

Kahalah A. Clay
Clerk of the Circuit Court

FEE BOOK

Circuit Court for the 20th
Judicial Circuit
St. Clair County, Illinois

Revised July 1st, 2019
@ 12:01am

[Note: The fee book represents the state standard fee schedules](#)

KAHALAH A. CLAY

**Clerk of the Circuit Court
20th Judicial Circuit
St. Clair County, Illinois**

Area Code
(618) 277-6832

OFFICE HOURS

Monday through Friday
8:00am to 4:30pm

Closed Saturday and Sundays and all Legal Holidays

MAILING ADDRESS

Clerk of the Circuit Court
St. Clair County
10 Public Square
Belleville, IL 62222

CHILD SUPPORTP. O. Box 8447
CIVIL/SMALL CLAIMS/FELONY.....P. O. Box 8445
TRAFFICP. O. Box 0691

INFORMATION TERMINALS

The Clerk of the Circuit Court has made available computerized information terminals to the public for access to Circuit Clerk Records.

Terminal Locations are 1st Floor Lobby and 3rd Floor Circuit Clerk's Office.

DEPARTMENT LOCATIONS

Administration	3 rd Floor
Accounting.....	3 rd Floor
Child Support.....	3 rd Floor
Civil/Small Claims.....	3 rd Floor
Family	3 rd Floor
Felony.....	3 rd Floor
Juvenile	3 rd Floor
Microfilm.....	3 rd Floor
Probate	3 rd Floor
Traffic.....	3 rd Floor

GENERAL INFORMATION

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 Circuit Court Clerk is mandated to collect them. The fees of the St. Clair County Circuit Court Clerk are set forth in the 705 ILCS 105/27.1b and set by resolution of the County Board of St. Clair County in order to continue in effect.

In addition other specific fee's that are assessed are provided for in other sections of the Illinois Compiled Statues.

Criminal and Traffic fees are assessed by the state standard schedules.
Civil cases are filed only if the proper fees are remitted at the time of filing.

All records except those impounded by statute or order of the court are open to the public during business hours.

The Circuit Clerk does not give legal advice or render opinions.

St. Clair County requires that the Illinois State Bar Number must be submitted on all pleadings of the attorney filing the pleading.

General Administrative order 03-48 effective January 1, 2004 states all bond refunds and gross proceeds paid to an attorney or firm will not be issued until the Firm's Federal ID number and Attorney's Social Security number is on file with the accounting division within the Circuit Clerk's Office pursuant to section 6045 (f) of the Internal Revenue Code.

Fee Waiver for Units of Government

No fee provided for herein shall be charged to any unit of state or local government or school district unless the court orders another party to pay such fee on its behalf. The fee requirements of this section shall not apply to police departments or other law enforcement agencies. In this section, "law Enforcement agency" means an agency of the state or a unit of local government that is vested by law or ordinance with the duty to maintain public order and to enforce criminal laws and ordinances.

If you are unable to pay any fines or fees owed to the Circuit Clerk you may apply for the Indigent Application form which will be granted or denied by the Judge. The Judge may order you to pay all or a percentage of fines or fees owed.

Case Designation

The code letter used in case numbering and in statistical reports are selected from the

following outline. The appropriate section of the circuit clerk's office pertaining to the designated cases is also shown.

Case Category	Case Type	Division	Division Location
AD	ADOPTION	Family	3 RD Floor
AR	ARBITRATION	Civil	3 rd Floor
CC	CONTEMPT OF COURT	Civil or Criminal	3 rd Floor
CF	CRIMINAL	Felony	3 rd Floor
CH	CHANCERY	Civil	3 rd Floor
CM	MISDEMEANOR	Traffic	3 rd Floor
CV	CONSERVATION VIOLATION	Traffic	3 rd Floor
D	DISSOLUTION OF MARRIAGE	Family	3 rd Floor
DT	DRIVING UNDER THE INFLUENCE	Traffic	3 rd Floor
ED	EMINENT DOMAIN	Civil	3 rd Floor
F	FAMILY	Family	3 rd Floor
J	JUVENILE	Juvenile	3 rd Floor
JA	JUVENILE -NEGLECT AND ABUSE	Juvenile	3 rd Floor
JD	JUVENILE - DELINQUENT	Juvenile	3 rd Floor
L	LAW OVER \$50,000.00	Civil	3 rd Floor
LM	REPLEVINS - FOREIGN JUDGMENT- CONFESSION OF JUDGMENT & EVICTIONS	Civil	3 rd Floor
MR	MISCELLANEOUS REMEDIES	Civil	3 rd Floor
OP	ORDER OF PROTECTION	Family	3 rd Floor
OV	ORDINANCE VIOLATION	Traffic	3 rd Floor
P	PROBATE	Probate	3 rd Floor
SC	SMALL CLAIMS	Small Claims	3 rd Floor
TR	TRAFFIC	Traffic	3 rd Floor
TX	TAX	Probate	3 rd Floor
MH	MENTAL HEALTH	Probate	3 rd Floor
MC	Municipal Corporation	Civil	3 rd Floor

