



Effective January 1, 2010
5 ILCS 140/1 et. seq.

PURPOSE

The purpose of the **Will County Clerk's Office** is set forth by state statute at 55 ILCS 5/3-2003. The Will County Clerk's office is dedicated to serving all the citizens of Will County in a professional and timely manner. It is the mission of our experienced, knowledgeable staff to provide friendly, accurate and efficient service to all our customers at our counter, by telephone or mail, or via the Internet at our website, www.thewillcountyclerk.com.

The functions and duties of the county clerk are as follows:

1. **Keeper of the County Records and Clerk of the County Board**
FOIA Officer: **Lona Jakaitis**
E-mail: coclrc@willcountyillinois.com
2. **Chief Election Official for the County**
FOIA Officer: **Judy Wiedmeyer**
E-mail: elections@willcountyillinois.com
3. **Tax Extension Department**
FOIA Officer: **Patricia Favela**
E-mail: taxextension@willcountyillinois.com
4. **Tax Redemption Department**
FOIA Officer: **Cindy Dean**
E-mail: taxredemption@willcountyillinois.com
5. **Filing Public Documents and Other Services**
FOIA Officer: **Judy Wiedmeyer**
E-mail: coclrc@willcountyillinois.com

OFFICE LOCATIONS

Will County Office Building
302 N. Chicago Street
Joliet, IL 60432
(815) 740-4615
Fax: (815) 740-4699
coclrc@willcountyillinois.com

The Will County Clerk's Office has 3 additional branch offices, but these locations do not accept FOIA requests.

EMPLOYEES/BUDGET

The Will County Clerk's Office has a staff of 28 full-time employees and 1 part-time employee. The approximate cumulative budget for Fiscal Year 2011 is \$4,770,328.00.

FREEDOM OF INFORMATION ACT REQUESTS

Although Freedom of Information Act requests may be submitted via facsimile, e-mail through the Will County Clerk's Office website at www.thewillcountyclerk.com, the office encourages the public to submit their requests via U.S. mail, hand delivery or courier to the following address: Will County Clerk's Office, 302 N. Chicago Street, Joliet, IL 60432.

FEES

Pursuant to the Freedom of Information Act, the Will County Clerk's Office will charge the following fees:

If a specific fee is set by statute, the statutory fee will be charged.

Black and White copies (legal or letter size): No fee for the first 50 pages, \$0.15 for each additional printed page.

Color Copies:
8½ x 11 One-sided \$0.14 per print – Two-sided \$0.25 per print
8½ x 14 One-sided \$0.15 per print – Two-sided \$0.26 per print
11 x 17 One-sided \$0.16 per print – Two-sided \$0.27 per print

CD's plus envelope: \$0.25

Certification: \$1.00 per record

Non-standard sized copies or those that must be commercially reproduced.....actual cost.

Due to the sensitive nature of certain information handled by this office, some documents may not be provided immediately upon request.