE WITH NO CHILDREN (DN)	\$319.00
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EMINENT DOMAIN (ED)	\$319.00
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EVICTION (EV)	
Residential/Commercial	\$269.00
Possession Only	\$102.00
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FAMILY (FA)	\$319.00
Confidential Intermediary	No Charge
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FORECLOSURE (FC)	
Residential	\$469.00
Commercial & Termination of Lease	\$319.00
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GOVERNMENTAL CORPORATION (GC)	\$319.00
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GUARDIANSHIP (GR)	\$269.00
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LAW (LA)	\$319.00
\$50,000 +	
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LAW (LM)	
Under \$15,000	\$269.00
Over \$15,000	\$319.00
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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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MISCELLANEOUS CRIMINAL (MX) No Charge

ORDER OF PROTECTION (OP) No Charge

PROBATE (P)

Administration of Decedent's Estate \$369.00
Missing Person \$369.00
Wrongful Death Collect Judgment \$269.00

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

INSTRUCTIONS FOR CIVIL CASES

If a complaint in a civil case contains two or more counts that appear to fall under more than one case category, the following hierarchy of case type assignment shall be as follows:

CH
MR
FC
EV
LA
LM
SC

Cases which contain counts in these categories shall be filed independent of any other case category:

ED
MH
PR
TX
GR
GC

INSTRUCTIONS FOR CRIMINAL CASES

When a complaint, indictment or information contains more than one count, the highest classified charge shall direct the case category assigned to all counts in the following hierarchy of case type assignment shall be applied as follows:

CF
DV
DT
CM
MT
TR
CV
QC
OV