

**STATE OF ILLINOIS
IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT**


ADMINISTRATIVE ORDER 2012-09

It shall be the policy of the 10th Judicial Circuit to collect probation service fees in accordance with applicable statutes and within the guidelines set forth by the Administrative Office of the Illinois Courts. The directors of court services for the counties of the 10th Judicial Circuit shall work with their respective circuit clerks in securing payment protocols for probation service fees for intrastate and interstate transfer cases. Protocol Guideline I is attached.

It is ordered that the clerks of the circuit court of the counties of the 10th Judicial Circuit are authorized to make adjustments to the amount of probation fees owed by a defendant and/or refund overpayment of unexpended probation fees to the defendant when directed by the Director of Court Services or designee per the *Notification of Changes to the Probation Fee Schedule* form which is to be filed in the defendant's court file or per order of the court.

Entered:

8/10/12



Michael E. Brandt
Chief Circuit Judge
10th Judicial Circuit
State of Illinois

10th Judicial Circuit Protocol for Transfer of Probation Cases to/from other Circuits of Illinois

Protocol Guideline I.

The following shall be applicable to the counties of the 10th Judicial Circuit where a county is a sending or receiving county for out-of-circuit probation transfers and is not applicable to transfers within the 10th Judicial Circuit. As to the collection or transfer of probation service fees:

- Any changes of monies paid by defendants shall occur only upon the circuit clerk's office receiving an order from the court, or receiving a "Notification of Changes to the Probation Fee Schedule" form presented by the probation department.
- If a case is transferred, the transferring county shall collect probation fees until there is acceptance of the case by the receiving county. Once accepted, the receiving county shall collect the probation fees.
- If the defendant has elected or was ordered to pay a lump sum payment of probation fees, the fee balance not expended may be refunded to the defendant should s/he be committed to the Illinois Department of Corrections, is terminated from probation/supervision, transferred to another county in another circuit or to another state, and has placed a written request to the court to refund the balance of probation services fees paid but not yet expended.
- The "Notification of Changes to the Probation Fee Schedule" shall be completed by the probation offices as follows:
 - a. The sending jurisdiction shall complete it and enclose it in an intrastate transfer packet and submit a copy to the circuit clerk for recordkeeping.
 - b. The receiving jurisdiction shall complete it and submit it to the circuit clerk for recordkeeping.

August 10, 2012.