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March 26 2015

Mr. Michael McCreery  
United Counties Council of Illinois  
217 East Adams Street, Suite 101  
Springfield, IL 62701

**RE: Office of the County Clerk Location**

Dear Mike:

**Question**

Is a county mandated to open an office of the County Clerk in addition to the office located at the courthouse?

**Analysis**

A County Clerk is mandated to keep an office at the courthouse of the county or at a place provided for him by the authorities of the county seat.<sup>1</sup> The County Clerk is mandated to open one such office at either location as provided by statute, but there exists no mandate in the statute the County Clerk open an additional office. There are no attorney general opinions or case law on the issue.

**Conclusion**

No, a county is not mandated to open an office of the County Clerk in addition to the office located at the courthouse. The County Clerk is mandated to open only one office in the county at the courthouse of the county or at a place provided to him by the authorities of the county seat. There is no statute or case law which mandates that the County Clerk open an additional office to the office located at the county courthouse.

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<sup>1</sup> 55 ILCS 5/3-2007.

Mr. Michael McCreery  
March 26, 2015  
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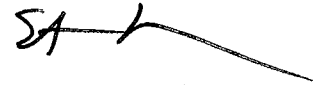
Please feel free to call if you should have any questions.

Sincerely,

GIFFIN, WINNING, COHEN  
& BODEWES, P.C.



Herman G. Bodewes



Steven A. Milburn

HGB:SAM/tem

**Disclaimer:** This opinion was prepared by Giffin, Winning, Cohen & Bodewes, P.C. at the request of UCCI and is to be used solely by UCCI and its members. The State's Attorney is the attorney for the County. Legal advice, if requested, should be sought from the State's Attorney.