

CLERK OF THE CIRCUIT COURT

INFORMATION PERTAINING TO FILING
AN ADMINISTRATIVE REVIEW

Under the ordinances adopted by the County and various municipalities, any findings, decision and order of an Administrative Hearing Officer is subject to review in the Circuit Court pursuant to the Administrative Review Law, 735 ILCS 5/3-101. To initiate the appeal process, you must file a complaint for Administrative Review with the Circuit Clerks Office.

An Administrative Review may be filed “pro-se” (without legal counsel) or you may choose to retain an attorney to handle the process for you. Although deputy clerks in the Circuit Clerks Office can answer general questions regarding forms and procedure, state law prohibits any court personnel from providing legal counseling to any litigant. No employee of the Circuit Clerk’s Office is allowed to give legal advice.

If you decide to proceed “pro-se,” complete the necessary form, attaché a copy of the decision from the Administrative Hearing Officer and present the complaint for filing at the Circuit Clerks Office. Said complaint must be filed within thirty-five (35) days of the receipt of the findings, decision and order. Pursuant to Illinois State Statutes, filing fee is required at the time of filing. After the complaint is filed, the clerk will assign a case number and issue a summons that is to be served on the defendant(s). The summons must be served by certified mail. An additional fee of \$20.04 is required to mail the summons to the defendant by certified mail. To file an Application for Fee Waiver, proof of income is required. The necessary form is available at the Circuit Clerks Office.

Once the complaint has been served on the defendant, the defendant had thirty-five (35) days from the date of service to file an answer to the complaint. After the defendant has filed an answer, the case will be set for a Case Management Conference before an Associate Judge. The purpose of the Case Management Conference is to review preliminary proceedings and assign a court date for the Administrative Review Hearing. All parties will receive notice of the hearing date wither in open court or by mail.

On the date of the Administrative Review Hearing, all interested parties should be present. The Judge will review the findings, decision and order presented at the Administrative Review Hearing and render a judgment in accordance with the law. All parties will be notified of the Judges decision in writing.