GENERAL INFORMATION

PUBLICATIONS

The cost of publication shall be paid directly to the publisher by the person seeking the publication, whether the clerk is required by law to publish, or the parties to the suit.

INCOMING MAIL

To expedite your correspondence please address all incoming mail to the attention of the proper division. Mailing address and P. O. Box numbers for all divisions are listed on the cover page.

RECORD SEARCH

For searching a record per year searched.....\$ 6.00

ALIAS SUMMONS

For each alias summons issued.....\$ 5.00

RETURNED CHECKS

Non-sufficient fund checks.....\$ 25.00

CERTIFIED MAIL

For each Summons, Writ or Notice the clerk is required to mail
certified fee of \$5.54 plus the \$10.00 mailing fee. \$ 15.54
restricted delivery fee of \$10.04 plus the \$10.00 mailing fee. \$ 20.04

JURY FEE (except for Probate, Small Claims & Ordinance Violation Cases)

(1) 6 Man Jury\$ 106.25
(2) 12 Man Jury.....\$ 212.50

CHANGE OF VENUE TRANSFER OUT

For a court of record, charge same amount as original filing fee, however the fee for preparation and certification of record on change of venue, when original documents or copies are forwarded \$ 40.00

CERTIFICATION OR AUTHENTICATION

Each certification or authentication for taking the acknowledgment of a deed or other instrument in writing with seal of office \$ 6.00

COPY FEE

- (1) First page\$2.00
- (2) Each additional page for the next 19 pages.....\$.50
- (3) For all additional pages\$.25

APPEALS

- (1) Court Appeals when original documents are forwarded under 100 pages, plus delivery costs.....\$50.00
- (2) Court Appeals when original documents are forwarded over 100 pages, plus delivery costs.....\$100.00
- (3) Court Appeals when original documents are forwarded over 200 pages, an additional fee per page\$.25

AUXILIARY PROCEEDINGS

Any auxiliary proceeding relating to the collection of money judgment including garnishment, citation or wage deduction action:

- (1) When the amount does not exceed \$1,000.00.....\$15.00
- (2) When the amount exceeds \$1,000.00 but not \$5,000.00.....\$30.00
- (3) When the amount exceeds \$5,000.00.....\$50.00

MAILING NOTICES AND PROCESSES

All notices clerk is required to mail.....\$10.00
(\$10.00 is in addition to the actual postage)

CORRECTION OF CASES

For correcting the case number or case title on any document filed in the office, charged against the party that filed the documents.....\$25.00

COLLECTIONS

For all collections made for others, except child support cases
..... 2 ½ % of the amount collected

HARD-COPY PRINT OUTPUT

Each page of hard copy print output, when case records are maintained on an automated computer-generated medium.....\$6.00

CIVIL EXPUNGEMENT.....\$60.00

Reinstatement of Driver's License (Clerks fee).....\$5.00

*****Cases where child support was ordered*****

Clerks of the Courts Act Schedule 1 – Fee is \$314.00

Schedule 1 shall include the following case categories

Arbitration (AR) cases where the amount in controversy is \$15,000.01 or more;

Chancery (CH) cases;

Dissolution (D) cases;

Eminent Domain (ED) cases;

Family (F) cases; except:

Petitions filed under the Parental Notification of Abortion Act (750 ILCS 70/1 et seq.);

Voluntary petitions to determine parentage filed pursuant to section 309 of the Illinois Parentage Act of 2015 (750 ILCS 46/309);

Law (L) cases, except:

