

## NEW CASE FILING FEES

### SMALL CLAIMS (SC)

\$0.00 TO \$250.00	\$101.00
\$250.01 TO \$1,000.00	\$126.00
\$1,000.01 TO \$2,500.00	\$136.00
\$2,500.01 TO \$5,000.00	\$186.00
\$5,000.01 TO \$10,000.00	\$236.00

### ARBITRATION (AR)

\$10,000.01 TO \$15,000.00	\$236.00
\$15,000.01 TO \$50,000.00	\$276.00

### LAW MAGISTRATE (LM)

#### FORCIBLE ENTRY & DETAINER:

POSSESSION ONLY \$0.00 TO \$15,000.00	\$161.00
\$15,000.01 TO \$50,000.00	\$276.00

CONFESSION OF JUDGMENT/ REPLEVIN/ DETINUES/DISTRESS FOR RENT...

*BASED ON \$ AMOUNT OF COMPLAINT*

### LAW (L)

IN EXCESS OF \$50,000.00	\$276.00
FORCIBLE ENTRY & DETAINER (OVER \$50,000.00)	\$276.00
CONFESSION OF JUDGMENT (OVER \$50,000.00)	\$336.00

### MECHANICS LIEN

PROPERTY (CH)	\$276.00
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### DIVORCE (D)

Joint Simplified forms packet (includes appearance fee)	\$437.00
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**CHANCERY (CH) – MISC. REMEDIES (MR) - EMINENT DOMAIN (ED) –**

**FAMILY/ NON SUPPORT/ PATERNITY (F) (NS) (FP) (PA)** \$276.00

### PROBATE (P) (PC) (PE) (PG)

GUARDIANSHIP UNDER \$15,000.00	\$126.00
GUARDIANSHIP OVER \$15,000.00	\$161.00
DECEDENTS ESTATE	\$236.00

### ADOPTION (AD)

\$70.00

### ORDERS OF PROTECTION (OP)

FREE

### TAX (TX)

ADDITIONAL TAX PARCELLS	\$100.00
TAX OBJECTIONS (TX)	\$136.00

## **APPEARANCES/ ANSWERS/ RESPONSES**

### **SMALL CLAIMS (SC)**

\$0.00 TO \$1,500.00	\$126.00
\$1,500.01 TO \$10,000.00	\$146.00

### **ARBITRATION (AR)**

\$10,000.01 TO \$15,000.00	\$146.00
\$15,000.01 TO \$50,000.00	\$161.00

### **LAW MAGISTRATE (LM)**

FORCIBLE ENTRY & DETAINER	\$146.00
FORCIBLE ENTRY & DETAINER (POSSESSION ONLY)	\$126.00

CONFESSION OF JUDGMENT/ REPLEVIN/ DETINUES/DISTRESS FOR RENT...  
*BASED ON \$ AMOUNT OF COMPLAINT*

### **LAW (L)**

IN EXCESS OF \$50,000.00	\$161.00
FORCIBLE ENTRY & DETAINER (OVER \$50,000.00)	\$161.00
CONFESSION OF JUDGMENT (OVER \$50,000.00)	\$161.00

<b>DIVORCE (D) – CHANCERY (CH) – MISC. REMEDIES (MR) - MECHANICS LIEN (PROPERTY) (CH) – EMINENT DOMAIN (ED) - FAMILY/ NON SUPPORT/ PATERNITY (F) (FP) (NS) (PA)</b>	\$161.00
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<b><u>PROBATE</u> (P) (PG) (PE) (PC)</b>	\$116.00
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<b>ORDER OF PROTECTION – ADOPTIONS MENTAL HEALTH - CRIMINAL &amp; JUVENILE</b>	FREE
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## MISC. FEES

### JURY DEMANDS

REGULAR 6 MAN JURY DEMAND \$106.25  
REGULAR 12 MAN JURY DEMAND \$212.50

SMALL CLAIMS 6 MAN JURY DEMAND \$12.50  
SMALL CLAIMS 12 MAN JURY DEMAND \$25.00

PROBATE JURY DEMAND \$138.00

**CROSS COMPLAINTS/ PETITIONS – COUNTER PETITIONS - PETITIONS TO INTERVENE - COUNTER CLAIMS/ COMPLAINTS – THIRD PARTY COMPLAINTS**  
*CALCULATION: ORIGINAL FILING FEE – APPEARANCE FEE = CROSS/ COUNTER COMPLAINT OR THIRD PARTY COMPLAINT FEE OR PETITION TO INTERVENE*

