



**Administrative Office of the Illinois Courts
2005**

(Photo by Jacque Gartshore)

The **Executive Office** is comprised of the Administrative Director, the Executive Assistant to the Director, the Senior Attorney, attorneys, and administrative staff. Through the Administrative Director, the Executive Office is responsible for directing and coordinating the operations of each of the divisions of the Administrative Office and serves as a central resource for the multitude of operational issues which impact the administration of the judicial branch. As well, the Executive Office, on behalf of the Supreme Court, manages and coordinates liaison activities with executive and legislative branch officials and agencies.

The Executive Office plans and directs Administrative Office staff support for the Supreme Court Committees and the

Committees of the Illinois Judicial Conference. In 2005, the Administrative Director, concomitant with the Court's approval of modified charges and identified projects and priorities for the Judicial Conference Committees for the new year, restructured staff liaison assignments to ensure that the Administrative Office provides substantive assistance to the committees in the accomplishments of their goals. The revised assignment structure is also intended to promote systemic coordination among all committees in their work to provide the Court with recommendations to improve the administration of justice.

One of the major duties performed for the Supreme Court is the consideration of non routine administrative matters, which are presented during each of the Court's terms. The Administrative Director, in collaboration with the Chief Justice, prepares and presents the agenda issues to the Court for discussion and disposition. Agenda items approved by the Court for action are then implemented by the Director through the Executive Office.

In 2005, the Executive Office, in its administration of Supreme Court Rule 39 (Appointment of Associate Judges) on behalf of the Supreme Court, conducted seventeen associate judge elections in fifteen of Illinois' twenty-two judicial circuits. The Executive Office also processes applications filed under Supreme Court Rule 295, which concerns the assignment of associate judges to felony jurisdictions. Additionally, applications for licenses issued to those law students seeking to provide limited legal representation under Supreme Court Rule 711 are processed through the Executive Office.

Other matters which fall within the scope of the Executive Office's activities include securing and tracking legal representation through the Office of the Attorney General for members of the judicial branch named in a case or controversy arising out of the performance of their official duties. Executive Office staff also negotiates, prepares, and manages office leases and contracts for the Supreme and Appellate Courts, mandatory arbitration programs, and the Administrative Office.

The nation's judicial communities were stunned and deeply saddened by the tragic events in Illinois and Georgia in early 2005 in which the spouse of a U. S. District Judge in Chicago and a state court judge in Atlanta were killed in violent acts related to the judges performing the sworn duties of their office. In

response, the Administrative Office completed a comprehensive analysis of security protocols and resources for the Supreme and Appellate Courthouses securing the necessary personnel and equipment to enhance court security.

Written summaries of recent Supreme Court opinions are prepared by legal staff in the Executive Office for distribution to all Illinois judges. The Executive Office, in its capacity as secretariat, provides services to the Illinois Courts Commission, including filing and preservation of Commission records, distributing the Official Illinois Courts Commission Reports, and performing all other duties typically executed by a clerk of a court of record. Executive Office staff also prepares and executes grants which provide for programming funded through the Lawyers' Assistance Program Act.

In September 2005, the Administrative Director, representing Chief Justice Robert R. Thomas, lead Illinois' interdisciplinary (judicial branch and child welfare agency) delegation to the National Leadership Summit on the Protection of Children. In conjunction with the administration of the federally funded Court Improvement Program (CIP), the National Leadership Summit assisted the judicial branch in preparing a plan for improving its management of data collection and analysis that will, ultimately, improve the safety, permanence and well-being outcomes for Illinois' at-risk children.

Finally, in 2005, the Administrative Director convened an inter and intra governmental state and county Task Force on Probation Funding. The fifteen member Task Force was created to advise the Supreme Court and its Administrative Office regarding strategies and options for state probation funding. It was charged with issuing a report and recommendations to the Director by the end of 2005. Justice Rita B. Garman serves as the Supreme Court's liaison to the Task Force.

The **Administrative Services Division** consists of five units that provide technical and support services to the judicial branch: Budget, Vouchering, Payroll, Human Resources, and Mail/Reprographics. The Budget Unit works closely with the Administrative Director to develop the judicial branch budget. Staff of this unit also provide daily accounting of expenditures and projected operating costs. The Accounting Unit processes all payment vouchers for the Supreme Court, the Appellate Court, the state-paid functions of the circuit courts, and the Administrative Office. The Accounting Unit also maintains all financial records for the expenditure of resources appropriated by the General Assembly. Staff of this unit work closely with staff of the Comptroller's Office to reconcile payment information and provide that office any additional information needed to facilitate the payment of judicial branch bills. The Payroll Unit maintains all payroll records for the current state-paid judicial branch employees, as well as records for all previous employees. Staff of this unit also work with the Office of

