

2022 ILLINOIS SEIZURE AND AWARDED ASSETS ANNUAL REPORT INSTRUCTIONS

Pursuant to the "Seizure and Forfeiture Reporting Act" ([5 ILCS 810/10](#)) all agencies which receives proceeds from forfeitures subject to reporting under this Act **shall file an annual report with the Illinois State Police no later than 60 days after December 31 of that year**. The format of the report shall be developed by the Illinois State Police and shall be completed by the law enforcement agency. The Illinois State Police shall establish and maintain on its official website a public database that includes annual aggregate data for each law enforcement agency that reports seizures of property, receives distributions of forfeiture proceeds, or reports expenditures subject to reporting under this Act.

Only primary agencies need to report the seizure from 2022 in the appropriate category under "Seized Assets" on the annual report. However, once the assets/proceeds are disbursed and/or awarded (no matter of the year of the case), all agencies must report their share of the funds/property received during calendar year 2022 in the "Awarded Assets" section of the annual report.

Your agency may log into JusticeWeb (ISP's online seizure portal) and create a report of all funds disbursed during 2022. To create the report, complete the following steps;

1. Log into JusticeWeb, <https://ilspafjweb.isp.illinois.gov/spafjweb>
2. At the top of the dashboard click the tab labeled "REPORTS"
3. Click "Disbursements by Date Range"
4. Change the start date to 1/1/2022
5. Change the end date to 12/31/2022
6. Select "View Report on the far right of the screen

If your agency had any expenditures from your forfeited funds account, list them in the appropriate section of the "Expenditures" section

To comply with the Seizure and Forfeiture Reporting Act, the Illinois State Police Asset Forfeiture Section has transitioned to an online reporting format for the 2022 reporting period. To complete your agencies annual report, please follow this link, <https://forms.office.com/g/7KCzMCWhpD> . Please note, this link will only be active until March 1, 2023.

To print a copy of the annual report for your records, please follow these steps;

1. Complete all required entries.
2. Click the 3 dots (**) in the upper right corner of the page.
3. Select Print Form and follow the instructions. (I have received report that you are receiving a blank page when you attempt to print. Please enter 0 (zero) in all blanks which did not require a response. This should allow for you to print your complete report.)
4. You may now submit the annual report.

Please only submit one (1) report for the entire year. Any duplicate reports will be deleted.

The 2022 annual report must be received by the Illinois State Police Asset Forfeiture Section by March 1, 2023.

NO PAPER COPIES, SPREADSHEETS OR PDFs WILL BE ACCEPTED FOR THE 2022 REPORTING PERIOD. ALL REPORTS MUST BE SUBMITTED THROUGH THE LINK PROVIDED.

Please contact M/Sgt. Terry Woods, terry.woods@illinois.gov, with any questions you may have.