FOURTH PARTY COMPLAINT \$153.00

CHANGE OF VENUE (CASES FROM ANOTHER COUNTY TO WILL COUNTY)  
SUBTRACT \$40.00 FROM NEW CASE FILING FEES – BASED ON CASE TYPE

CHANGE OF VENUE (CASES FROM WILL COUNTY TO ANOTHER COUNTY)  
TRANSFER FEE/ (1) CERTIFIED MAILING \$45.00 + \$15.27 = \$60.27  
(PLUS NEW CASE FILING FEE MADE PAYABLE TO THE NEW COUNTY)

### COPIES

PAGE 1 \$2.00  
PAGES 2-20 \$0.50  
PAGES 21 & UP \$0.25

CERTIFICATION \$6.00 EXTRA PER STAMP/SEAL

### PROBATE COPIES (CERTIFIED)

PAGE 1-3 (add a page) \$2.00  
PAGES 4 & UP \$1.00

LETTERS OF OFFICE \$2.00 each

ANNUAL/ CURRENT ACCOUNTS \$25.00

### WRONG CASE NUMBER/ CASE NAME

PENALTY FEE (WRONG INFO. ON DOCUMENTS) \$25.00

### ORDER OF PROTECTION COPIES

PLAINTIFF AND/OR ATTORNEY FREE  
DEFENDANT AND/OR ATTORNEY FREE

Will County Circuit Clerk 2008 Fee Schedule

Pursuant to 705 ILCS 105/27.2 & Will County Board Resolution No. 03-436, 07-08, & 08-196

**COPY OF TRANSCRIPTS**

MUST ORDER THROUGH COURT REPORTERS

**CERTIFIED MAILING** \$10.00 + POSTAGE COST  
SMALL CLAIMS SUMMON/ ALIAS SUMMON (ONLY) \$2.00 + POSTAGE COST

**ARBITRATION NOTICE OF REJECTION OF AWARD**

AWARD OF ARBITRATORS \$30,000.00 AND UNDER \$200.00  
AWARD OF ARBITRATORS \$30,000.01 AND OVER \$500.00

**COLLECTION PAPERS**

**WAGE DEDUCTIONS, CITATIONS, & NON-WAGE GARNISHMENTS**

IF TOTAL UNPAID BALANCE IS UNDER \$1,000.00 \$15.00  
IF TOTAL UNPAID BALANCE IS \$1,000.01 TO \$5,000.00 \$30.00  
IF TOTAL UNPAID BALANCE IS OVER \$5,000.00 \$50.00

**ORIGINAL SUMMONS**

FREE

**ALIAS**

ALIAS SUMMONS \$5.00  
ALIAS CITATIONS \$5.00  
ALIAS WAGE DEDUCTIONS \$5.00  
ALIAS GARNISHMENTS \$5.00

LOCAL COURT RULE: **MOTIONS & DISCOVERY SECTION 4.00 PART 4.02**

“All Motions must be filed with the Clerk & listed in the Motion book to be kept by the Clerk before 4:30 PM (2) two days preceding the day they are to be presented, except emergency motions, and the same shall be heard in the order in which they are listed in the Motion book.”

**MOTIONS TO VACATE JUDGMENT OR TO REINSTATE (RE-OPEN)**

**SMALL CLAIMS/ FORCIBLE ENTRY & DETAINER/ PROBATE CASES:**

IF MOTION IS FILED **BEFORE 30 DAYS** OF JUDGMENT OR DISMISSAL FREE  
IF MOTION IS FILED **AFTER 30 DAYS** OF JUDGMENT OR DISMISSAL \$75.00

**ALL OTHER CIVIL CASE TYPES**

IF MOTION IS FILED **BEFORE 30 DAYS** OF JUDGMENT OR DISMISSAL \$50.00  
IF MOTION IS FILED **AFTER 30 DAYS** OF JUDGMENT OR DISMISSAL \$75.00

