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McHenry County Circuit Clerk's Office Digitalizes Citation Management

WOODSTOCK, IL – The McHenry Circuit Court Clerk's Office has taken the electronic citations from the street to the court room. The eCitation project has reached a new state of efficiency in the processing of electronic citations filed with the court, realizing a significant savings in time and personnel costs. The new electronic procedure allows the management of incoming citations, initiates the case once approved, and stores the image of the citation without further manual handling of the document.

“The integration of the traffic documents into our Integrated Court Information System (iJCourt™ from Integrated Software Specialists - ISS) has been a great help with both our work load and budget during these lean financial times. The initial integration between our electronic ticketing system (APS) and our court case management system (developed by ISS), cut the time it took the Circuit Clerk to complete the data entry for a new traffic complaint by 75%, plus it dramatically increased the accuracy of our data,” noted Katherine Keefe, Circuit Court Clerk.

In 2004, the McHenry County Circuit Court Clerk's Office was the first to offer electronic citations using a county-wide concept in order to take advantage of electronic data. Since then, other counties have followed suit working towards a statewide solution.

The new eCitation Manager that Keefe introduced, an extension of iJCourt™, handles multiple types of citations, currently the Uniform Traffic Citation, DUI, and Overweight Citation. Future plans include local ordinance violations, notices to appear, and others as the electronic forms become available to arresting agencies.

The office used to have to manually scan every paper ticket as it was filed and then link the index of the image to the recordkeeping system so that it could be retrieved for viewing. Now, the image sent by the arresting agency has the newly filed case number added to the document by the eCitation Manager and that image is passed through the system automatically without further handling. The electronic ticking system and the document management system are seamlessly integrated with iJCourt™. As a result, Keefe provides better service with the new process, “The automatic download of the traffic complaint PDF into our document management system (OnBase) has completely eliminated our need to scan tickets that are issued electronically. Not only does this save us a huge amount of staff time, it gives us an accurate image of the ticket which is available in seconds rather than days.”

The McHenry County Circuit Clerk's office has also submitted an application to the Illinois Supreme Court to be approved as a pilot project for the electronic filing of Civil Division cases. There are currently five counties in Illinois that are approved for Civil electronic filing pilot projects and McHenry County is hoping to become the sixth, planning for a June 1, 2011, launch date for this project. "The electronic filing of traffic citations has saved a huge quantity of staff time in our Criminal/Traffic Division, but the Civil Division is currently where we are seeing huge increases in the number of case filings. We are hoping that Civil Division electronic filing will allow us to handle this increased case load with our current complement of employees."

For more information, please call the McHenry County Circuit Clerk Kathy Keefe at 815-334-4193.

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"McHenry County government is dedicated to providing the highest quality services for the health, safety, and welfare of the County's residents and communities. We foster representative and transparent government to ensure social, economic and environmental justice."