

**Iris Y. Martinez**  
Cook County Circuit Clerk



A Guide

To

# Criminal Division

The Criminal Division maintains records for felony trial cases in the City of Chicago. A felony is defined as a criminal offense, regarded as more serious than a misdemeanor, and usually punishable by imprisonment in the penitentiary for a term greater than one year.

**Appeals:** The Appeals Department processes appeals filed on cases heard and adjudicated in the Criminal Division located at 26th & California as well as select suburban courthouses.

**Court Services:** There are currently 33 courtrooms located at 26th & California. They are responsible for the maintenance of file jackets, data entry of court documents and the creation of mitts, warrants and bonds that will appear on the electronic docket.

**File Room:** The File Room houses all file jackets for cases that are heard and adjudicated at 26th & California in the Criminal Division as well as files that have been heard and adjudicated in certain select courthouses. We keep the most current records; holding from the previous 3 years to the present day.

Judges assigned to the Criminal Division hear cases that include, but are not limited to, the following:

**Habeas Corpus:** Writs issued to bring a party before the court.

**Extradition:** The surrender of an accused to another state or nation with jurisdiction to try the accused and which has demanded their return.

**Petitions to Expunge/Seal:** The process to remove certain cases from a person's criminal history or the process to restrict a case so the public cannot view it.

**Petitions for Post-Conviction Relief:** The process used to challenge a conviction or sentence based on violations of federal or state constitutional rights that were not and could not have been raised on direct appeal of the conviction or sentence.

## Frequently Asked Questions

### *When is my next court date?*

Staff members are available to check the case number if available or perform a name check in the computer to determine next date. Court dates are also available through our website and public access terminals located in the division.

### *When will I get my bond refund?*

There is no set time for bond refunds. Bond refund processing begins the day after adjudication of the case and are ultimately sent to the Clerk of the Circuit Court Accounting Department. Normal processing time is approximately two weeks provided there are no bond forfeiture or judgment issues. The Bond Refunds Department processes all bond refunds for cases that have been adjudicated in the Criminal Division located at 26th and California. Refunds are given by both statute and court order to attorneys with a CBR (cash bond refund) on file, 3rd party sureties, and charitable organizations that might have posted on behalf of a Defendant. This Department also handles the deduction of the fines, fees and costs that are ordered by the court prior to the refund



## Frequently Asked Questions Continued

### ***How much is bond for my relative or friend?***

Criminal Division staff is available to check the case number or perform a name check in the computer to determine the bond amount. If there is no bond amount set, the defendants must appear before a judge for a bond hearing.

### ***Where do I post bond for my relative or friend?***

The statutes allow defendants charged with certain types of offenses to post bond in a local police station without a court appearance. Other defendants must appear before a judge for a bond hearing. For defendants incarcerated in the Cook County Jail, bond may be posted in the "Bond Room" located in Division 5 of the jail.

### ***What can I accomplish with a visit to the office?***

The counter in the Criminal Division is divided into several areas where different types of inquiries and functions are handled. Posted signs denote the services performed at each counter. One section is where inquiries are answered regarding court dates, bond amounts and general case information. In the other section, questions regarding filings, requests for certified copies and name searches are handled.

### ***How can I get a copy of my record?***

The parties can get copies, view files, pay fines, pay fees and costs, and submit filings in our Office.

Office of the Clerk of the Circuit Court of Cook County  
Criminal Division  
Criminal Courts Building  
2650 South California Ave., Room 526  
Chicago, IL 60608  
(773) 674-3140  
[criminalfelonyservices@cookcountycourt.com](mailto:criminalfelonyservices@cookcountycourt.com)

Hours:  
8:30 a.m. to 4:30 p.m.  
Monday through Friday  
Excluding Court Holidays