**MOTIONS TO VACATE/ REINSTATE/ MODIFY A CHILD SUPPORT OR SPOUSAL SUPPORT JUDGMENT**

FREE

**CRIMINAL MOTIONS TO VACATE**

\$40.00

**TRAFFIC MOTIONS TO VACATE**

\$40.00

Will County Circuit Clerk 2008 Fee Schedule

Pursuant to 705 ILCS 105/27.2 & Will County Board Resolution No. 03-436, 07-08, & 08-196

**PETITION TO EXPUNGE (Juvenile Record)**

FILING OF EXPUNGEMENT (\$60.00 filing fee + \$41.68 Mailing fee) \$101.68

**IF GRANTED:**

4-CERT. COPIES & STATUATORY MAILING FEES AT \$10.00 + POSTAGE COST

AND A CHECK MADE PAYABLE TO **ILLINOIS STATE POLICE** FOR \$60.00

**PETITION TO EXPUNGE (Adult Record)**

FILING OF EXPUNGEMENT \$60.00

**IF GRANTED:**

4-Cert. COPIES & STATUATORY MAILING FEES AT \$10.00 + POSTAGE COST AND A

CHECK MADE PAYABLE TO **ILLINOIS STATE POLICE** FOR \$60.00

**PETITION TO SEAL (Arrest Record, Conviction, Felony Drug Conviction, or Felony Drug Arrest)**

FILING OF SEALING (Arrest Record or Conviction)

(\$60.00 filing fee + \$41.68 Mailing Fee) \$101.68

**IF GRANTED:**

4-CERT. COPIES & STATUATORY MAILING FEES AT \$10.00 + POSTAGE COST

AND A CHECK MADE PAYABLE TO **ILLINOIS STATE POLICE** FOR \$60.00

**APPEALS**

NOTICE OF APPEAL (\*DEPOSIT) \$75.00

\*REQUIRED AT THE TIME OF FILING FOR PROSE'S

**PREPARATION FEES OF AN APPEAL RECORD**

PAGES 1 – 100 \$75.00

PAGES 101 – 200 \$150.00

PAGES 201 & UP PER PAGE \$0.25

**PROBATE CLAIMS**

\$0.00 TO \$150.00 FREE

\$150.01 TO \$500.00 \$20.00

\$500.01 TO \$10,000.00 \$40.00

\$10,000.01 & UP \$60.00

**DNA PROCESSING FACILITIES:**

-Will County Health Department, 501 Ella, Joliet, IL 60433 (815) 727-8480

-Will County Probation Department, 54 N. Ottawa Street, Joliet, IL 60432 (815) 727-8446

**DNA (COLLECTION)**

NO FEE

Pursuant to Administrative Order No. 06-18

## **GENERAL INFORMATION**

### **PASSPORT (BOOK)**

4-6 WEEKS FOR REGULAR DELIVERY

2-3 WEEKS FOR EXPEDITE DELIVERY

**REQUIREMENTS:** 2 - 2x2 PASSPORTS PHOTOS (IDENTICAL)  
VALID DRIVERS LICENSE  
ORIGINAL OR CERTIFIED COPY OF BIRTH CERTIFICATE

**IF EXPEDITING** (PER APPLICATION) - 1 PREPAID PRIORITY MAILING  
ENVELOPE WITH MAILING LABEL & AN ADDITIONAL MAILING LABEL

**FEES:** CLERK FILING FEE \$25.00 PAY TO CLERKS OFFICE - CASH  
ADULTS (16YRS & OVER) \$75.00 PAYABLE TO PASSPORT AGENCY  
CHILD (15YRS & UNDER) \$60.00 PAYABLE TO PASSPORT AGENCY  
EXPEDITE AN EXTRA \$60.00 PLUS \$14.85 FOR  
OVERNIGHT DELIVERY SERVICE FEE  
PAYABLE TO PASSPORT AGENCY  
RENEWAL FOR ADULT \$75.00 CUSTOMER SUBMITS BY MAIL ONLY

### **MARRIAGES**

LICENSE MUST BE VALID 24 HOURS PRIOR TO PRESENTATION TO CLERK  
AND MUST BE PRESENT WITH FEE OF \$10.00 CASH

TIMES: MONDAY – FRIDAY 11:00 am - 11:45 am AND 3:00 pm - 3:45 pm  
SATURDAY 8:30 am

### **BANKRUPTCY**

COURT IS HELD AT 57 W. JEFFERSON ST. 2<sup>ND</sup> FLOOR, EMCO BUILDING  
ALL INQUIRES ARE DIRECTED TO CALL (312) 435-5694 FOR THE FEDERAL COURT  
BUILDING IN CHICAGO, IL.

