

IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT

FILED

FEB 22 2013

ADMINISTRATIVE ORDER 13-08

BECKY MORGANIEGG
CIRCUIT CLERK KENDALL CO.

**MARRIAGE AND CIVIL UNION FUND OF THE CIRCUIT COURT OF KENDALL
COUNTY**

Pursuant to Supreme Court Rule 40 a Marriage and Civil Union Fund was established in the Twenty Third Judicial Circuit (previously the Sixteenth Judicial Circuit), Kendall County, Illinois on May 14, 1975. The purpose of this Administrative Order is to modify all previous orders regarding said Marriage and Civil Union Fund and to continue to maintain the good business practices previously established and practiced for the administration of the Marriage and Civil Union Fund for the Circuit Court of Kendall County.

IT IS HEREBY ORDERED that the following procedures shall be adhered to in the administration of the Marriage and Civil Union Fund for the Circuit Court of Kendall County, Illinois.

1. TIME AND PLACE OF MARRIAGES:

- a. Marriages and Civil Unions shall be performed all days of the week at 10:30 a.m. at the Kendall County Courthouse, 807 West John Street, Yorkville, IL, or as otherwise scheduled by the Administrative Assistant.
- b. All weddings and civil unions must be scheduled in advance with the Kendall County Court Administrative Assistant by calling 630-553-4208.

2. MARRIAGE FUND ACCOUNT

- a. The Presiding Judge, a Circuit Judge and the Court Administrator shall act as the Trustees of the Marriage and Civil Union Fund Account. Two signatures of the named trustees shall be required on all withdrawals or expenditures made from the Marriage and Civil Union Fund Account.
- b. The Kendall County Court Administrator shall maintain all records or ledgers pertaining to deposits, receipts and withdrawals.
- c. The Presiding Judge and Kendall County Court Administrator shall review and approve all documentation before a withdrawal is made upon the Marriage and Civil Union Fund Account.