

KEY DATES

2025

MONTH	TUESDAYS	WEDNESDAYS	THURSDAYS
	MUNICIPAL, SEC. OF STATE, COUNTY	STATE	CITY
January	7, 14, 21, 28	8, 15, 22, 29	2, 9, 16, 23, 30
February	4, 11, 18, 25	5, 19, 26	6, 13, 20, 27
March	4, 11, 18, 25	5, 12, 19, 26	6, 13, 20, 27
April	1, 8, 15, 22, 29	2, 9, 16, 23, 30	3, 10, 17, 24
May	6, 13, 20, 27	7, 14, 21, 28	1, 8, 15, 22, 29
June	3, 10, 17, 24	4, 11, 18, 25	5, 12, 26
July	1, 8, 15, 22, 29	2, 9, 16, 23, 30	3, 10, 17, 24, 31
August	5, 12, 19, 26	6, 13, 20, 27	7, 14, 21, 28
September	2, 9, 16, 23, 30	3, 10, 17, 24	4, 11, 18, 25
October	7, 14, 21, 28	1, 8, 15, 22, 29	2, 9, 16, 23, 30
November	4, 18, 25	5, 12, 19	6, 13, 20
December	2, 9, 16, 30	3, 10, 17	4, 11, 18

2025 KEY DATE SYSTEM

Enclosed please find:

1. Key dates for all agencies for use at both 9:00 am & 1:30 pm.
2. First appearance dates assigned to various municipalities and other state agencies. **No Monday First Appearance dates to be set.**
3. **Criminal Misdemeanor Notice to Appear should be given a date of Wednesday morning at 9:00 am. (See Attached)**

Please note the following regarding the 2025 Key Date System:

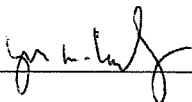
1. Police officers are required to be available on their key dates for first appearances on all traffic cases. Police officers are not however required to appear at the first appearance dates for non-traffic misdemeanor cases.
2. All traffic and misdemeanor trials will be specially scheduled by the Courts.
 - a. When a case has been set for trial, the police officer will receive a subpoena from the State's Attorney's Office indicating the trial date and time.
3. If, for whatever reason, a police officer does not have an available key date for a first appearance on any traffic citation within the 14-60 day rule, the officer must set the first appearance on any date assigned to his, or a similar police agency within the 14-60 day rule.
4. Three days prior to the key date, agencies may obtain a list of traffic cases still scheduled from the Circuit Clerk's Office at www.sangamoncountycircuitclerk.org.

**FIRST APPEARANCES FOR MUNICIPALITIES AND OTHER STATE AGENCIES
2025**

M-1	M-2	M-3	M-4
Park District	Leland Grove	Southern View	Chatham
Riverton	New Berlin	Grandview	Williamsville
Jerome	Thayer	Pawnee	Pleasant Plains
Sherman	UIS	Divernon	Mechanicsburg, Buffalo
Auburn	LLCC	Rochester	SIU
Spaulding	Airport		
Loami	Other Agencies		

January 7	January 14	January 21	January 28
February 4	February 11	February 18	February 25
March 4	March 11	March 18	March 25
April 1	April 8	April 15	April 22
May 6	May 13	May 20	May 27
June 3	June 10	June 17	June 24
July 1	July 8	July 15	July 22
August 5	August 12	August 19	August 26
September 2	September 9	September 16	September 23
October 7	October 14	October 21	October 28
November 4	November 18	November 4	November 25
December 2	December 9	December 16	December 23

Issued this 7th day of October, 2024



REPORT NUMBER: _____

IN THE CIRCUIT COURT
FOR THE SEVENTH JUDICIAL CIRCUIT OF ILLINOIS
SANGAMON COUNTY, ILLINOIS

NOTICE TO APPEAR

TO: _____ DATE OF BIRTH: _____

ADDRESS: _____

CITY & STATE: _____

OFFENSE: _____
STATUTE: _____

OFFENSE: _____
STATUTE: _____

OFFENSE: _____
STATUTE: _____

The undersigned Defendant has been given notice that a report of a criminal offense under the laws of the State of Illinois has been made.

All Traffic and Criminal Misdemeanors (including Domestic Battery / Violation of Orders of Protection and Stalking / No Contact Orders):

You are hereby given notice to appear at the Sangamon County Complex, 200 South Ninth Street, Springfield, Illinois in **Room 405 at 9:00 a.m.** on

Wednesday, _____ (month/day/year).

Criminal Felony:

You are hereby given notice to appear at the Sangamon County Complex, 200 South Ninth Street, Springfield, Illinois in **Room 405 at 11:00 a.m.** on

Thursday, _____ (month/day/year).

CHARGED PERSON: _____ DATE: _____
OFFICER: _____ BADGE NUMBER: _____

*After signing, make 3 copies: Original (Circuit Clerk); Copy (Defendant); Copy (SA Office); Copy (File)

Last Updated: Tuesday, March 26, 2024