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the Comptroller in processing the payroll for over 1,500 current judicial branch employees, as well as interact with personnel within the Department of Central Management Services (CMS) in the coordinated of employee benefit programs, including health, dental and life insurance. The Human Resource Unit provides personnel services to judicial branch employees and managers. Staff within this unit maintain comprehensive attendance records for all judicial personnel covered by the Supreme Court's *Leave of Absence Policies* and assist individuals with questions regarding the associated paid and unpaid leave of absences. Staff interact with CMS personnel to coordinate the state's workers' compensation program, and also work with judicial branch employees and managers in administering the judicial branch's classification and compensation plan. When requested, staff also assist judicial branch managers in recruitment and selection process, including the placement of advertisements, the dissemination, collection, and review of applications, administering proficiency testing and securing reference checks. The Mail/Reprographics Unit oversees the distribution of mail and parcel services for the Administrative Office. Computerized records are maintained in order to track packages. The Unit also coordinates copying and mailing of large objects. Acting as it's own printing shop, staff review materials presented for copying and determine the best method to replicate the originals.



The **Court Services Division** is involved in a wide range of activities and projects affecting judges, circuit clerks, court reporters, and other components of the judicial branch of government. Ongoing responsibilities include staffing committees of the Supreme Court and the Judicial Conference as well as the Conference of Chief Circuit Judges, production of the *Judicial Conference Report*, and production of this annual report. The Division also provides ongoing legislative support services to the Supreme Court, and prepares summaries of pending and enacted legislation for the chief circuit judges and circuit clerks. Division staff serve as liaison for court-annexed mandatory arbitration programs and mediation programs. During 2005, division labor relations personnel represented judicial employers in collective bargaining for approximately 40 contracts. Court Services staff continued to serve as liaison to the Special Supreme Court Committee on Professionalism which is charged with providing recommendations to the Supreme Court on ways to promote respectful conduct, as the norm, within the legal profession. The Court Services Division continues to administratively process applications for membership in the Capital Litigation Trial Bar. The Court Services Division, during 2005, administratively processed Continuing Legal Education programs and membership compliance with CLE requirements for members of the Capital Litigation Trial Bar. In 2005, Administrative Office staff continued to manage all technical, fiscal and program components of the federal Court Improvement Project (CIP) grant.

The Court Services Division continues to serve as liaison to the Conference of Chief Circuit Judges Ad Hoc Committee on the Article V Rules. In 2005, the Conference of Chief Circuit Judges authorized the establishment of a working sub-committee to examine, review and recommend what traffic violations should have a required court appearance, and study the bonding procedures of the Article V Rules. The Court Services Division provides staffing support for the working sub-committee. Areas of service to circuit clerks and their staff, include guidance and technical support. Specific and detailed assistance was provided to the 18 circuit clerks who were newly elected in 2004 and the 3 circuit clerks who were appointed in 2005. Division staff planned and conducted a two and a half day New Clerk Orientation for 17 of the newly elected circuit clerks. The division staffs the Oversight Board for Continuing Education of the Illinois Association of Court Clerks which sponsored two full-day educational programs for circuit clerks and their staff. Division staff, in conjunction with the Oversight Board, administered the New Clerk Mentor Program. Staff updated the manuals pertaining to the Mentor Program and monitored the effects of the program. A thorough review and update of the *Manual on Fines and Fees* and the *Manual on Recordkeeping* is near completion. This comprehensive update will be provided to Chief Circuit Judges and Circuit Clerks in both paper and CD, with future updates provided in an electronic format. Court Services Division along with the Court Information System Technology Advisory Committee (CISTAC)

continue to work on updates to Automated Disposition Reporting concepts, the AOIC Data Dictionary, and the Civil Procedures Manual. Cook County submitted an application to participate in the Electronic Filing Pilot Project. In addition, Cook and Winnebago Counties submitted requests to pilot the acceptance of Electronic Guilty Pleas. The Court authorized an exploration of the concept. The Automated Disposition Reporting (ADR) Program currently processes traffic and criminal dispositions from 80 counties statewide. Seventy-seven counties are currently exchanging ADR files using the AOIC secure socket link (SSL). The Division also supplied merged jury lists to 95 counties along with petit juror and grand jury handbooks to the counties requesting them. The Division continues to manage the Offense Code Table (OFT) as a method of identifying offenses reported through the Automated Disposition Reporting Program. Updated tables were issued in June and October of 2005. Finally, the Division assisted the Director in developing a long-range capital plan that will ensure ongoing repairs and renovations of state owned facilities used by the judicial branch.

As a result of the passage of Public Act 94-0098, effective July 1, 2005, the Court Services Division assisted in the significant transfer of duties and responsibilities associated with Court Reporting Services to Chief Circuit Court Judges. Division staff continued to work with the JMIS Division in the oversight of electronic recordation.



The **Judicial Education Division** provides administrative oversight of continuing education programs for Illinois' more than 900 judges. In doing so, the Division provides staff support to the Judicial Conference Committee on Education, which is charged by the Supreme Court with developing a comprehensive series of judicial seminars on an annual basis. In addition to recommending topics, the Committee also identifies and recruits judicial faculty panels to teach each seminar and crafts a "seminar charge" to guide its preparation. Division staff work with the Committee to develop the annual seminar series as well as to staff individual seminar faculty panels in all stages of seminar preparation and implementation, including development of seminar curricula, materials and presentations.

