

ST. CLAIR COUNTY STATE'S ATTORNEY'S OFFICE
ILLINOIS FREEDOM OF INFORMATION ACT POSTING
PURSUANT TO 5 ILCS 140/1 *et. seq.*

DUTIES OF THE OFFICE

- 1) To commence and prosecute all actions, suits, indictments and prosecutions, civil and criminal, in the circuit court for St. Clair County, in which the People of the State or County may be concerned.
- 2) Provide counsel to the Grand Jury and to commence and prosecute all investigations before the Grand Jury.
- 3) To commence and prosecute all actions and proceedings brought by any County officer in his or her official capacity.
- 4) To defend all actions and proceedings brought against St. Clair County, or against any County or State officer, in his or her official capacity, within St. Clair County.
- 5) To attend hearings of all persons brought before any judge on habeas corpus, when the prosecution is in St. Clair County.
- 6) To prosecute charges of felony or misdemeanor.
- 7) To give opinions, without fee, to any County officer in St. Clair County, upon any question or law relating to any criminal or other matter, in which the People or the County may be concerned.
- 8) To appear in all proceedings on behalf of the St. Clair County Collector of taxes against delinquent taxpayers for judgments to sell real estate, and see that all the necessary preliminary steps have been legally taken to make the judgment legal and binding.
- 9) To proceed on behalf of the Illinois Department of Healthcare and Family Services to assure the support of minor children.
- 10) To perform such other and further duties as may, from time to time, be required by law.

EMPLOYEES AND BUDGET

Beginning 2022 the St. Clair County State's Attorney's Office has in excess of fifty (50) employees, which consist of both full-time and part-time employees. These numbers are subject to change at any time.

Beginning 2022 the St. Clair County State's Attorney's Office fiscal year budget is \$2,155,899.00. This number is subject to change at any time.

HOW TO REQUEST DOCUMENTS

The St. Clair County State's Attorney's Office, Freedom of Information Act Officer is Assistant State's Attorney, Benjamin P. Henning.

In order for any member of the public to request information and/or public records from the St. Clair County State's Attorney's Office, he or she must make such a request in written format and must specifically request the information and/or documents requested. A standard request form can be provided, if requested. Furthermore, the request must be directed either in written format (verbal requests are not accepted) to foiax@co.st-clair.il.us, or to the following address either by United State's Mail, postage prepaid, or in person:

St. Clair County
State's Attorney's Office
FOIA Officer
10 Public Square, 1st Floor
Belleville, IL 62220

The following records are under this offices control and are available upon request when not exempted or otherwise prohibited by law from disclosure:

- 1) All documents related to the duties of the St. Clair County State's Attorney's Office, as listed on page 1, paragraphs 1-10, of this document.

SCHEDULE OF FEES FOR DOCUMENTS REQUESTED
PURSUANT TO THE ILLINOIS FREEDOM OF
INFORMATION ACT 5 ILCS 140/1 et. seq.

All fees for requests pursuant to the Illinois Freedom of Information Act will assessed in accordance with 5 ILCS 140/6 as follows:

- 1) Electronic records not maintained in a portable document format (PDF) (per individual document):
 - \$20 for not more than 2 megabytes of data,
 - \$40 for more than 2 but not more than 4 megabytes of data,
 - \$100 for more than 4 megabytes of data.

- 2) Electronic records maintained in a portable document format (per individual document):
 - \$20 for not more than 80 megabytes of data,
 - \$40 for more than 80 megabytes but not more than 160 megabytes of data,
 - \$100 for more than 160 megabytes of data.

- 3) Paper copies:
 - No charge for the first 50 pages of black and white, letter or legal sized copies,
 - 15 cents per page of black and white, letter or legal sized copies in excess of 50 pages.
 - Fees for color copies or any size other than letter or legal shall be charged at this office's actual cost of reproduction.

- 4) Certified Copy:
 - \$1 per document in addition to any other fees assessed.

- 5) Search, retrieval, and examination of records for commercial requests:
 - No charge for first 8 hours of personnel time,
 - \$10 per hour for every hour in excess of 8 hours of personnel time,
 - Fees for retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage company shall be at this office's actual cost.

Please Note: This office may require payment of all fees prior to the initiation of any copying of documents pursuant to statute.

