

Luke A. Thomas

Attorney at Law | Peoria, Illinois

July 27, 2026

To: Cass County Illinois
Cass County (Body Public) & Cass County Sheriff's Office
(FOIA Officers)
Cass County Courthouse
100 E. Springfield St.
Virginia, IL 62691

Sent electronically on via Email to:
cassclerkoffice@casscountyil.gov
treasurer@co.cass.il.us
cc. statesattorney@co.cass.il.us

Subject: FREEDOM OF INFORMATION ACT REQUEST UPON CASS COUNTY, ILLINOIS, INCLUDING CASS COUNTY ILLINOIS SHERIFF'S OFFICE

Dear FOIA Officer(s):

To the extent responsibility for responding to any part of this request lies between one or more Cass County government offices/divisions, please interpret the requests set forth below as requests upon each such separate office or division. As such, pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.), I request access to and copies of the following public records maintained by Cass County, Cass County Sheriff's Office, individually and collectively.

Purpose: This request is made for personal, non-commercial purposes.

Fee Waiver: I request a waiver of fees pursuant to 5 ILCS 140/6(c). The principal purpose of this request is to access and disseminate information regarding the expenditure of public funds and county policies, and is not for the principal purpose of personal or commercial benefit.

Format: Please provide all responsive records in electronic format (PDF) via email.

RECORDS REQUESTED

1. Cass County Records Retention Policy

Produce a true and correct copy of any and all policies, directives, orders, or guidelines adopted by Cass County

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concerning the retention, preservation, and disposal of public records, including but not limited to:

- a. Electronic communications (emails, text messages, etc.);
- b. Financial records (invoices, payment vouchers, check registers, etc.);
- c. Personnel records;
- d. Court-related records (including records of GAL payments);
- e. Any other records maintained by Cass County.

If no such policy exists, please provide a statement to that effect.

Note Regarding the Sheriff's Office: As you are aware, the Cass County Sheriff's Office previously produced its Policy and Procedure Manual in response to my October 2022 FOIA request.

This request seeks **any additions, modifications, amendments, or deletions** to those Sheriff's Office policies from November 1, 2022, to the present, including but not limited to policies concerning:

- Use of force
- Seizure and handling of property
- Cell phone and electronic communication use
- Records retention
- Domestic violence response
- Any other policies that have been revised, amended, or newly adopted during this time period .

2. Cass County Policies and Procedures (Non-Sheriff's Office)

Produce a true and correct copy of any and all policies, procedures, directives, orders, or guidelines adopted by Cass County (excluding the Cass County Sheriff's Office) concerning:

- a. The processing and payment of invoices, including but not limited to invoices for Guardian ad Litem services, court-appointed evaluators, and expert witnesses in civil proceedings;

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b. The use of county funds for court-appointed services in civil litigation;

c. The County's obligations under the Americans with Disabilities Act (ADA);

d. The handling of public records requests under the Illinois Freedom of Information Act;

e. Ethical conduct and conflicts of interest for county employees and officials.

3. Contracts and Agreements with Service Providers

Produce all contracts, agreements, or memoranda of understanding between Cass County and any third-party vendor or service provider related to:

a. Guardian ad Litem services;

b. Court-appointed evaluators and expert witnesses;

c. Any other professional services appointed by the court in civil proceedings, from January 1, 2020, to the present.

4. Records of Payments for GAL and Court-Appointed Services in Civil Cases

Produce records, including but not limited to invoices, payment vouchers, check registers, and disbursement records, reflecting all payments made by Cass County to any Guardian ad Litem, Child Representative, Attorney for the Child, or Parenting Coordinator in **civil proceedings** (including but not limited to dissolution of marriage, parentage, allocation of parental responsibilities, and post-judgment enforcement proceedings) from January 1, 2023, to January 1, 2026.

Excluded from this request are:

- Any payments made in proceedings involving allegations of abuse, neglect, or dependency under the Juvenile Court Act of 1987 (705 ILCS 405/1-1 et seq.);

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- Any payments made in adoption proceedings;
- Any payments made in proceedings under the Illinois Domestic Violence Act (750 ILCS 60/101 et seq.) to the extent such proceedings involve abuse allegations.

5. Records of ADA Accommodations and Training

Produce all records reflecting:

- a. Any policies, procedures, or directives adopted by Cass County concerning compliance with the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.;
- b. Any training materials provided to county employees regarding the ADA;
- c. Any records of formal ADA accommodation requests made to Cass County from January 1, 2020, to the present.

6. Conflict of Interest and Ethics Filings

Produce all conflict of interest disclosures, ethics filings, or similar records filed by any Cass County elected official or county employee from January 1, 2022, to the present, including but not limited to:

- a. Statements of economic interest;
- b. Conflict of interest disclosures;
- c. Any other ethics filings required by county ordinance or state law.

CERTIFICATION AND RESPONSE REQUEST

I understand that under 5 ILCS 140/3(d), the public body must respond to this request within five (5) business days of receipt.

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If any portion of a requested record is exempt from disclosure, please:

1. Redact only the exempt information and provide the remaining non-exempt portion;
2. Provide a detailed factual basis for asserting the exemption, citing the statutory basis, if applicable;
3. Retain all records responsive to this request until all avenues of appeal have been exhausted or the timeframe for such appeals has expired.

Please provide an affirmative statement that the records provided are true, accurate, and complete.

If you have any questions concerning this request, please contact me at the email address listed below.

Thank you for your time and attention to this important matter.

Sincerely,

By: 

Luke A. Thomas, Requestor
Thomaslitigation2022@gmail.com