Eviction cases filed pursuant to Article IX of the Code of Civil Procedure (735 ILCS 5/9-101 et seq.) seeking possession only;

Law-Magistrate (LM) cases where the amount in controversy is \$15,000.01 or more, except:

Eviction cases filed pursuant to Article IX of the Code of Civil Procedure (735 ILCS 5/9-101 et seq.) seeking possession only;

Miscellaneous Remedy (MR) cases, except:

Cases filed pursuant to the Estrays and Lost Property Act (765 ILCS 1020/1 et seq.);

Petitions seeking administrative review of unemployment decisions filed pursuant to Section 1100 of the Unemployment Insurance Act (820 ILCS 405/1100);

Municipal Corporation (MC) cases;

Tax (TX) cases.

Clerks of the Courts Act Schedule 2 – Fee is \$264.00

Schedule 2 shall include the following cases categories:

Arbitration (AR) cases where the amount in controversy is \$15,000.00 or less:

Probate (P) cases, except:

The file of a will pursuant to section 6-1 of the Probate Act (755 ILCS 5/6-1);

Law-Magistrate (LM) cases where the amount in controversy is \$15,000.00 or less except:
Eviction cases filed pursuant to Article IX of the Code of Civil Procedure (735 ILCS 5/9-101 et seq.)
seeking possession only;

Small Claims (SC) cases where the amount in controversy is \$2,500.01 or more

Administration of Decedent's Estate – Intestate and Testate.....\$364.00
(Includes \$100.00 Guardianship and Advocacy Fee)

Missing Person.....\$364.00
(Includes \$100.00 Guardianship and Advocacy Fee)

Clerks of the Courts Act Schedule 3 – Fee is \$89.00

Schedule 3 shall include the following cases categories:

Adoption (AD) cases, except

Petitions for appointment of a confidential intermediary filed pursuant to Section 18.3a of the
Adoption Act. (750 ILCS 50/18.3a);

The following Law (L) cases:

Eviction cases filed pursuant to Article IX of the Code of Civil Procedure (735 ILCS 5/9-101 et seq.)
seeking possession only.

The following Law-Magistrate (LM) cases:

Eviction cases file pursuant to Article IX of the Code of Civil Procedure (735 ILCS 5/9-101 et seq.)
seeking possession only;

Small Claims (SC) cases where the amount in controversy is \$2,500.00 or less.

Clerks of the Courts Act Schedule 4 – Fee is \$0

Schedule 4 shall include the following case categories:

The following Adoption (AD) cases:

Petition for appointment of a confidential intermediary filed pursuant to Section 18.3a of the Adoption Act (650 ILCS 50/18.3a);

The following Probate (P) cases:

The filing of a will pursuant to section 6-1 of the Probate Act (755 ILCS 5/6-1);

The following Family (F) cases:

Petitions filed under the Parental Notification of Abortion Act of 1995 (750 ILCS 70/5 et seq.);

Voluntary petitions to determine parentage filed pursuant to section 309 of the Illinois Parentage Act of 2015 (750 ILCS 46/309);

Mental Health (MH) cases;

The following Miscellaneous Remedy (MR) cases:

Cases filed pursuant to the Estrays and Lost Property Act (765 ILCS 1020/1 et seq.)

Petitions seeking administrative review of unemployment decisions filed pursuant to Section 1100 of the Unemployment Insurance Act (820 ILCS 405/1100);

Order of Protection (OP) cases;

All cases filed by units of local government or school districts.

Clerk of the Courts Act Civil Appearance Fee Schedule 1 – Fee is \$189.00

Civil Appearance Fees for schedule 1 shall include the following case categories:

Arbitration (AR) cases;

Chancery (CH) cases:

Dissolution (D) cases;

Eminent Domain (ED) cases;

Family (F) cases, except:

Petitions filed under the Parental Notification of Abortion Act (750 ILCS 70/1 et seq.);

Voluntary petitions to determine parentage filed pursuant to section 309 of the Illinois Parentage Act of 2015 (750 ILCS 46/309);

Law (L) cases, except:

Evictions cases filed pursuant to Article IX of the Code of Procedure (735 ILCS 5/9-101 et seq.) seeking possession only;

Law-Magistrate (LM) cases:

Eviction cases filed pursuant to Article OX of the Code of Civil Procedure (735 ILCS 5/9-101 et seq.) seeking possession only;

Miscellaneous Remedy (MR) cases, except:

Cases filed pursuant to the Estrays and Lost Property Act (765 ILCS 1020/1 et seq.);

Petitions seeking administrative review of unemployment decisions filed pursuant to Section 1100 of the Unemployment Insurance Act (820 ILCS 405/1100);

Municipal Corporation (MC) cases;

Small Claims (SC) Where the amount in controversy is \$2,500.01 or more;

Tax (TX) caaes.

