

ADMINISTRATION

The Administrative Office of the Illinois Courts, the Alternative Dispute Resolution Coordinating Committee of the Illinois Judicial Conference and local arbitration supervising judges and administrators provide ongoing support to the mandatory arbitration programs in Illinois. A brief description of the roles and functions of these entities is here provided.

Administrative Office of the Illinois Courts

The Administrative Office of the Illinois Courts (AOIC) works with the circuit courts to coordinate the operations of the arbitration programs throughout the state. Administrative Office staff assists in establishing new arbitration programs that have been approved by the Supreme Court. Staff also provide other support services such as assisting in the drafting of local rules, recruiting personnel, acquiring facilities, training new arbitrators, purchasing equipment and developing judicial calendaring systems.

The AOIC assists existing programs by preparing budgets, processing vouchers, addressing personnel issues, compiling statistical data, negotiating contracts and leases and coordinating the collection of arbitration filing fees. In addition, AOIC staff serve as liaison to the Illinois Judicial Conference's Alternative Dispute Resolution Coordinating Committee.

Alternative Dispute Resolution Coordinating Committee

The Alternative Dispute Resolution Coordinating Committee is one of seven standing committees of the Illinois Judicial Conference, whose membership is appointed by the Supreme Court. The charge of the Committee, as directed by the Supreme Court, is to monitor and assess court-annexed mandatory arbitration programs and make recommendations for proposed policy modifications to the full body of the Illinois Judicial Conference. The Committee also surveys and compiles information on existing court-supported dispute resolution programs, explores and examines innovative dispute resolution processing techniques, and studies the impact of proposed amendments to relevant Supreme Court rules. In addition, the Committee proposes rule amendments in response to suggestions and information received from program participants, supervising judges and arbitration administrators.

Local Administration

The chief judge in each jurisdiction operating a mandatory arbitration program appoints a supervising judge to provide oversight for the arbitration program. The supervising judge has authority to resolve questions arising in arbitration proceedings, reviews applications for appointment or re-certification of an arbitrator, as well as considers complaints about an arbitrator or the arbitration process, and promotes the dissemination of information about the arbitration process, the results of arbitration, developing case law and new practices and procedures in the area of arbitration.

The supervising judges are assisted by arbitration administrators who are responsible for maintaining a roster of active arbitrators, scheduling arbitration hearings, conducting arbitrator training, compiling statistical information required by the AOIC, processing vouchers and submitting purchase requisitions related to arbitration programs.