### **WORKMAN'S COMP**

COURT IS HELD AT 14 W. JEFFERSON ST. ALL INQUIRES ARE DIRECTED TO CALL  
(312) 814-6500 FOR THE INDUSTRIAL COMMISSION BUILDING

### **CERTIFIED COPIES OF CONVICTIONS**

REQUESTS CAN BE FAXED, ATTENTION: CERTIFIED CONVICTIONS (815) 727-8896  
ALLOW 3 – 5 DAYS FOR PROCESSING

### **CIVIL AND CRIMINAL SEARCHES**

\$6.00 FEE PER EACH YEAR PER EACH PERSON TO SEARCH

- USE YOUR BEST JUDGMENT TO SEARCH OVER THE PHONE
- REQUEST BY MAIL MUST ACCOMPANY FEE, A SELF ADDRESS STAMPED ENVELOPE AND/ OR A WAY TO BE CONTACTED
- PUBLIC ACCESS COMPUTERS AVAILABLE AT CLERS OFFICE

# TRAFFIC/ FINANCE

## FORM OF PAYMENTS

- CASH, MONEY ORDER, CERTIFIED CHECK (**NO PERSONAL CHECKS**)
- CREDIT CARD (888) 604 – 7888 **at least 5 business days before court date**
- ON LINE [www.willcountycircuitcourt.com](http://www.willcountycircuitcourt.com) **at least 5 business days before court Date**

## HOW TO REQUEST SUPERVISION ON A TICKET

- 10 BUSINESS DAYS AFTER TICKET WAS ISSUED& 3 BUSINESS DAYS BEFORE COURT DATE
  - CAN APPLY FOR TRAFFIC SCHOOL & PLEAD GUILTY
  - \$40.00 MORE FOR SCHOOL (1 DAY 4 HOUR CLASS)
- CAN APPEAR IN COURT AND ASK JUDGE FOR SUPERVISION

## IF TWO OR MORE TICKETS ARE ISSUED AT SAME TIME

- MUST APPEAR IN COURT
- A NO INSURANCE TICKET CAN BE DISMISSED AT TRAFFIC WINDOW
  - WILL HAVE TO PLEAD GUILTY TO OTHER TICKET
  - DOES NOT WANT TO PLEAD GUILTY, MUST GO TO COURT

## MOTIONS TO VACATE

- HAVE TO COME IN TO ROOM 228
- \$40.00 CASH OR MONEY ORDER FILING FEE

CLERK WILL GIVE THEM NEW COURT DATE

ORDINANCE JURY DEMAND

\$112.50

## EXPUNGMENTS

- SEE SECTION FOR MISC. FEES ON EXPUNGMENTS

## BOND REFUNDS

### *GUIDELINES*

- ONLY IF BOND MONEY EXCEEDS AMOUNT OF FINES & COSTS
- IF NO OTHER OUTSTANDING FINES & COSTS ARE ON OTHER CASES
  - THE DIFFERENCE WILL BE REFUNDED
- ONLY IF CASE IS DISMISSED OR NOLLED
- REFUND WILL ONLY GO TO SURETY
  - PERSON WHO POSTED BOND, UNLESS AN ORDER STATES OTHERWISE
- BEFORE A REFUND IS SENT BACK A 10% BOND FEE WILL BE TAKEN OUT
- APPROXIMATELY 6-8 WEEKS TO BE REFUNDED

