

# Navigating the Illinois Court of Claims

created by the Illinois Collaboration On Youth in partnership with the Illinois Court of Claims



Illinois  
Collaboration  
on Youth

*Start here*

Vendor provides services to Illinois State agency (DHS, DCFS, IDJJ, etc.)

Vendor invoices state agency

Was the invoice sent before the billing deadline?

Yes

No

Agency must approve payment within 90 days of receiving bill. If they do not, it will accrue 1% interest monthly until it is paid OR until the end of the lapse period (August 31st)

Vendor must invoice the state agency as soon as possible. Once it is sent...

Agency is responsible for paying bill until the end of the lapse period (August 31st). If it is not paid before then...

If the Agency does not pay before the end of the lapse period...

Vendor must file a lapsed appropriation claim with the Illinois Court of Claims within 5 years of the fiscal billing deadline of the FY in which the service(s) were provided\*

\*Follow the instructions on the form carefully to ensure timely payout of the claim.

Once a claim is filed...

Court of Claims will return receipt of claim to vendor and forward the claim to the Illinois Attorney General's (AG's) Office

AG's Office contacts applicable state agency to confirm veracity of claim

\*This step is where most bottlenecks happen. Reach out to your agency contact if you receive your Court of Claims receipt but don't hear back from anyone for a few months.

AG's Office asks and waits for confirmation from state agency\*

Agency confirms claim

Agency rejects some or all of claim

The AG's office files a Stipulation and the Court will enter an award (payout)

AG's Office files motion with Court putting forth agency position. Vendor has 30 days to file counter motion. Court of Claims then issues a ruling...

In favor of the vendor's counter motion

Claim becomes litigation; attorney representation required.

In favor of the Attorney General's motion

If Court of Claims DOES NOT have enough funds to make payout:

If Court of Claims has enough funds to make payout:

Court of Claims directs Illinois Comptroller to pay vendor

Amount due is paid out

In favor of vendor...

If litigation is resolved...

In favor of agency...

Claim is closed

Court of Claims requests supplemental appropriation from Illinois General Assembly

Illinois General Assembly grants supplemental appropriation request (House, Senate, and Governor must approve)

For more information, please visit the [Illinois Court of Claims website](http://www.icocourt.org)

Learn more about the Illinois Collaboration On Youth: [www.icoyouth.org](http://www.icoyouth.org)