In Conference Year 2005, the Division worked with the Committee to oversee preparation and presentation of the Advanced Judicial Academy, a full schedule of seminars during the 2004-2005 Judicial Conference year, presented a New Judge Seminar and conducted a Faculty Development Workshop for judges teaching Judicial Conference Programs. The seminar series included six regional (2 day) seminars and five mini (1 day) seminars. Faculty for all programs were provided extensive assistance by staff of the Division. In addition to the annual seminar series, the Division worked closely with the Committee to revise the annual New Judge Seminar curriculum to ensure that new judges can successfully develop the specialized skills and knowledge necessary for their careers on the bench. Lastly, the Division oversaw the Resource Lending Library for Illinois judges, in collaboration with the Committee on Education. The Lending Library continues to provide Illinois judges with judicial education loan materials such as videotapes, audiotapes and publications as well as permanent use items such as seminar reading materials, bench books and manuals. In addition to its work with the Committee on Education, the Division also works closely with the Supreme Court Committee on Capital Cases to plan and present Capital Cases Seminars for Illinois judges hearing death penalty cases, which are conducted under the auspices of Supreme Court Rule 43. In conjunction with its oversight of judicial education programming, the Division also staffs the Judicial Mentor Committee to administer the Judicial Mentoring Program, which provides an experienced judicial mentor for all new Illinois judges taking the bench.



The **Judicial Management Information Services Division** (JMIS) provides technology to the offices and staff of the Illinois Supreme and Appellate Courts, the Supreme Court supporting units, and divisions within the Administrative Office of the Illinois Courts. JMIS implements technology at the direction of the Administrative

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Office Director and Supreme Court with the primary objective of improving the procedures and efficiencies of court operations. JMIS responds to the needs of the judicial branch for application development and information technology by analyzing processes, designing applications, or procuring technology that leverages existing investments with an overall goal of improving organizational benefits to office procedures.

Technology initiatives during the past year include the implementation of a highly scalable, redundant Dell/Oracle RAC database environment to support existing and future web-based applicataion and data collection projects. Work continued on the installation of new, and support of existing digital recording systems in the trial courts. JMIS continues to leverage the internet and web services to facilitate the work of the judiciary, providing information to the general public, legal and education communities via the Supreme Court's web site (*www.state.il.us/court*).



The **Probation Services Division** provides services to chief judges and their probation staffs in all circuits. The Probation and Probation Officer Act, at 730 ILCS 100/15(1), states: "The Supreme Court of Illinois may establish a Division of Probation Services whose purpose shall be the development, establishment, promulgation, and enforcement of uniform standards for probation services in this State, and otherwise carry out the intent of this Act." Consistent with its statutory responsibility, the mission of the Probation Division is to improve the quality, effectiveness, and professionalism of probation services in Illinois. In carrying out this mission, the Division monitoring, standard-setting, and technical assistance activities extend to all aspects of the administration and operation of Illinois probation and court services departments. These activities include the administration of state reimbursement to counties for probation services, review and approval of annual probation plans submitted by each department, collection and analysis of statewide probation data, administration of probation employment and compensation standards, development and implementation of effective correctional intervention strategies for offenders on probation, monitoring and evaluation of probation programs and operations, administration of the interstate compact for probationers transferring into or out of the state, design and delivery of basic and advanced training for probation personnel, and provision of technical assistance and staff support to circuit courts to improve the administration and operation of probation services in Illinois.

In 2005, the Division continued its efforts to improve probation practices and outcomes through the implementation of evidence-based practices. These research based practices provide a framework for greater public safety through reducing the risk of re-offending by offenders sentenced to probation. During this year, the Probation Division completed statewide training for juvenile probation officers and managers on the "Effective Casework Model", which incorporates the Youth Assessment Screening Instrument (YASI) advanced interviewing and comprehensive case planning. The *Illinois Juvenile Probation Effective Case Work and Supervision System* Guidebook has been developed to assist in implementing evidence-based practices (EBP).The Adult Risk Reduction Strategy was launched and includes the applicants of the Level of Service Inventory-Revised (LSI-R), an advanced risk assessment tool for adult offenders. In partnership with the National Institute of Corrections (NIC) and the Illinois Criminal Justice Information Authority (ICJIA), a research project was initiated to study the impact of evidence-based practices in reducing adult probationer recidivism within six probation and court service departments.

In collaboration with the Judicial Education Division, two major interdisciplinary training events were conducted: *Changing Offender Conduct Through Evidence-Based Practices: Implications for Judges* and *At Risk Youth and Families: A Multi-disciplinary Conference for Delinquency and Child Protection Practitioners*. Both of these events were designed to provide judges, attorneys, probation officers and child protection workers with information and skills to assist their efforts to improve outcomes for court involved youth, families and adults.