Clerk of the Courts Act Appearance Fee Schedule 2 – Fee is \$109.00

Schedule 2 Civil Appearance Fees shall include the following cases categories:

The following Law (L) cases:

Eviction cases filed pursuant to Article IX of the Code of Civil Procedure (735 ILCS 5/9-101 et seq.) seeking possession only;

The following Law-Magistrate (LM) cases;

Eviction cases filed pursuant to Article IX of the Code of Civil Procedure (735 ILCS 5/9-101 et seq.) seeking possession only;

Small Claims (SC) Where the amount in controversy is \$2,500.01 or less.

Clerk of the Courts Act Appearance Schedule 3 – Fee is \$0

Civil Appearance Fees for schedule 3 shall include the following cases categories:

Adoption (AD) cases;

The following Family (F) cases;

Petitions filed under the Parental Notification of Abortion Act (750 ILCS 70/1 et seq.);

Voluntary petitions to determine parentage filed pursuant to section 309 of the Illinois Parentage Act of 2015 (750 ILCS 46/309);

Mental Health (MH) cases;

Miscellaneous Remedy (MR) cases:

Cases filed pursuant to the Estrays and Lost Property Act (765 ILCS 1020/1 et seq.);

Petitions seeking administrative review of unemployment decisions filled pursuant to Section 1100 of the Unemployment Insurance Act (820 ILCS 405/1100);

Orders of Protections (OP) cases;

All appearances filed by units of local government or school districts.

FORECLOSURE TIERS

Tier 1	\$964.00
Tier 2	\$714.00
Tier 3	\$514.00

CHANGE OF VENUE TRANSFER IN

Change of Venue Schedule 1.....	\$301.00
Change of Venue Schedule 2.....	\$251.00
Change of Venue Schedule 3.....	\$86.00
Change of Venue Tier 1 (Foreclosure).....	\$851.00
Change of Venue Tier 2 (Foreclosure).....	\$601.00
Change of Venue Tier 3 (Foreclosure).....	\$401.00

REJECTION FEE

(6) \$30,000.00 or less	\$200.00
(7) Over \$30,000.00	\$500.00

ARIBITRATION COUNTERCLAIM OR THIRD PARTY CLAIM

(1) Counterclaim or third-party claim after the appearance fee has been paid when the amount exceeds up to \$15,000.00	\$15.00
(2) Counterclaim or third-party claim after the appearance fee has been paid when the amount exceeds \$15,000.01but not exceed \$50,000.00	\$100.00
Amount equal to the fee he or she would have had to pay had he or she brought a separate action for this relief, less appearance fee previously paid	

SMALL CLAIMS JURY FEE

(1) 6 Man Jury.....	\$12.50
(2) 12 Man Jury	\$25.00

COUNTERCLAIM a Third Party Claim SC.....NO FEE

HALF SHEET 7 years @ \$6.00 each

\$42.00

PETITION TO VACATE OR MODIFY

(1) Petition to vacate or modify any final judgment or order of court except in forcible entry and detainer cases and small claims cases or a petition to reopen an estate, if filed before 30 days after the entry of the judgment or order	\$	50.00
(2) Petition to vacate or modify and final judgment or order of court, if filed later than the 30 days after the entry of the judgment or order	\$	75.00
(3) Petition to vacate order of bond forfeiture.....	\$	40.00

PROBATE- MISCELLANEOUS FEES

<u>JURY FEE</u>	
6 or 12 Man Jury	\$ 137.50
<u>PETITION TO REOPEN ESTATE</u>	\$ 25.00
<u>CLAIMS FILED AGAINST AN ESTATE:</u>	
\$150.00 to \$499.00	\$ 25.00
\$500.00 to \$9,999.00	\$ 40.00
\$10,000.00 or more	\$ 60.00
<u>EACH ACCOUNTING</u>	
other than the final accounting of decedent, minor or disabled person	\$ 25.00
<u>LETTERS OF OFFICE</u> Original Free - each Certified Copy.....	\$ 2.00

