

KEY DATES**2026**

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

2026 KEY DATE SYSTEM**Enclosed please find:**

- 1. All First Appearance citations are now in Courtroom 1A.**
- 2. Key dates for all agencies for use at both 9:00 am & 1:30 pm.**
- 3. First appearance dates assigned to various municipalities and other state agencies. No Monday First Appearance dates to be set.**
- 4. Criminal Misdemeanor Notice to Appear should be given a date of Wednesday morning at 9:00 am in Courtroom 5C. Officers should turn in a copy of the NTA to the Clerk's Office. (See Attached)**

Please note the following regarding the 2026 Key Date System:

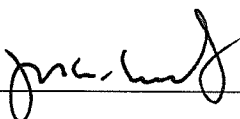
1. Police officers are required to be available on their key dates for first appearances on all traffic cases. Police officers are not however required to appear at the first appearance dates for non-traffic misdemeanor cases.
2. All traffic and misdemeanor trials will be specially scheduled by the Courts.
 - 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
2026**

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

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

Issued this 8th day of September, 2025



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 **1st Floor Payment Center 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 **1st Floor Payment Center 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, September 2, 2025