## DUI ONLY

### PETITION FOR JUDICIAL DRIVING PERMIT

- LIMITED DRIVING PERMIT FOR DEFENDANT
- FORMS ARE AT THE TRAFFIC WINDOW ROOM 228

# CHILD SUPPORT

STATE DISBURSEMENT UNIT  
PO BOX 5400, CAROL STREAM, IL 60197  
(877) 225-7077  
[www.ilsdu.com](http://www.ilsdu.com)

HEALTH CARE & FAMILY SERVICES  
16 W CASS ST, 4<sup>TH</sup> FL, JOLIET  
(800) 447-4278  
[www.ilchildsupport.com](http://www.ilchildsupport.com)

STATES ATTORNEY  
121 NORTH CHICAGO ST, JOLIET  
(815) 727-8453  
[www.willcountysao.com](http://www.willcountysao.com)

## **FORM OF PAYMENT**

CIRCUIT CLERK'S OFFICE – CASH, MONEY ORDER, OR CERTIFIED CHECK  
STATE DISBURSEMENT UNIT – WILL TAKE A PERSONAL CHECK

- \* IF CHECK IS RETURNED, YOU WILL HAVE TO PAY BY CASHIER  
CHECK OR MONEY ORDER

## **CHANGE OF ADDRESS/ NAME**

ADDRESS: -

- MUST BE IN WRITING (*OLD ADDRESS, NEW ADDRESS, NAME, CASE NUMBER, SOCIAL SECURITY NUMBER AND SIGNED*) & *VALID DRIVERS LICENSE*
- MAY BE FAXED, MAILED OR BROUGHT IN
- IF YOU CHANGE IT WITH SDU, YOU MUST ALSO CHANGE IT WITH US

NAME:

- SAME INFORMATION NEEDED AS ABOVE
- IF DUE TO MARRIAGE... NEED COPY OF MARRIAGE LICENSE
- IF DUE TO DIVORCE... NEED COPY OF DIVORCE DECREE

## **MODIFICATION OF SUPPORT/ BACK SUPPORT**

CASE NEEDS TO BE MOTIONED INTO COURT

## **COPIES OF PAYMENT LEDGERS**

PAGE 1	\$2.00
Pages 2-20	\$0.50
Pages 21 & UP	\$0.25

CERTIFICATION \$6.00 EXTRA PER STAMP/SEAL

## **CHILD SUPPORT CHECKS**

- CANNOT BE PICKED UP IN PERSON
- WILL BE MAILED SAME DAY RECEIVED IF INPUT BY 1pm, IF RECEIVED AFTER IT WILL BE MAILED NEXT BUSINESS DAY

Will County Circuit Clerk 2008 Fee Schedule  
Pursuant to 705 ILCS 105/27.2 & Will County Board Resolution No. 03-436, 07-08, & 08-196

**REISSUE CHECKS**

- CHECK MUST BE AT LEAST 10 BUSINESS DAYS OLD
- IF CHECK HAS NOT BEEN CASHED A REPLACEMENT WILL BE SENT WITHIN 24 – 48 HOURS
- IF CHECK HAS CLEARED, COPIES MAY BE OBTAINED (\$6.00 PER CHECK)
- IF DISBURSED BY **SDU**, MUST CONTACT **SDU** TO REISSUE

**DIRECT DEPOSIT** – SDU OFFERS THIS, NOT OUR OFFICE (CONTACT SDU)

**\$36.00 ANNUAL FEE**

- FEE MANDATED BY LAW (EFFECTIVE 1986)
- PAID BY OBLIGOR IN ADDITION TO THE SUPPORT ORDER
- NO PERSONAL CHECKS
- SEND TO THE CLERK OF THE COURT, NOT THE SDU
- NOTICE MAILED ON ANNIVERSARY DATE (DATE OF FIRST ORDER TO MAKE SUPPORT PAYMENTS)
- ANY DISAGREEMENTS WITH AMOUNT OWED... CONTACT OUR CHILD SUPPORT DIVISION (727-8592 ext. 6604)

**INCOME TAX/ UNEMPLOYMENT**

- COLLECTED BY IDPA
- MONIES ARE SENT DIRECTLY TO SPRINGFIELD (IDPA OFFICE)
- OUR OFFICE DOES NOT KEEP TRACK OF MONIES COLLECTED BY STATE, FEDERAL TAXES OR UNEMPLOYMENT