TRAFFIC & CRIMINAL MISDEMEANOR DIVISIONS
ADDITIONAL CHARGES

Motions to vacate or amend final orders if filed	\$ 40.00
Motions to vacate bond forfeiture orders.....	\$ 40.00
Motions to vacate ex parte judgments whenever filed.....	\$ 40.00
Motions to vacate judgment on forfeiture whenever filed	\$ 40.00
Motions to vacate Failure to appear or Failure to comply notices sent to the Secretary of State	\$ 40.00
Ten Percent	10% of Bond Posted
Notice Sent to Secretary of State under Chapter 625 ILCS 306.4 (each).....	\$ 10.00
Notice Sent to Defendant under Chapter 625 ILCS 306.4.....	\$ 10.00

<u>JURY FEES</u>	
Ordinance Violation punishable by fine only	\$ 137.50

PROBATION SERVICES FEE

Pursuant to Chapter 38 Section 204-7.1 the Clerk of the Circuit Court is hereby directed to collect from those adults sentenced to a period of probation , a Probation Service Fee to be assessed by the trial judge and not to exceed \$50.00 per month.

SHERIFF INTERSTATE PROBATION TRANSFER FEE	\$ 125.00
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EXPUNGEMENT/ SEALING of the RECORDS

(1) For each Expungement /Sealing petition filed.....	\$ 60.00
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(Admin. Circuit Clerk fee \$10.00 from the \$60.00 Pursuant to Public Act 95-955)

(2)	Per each Order to seal or expunge records maintained by Illinois State Police (Effective July 1, 2004 and Amended January 1, 2009) Payable to ISP	\$	60.00
(3)	Mailing <i>Order</i> Granted for Expungement / Sealing to 4 required agencies @ 10.00 per notice.....	\$	40.00
		TOTAL	\$ 100.00

(Circuit Clerk to mail payment & order to Illinois State Police)
 Illinois State Police
 Bureau of Identification
 260 N. Chicago Street
 Joliet, IL. 60431-1060

JUVENILE DIVISION

(1)	Probation Fee (Monthly Fee) Amount Determined by the Judge		
(2)	DNA Analysis Fee.....	\$	250.00
(3)	Juvenile Supervision Fee (Monthly Fee) Amount Determined by the Judge		

Clerk of the Courts Act Generic Felony Offenses

Schedule 1	
Generic Felony Offenses	\$549.00

Clerk of the Courts Act Felony DUI Offenses

Schedule 2	
Felony DUI Offenses	\$1,709.00

Clerk of the Courts Act Felony Drug Offenses

Schedule 3	
Felony Drug Offense.....	\$2,215.00

Clerk of the Courts Act Felony Sex Offenses

Schedule 4	
Felony Sex Offenses.....	\$1,314.00

Clerk of the Courts Act Generic Misdemeanor Offenses

Schedule 5
Generic Misdemeanor Offenses.....\$439.00

Clerk of the Courts Act Misdemeanor DUI Offenses

Schedule 6
Misdemeanor DUI Offenses.....\$1,381.00

Clerk of the Courts Act Misdemeanor Drug Offenses

Schedule 7
Misdemeanor Drug Offenses.....\$905.00

Clerk of the Courts Act Misdemeanor Sex Offenses

Schedule 8
Misdemeanor Sex Offenses.....\$1,184.00

Clerk of the Courts Act Major Traffic Offenses

Schedule 9
Major Traffic Offenses.....\$325.00

Clerk of the Courts Act Minor Traffic Offenses

Schedule 10
Minor Traffic Offenses.....\$226.00

Clerk of the Courts Act Truck Weight & Load Offenses

Schedule 10.5
Truck Weight & Load Offenses.....\$260.00

Clerk of the Courts Act Conservation Offenses

Schedule 11
Conservation Offenses.....\$195.00

Clerk of the Courts Act Dispositions under Supreme Court Rule 529

Schedule 12
Dispositions under Supreme Court Rule 529.....\$164.00

Clerk of the Courts Act Non-Traffic Violations

Schedule 13
Non-Traffic Violations.....\$100.00