

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

In 2013, the St. Clair County State's Attorney's Office, had fifty-one (51) full time employees and seven (7) part-time employees. These numbers are subject to change at any time.

In 2013, St. Clair County State's Attorney's Office, fiscal year budget was two million, fifty-four thousand, eight hundred and seventy-three dollars (\$2,054,878.00). 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 Officers, are Assistant State's Attorney, Leonard E. Cleary Jr., and 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 to bhenning@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
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 to any 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.

- 1) The first fifty (50) pages of black and white, letter or legal sized copies are **FREE**.
- 2) Each copy after the 50th page of black and white, letter or legal sized is **15 CENTS** per page.
- 3) A request of color copies or copies in a size other than legal or letter will be charged the office's **ACTUAL COST OF REPRODUCTION** of these copies.
- 4) For documents produced in electronic format, the requestor will be charged the office's **ACTUAL COST OF PROVIDING THE MEDIA** (cd, dvd, diskette, etc.) which will contain the documents requested. No per page cost will be charged for documents provided only in electronic format.
- 5) For obtaining a certified copy an additional fee of **\$1.00 PER CERTIFIED DOCUMENT** will be assessed.

Please Note: This office may require payment of all fees prior to the initiation of any copying of documents pursuant to statute. Reproduction fees for requests to be used for commercial purposes require advance payment of all fees.