

# ADMINISTRATIVE OFFICE

The **Executive Office** is comprised of the Administrative Director, Chief Legal Counsel, the Senior Attorney, and other legal and administrative staff. With the Administrative Director's leadership, the Executive Office is responsible for coordinating and guiding the operations of each of the divisions of the Administrative Office and serves as a central resource for myriad operational issues which impact the administration of the judicial branch.



The **Executive Office**, on behalf of the Supreme Court, manages and coordinates liaison activities with Executive and Legislative Branch officials and agencies on matters that impact the Illinois Courts and the justice system. One of the major duties performed for the Supreme Court is the consideration of non-routine administrative matters which are presented during each Court term. The Administrative Director prepares and presents agenda issues to the Court for discussion and deliberation to assure that the business of the judicial branch is timely and thoroughly managed. Agenda items approved by the Court for action are then implemented by the Director through the Executive Office.

The Executive Office plans and directs Administrative Office staff support for Supreme Court Committees and the Committees of the Illinois Judicial Conference. The reports and recommendations which flow from each Judicial Conference Committee to the Supreme Court relate to the improvement of the administration of justice in Illinois. In that regard, the Judicial Conference committees are charged with examining and making recommendations on matters of judicial branch policy. As such, the Court assigned new and on-going tasks and projects to Judicial Conference committees in 2011. The Administrative Director assigns senior level staff

with subject matter expertise to serve as liaisons to assist each committee in their assignments.

In its administration of Supreme Court Rule 39 (Appointment of Associate Judges), the Executive Office conducted the election of 22 associate judges in 14 of Illinois' 23 judicial circuits during 2011. Also, as provided by Rule 39, the Executive Office managed the 2011 quadrennial reappointment process for Illinois' more than 380 associate judges. The Executive Office additionally processes applications filed under Supreme Court Rule 295, which authorizes the assignment of associate judges to hear felony matters. Other matters administered through the Executive Office include applications for licenses issued to those law students seeking to provide limited legal representation under Supreme Court Rule 711.

The Executive Office's activities and responsibilities include securing and tracking legal representation through the Office of the Attorney General for members of the judicial branch named in a civil 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. All vendor contracts generated by the Administrative

# ADMINISTRATIVE OFFICE DIRECTORY

## EXECUTIVE OFFICE

Michael J. Tardy, Director  
Marcia Meis, Chief Legal Counsel

## ADMINISTRATIVE OFFICE DIVISIONS

*Administrative Services Division* - Kathleen L. O'Hara, Assistant Director

*Court Services Division* - Dawn Marie Rubio, Assistant Director

*Judicial Education Division* - Cyrana Mott, Assistant Director

*Judicial Management Information Services (JMIS)* - Skip Robertson, Assistant Director

*Probation Services Division* - Margie Groot, Assistant Director

### *Administrative Office - Chicago*

222 North LaSalle Street, 13th Floor  
Chicago, IL 60601  
(312) 793-3250  
FAX: (312) 793-1335

### *Administrative Office - Springfield*

3101 Old Jacksonville Road  
Springfield, IL 62704  
(217) 558-4490  
FAX: (217) 785-3905

Office and state judicial branch managers for use in securing goods and services are reviewed and approved by the Executive Office. Written summaries of recent Supreme Court opinions are prepared by legal staff within the Executive Office for distribution to all Illinois judges. Additionally, the Executive Office provides secretariat services to the Illinois Courts Commission, which includes 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. Finally, Executive Office staff prepares and executes grants which provide for programming funded through the Lawyers' Assistance Program Act.

The *Administrative Services Division* provides technical and support services to the judicial branch through its five operational units; the Payroll/Benefits Unit, the Accounting Unit, the Budget Unit, the Human Resources Unit, and Mail/Reprographics Unit.

The Payroll/Benefits Unit maintains all payroll records for current state-paid judicial branch

employees, as well as records for all previous employees. Staff of this unit work with the Office of the Comptroller to produce both monthly and semi-monthly payrolls for over 1,500 current judicial branch employees. Staff also coordinate the state's varied employee benefit programs, including health, dental, and life insurance.

The Accounting Unit consistently and accurately 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.

In addition to overseeing procurement and inventory controls, the Budget Unit produces highly technical and analytical financial reports used by judicial branch managers and the Administrative Director. These reports track daily



spending, contractual obligations, and projected needs. This unit also prepares the comprehensive documentation utilized in the development and implementation of the annual judicial branch budget. The Budget Unit monitors the number of authorized judicial and non-judicial positions within the judicial branch and coordinates the flow of information among the Secretary of State's Office and the State Board of Elections regarding judicial elections.

The Human Resource Unit provides personnel services to judicial branch employees and managers. Staff within this unit maintain comprehensive attendance records for all judicial branch personnel covered by the Supreme Court's Leave of Absence Policies and assist individuals with questions regarding the associated paid and unpaid leaves of absences. Staff interact with CMS personnel to coordinate the state's workers' compensation program. The Human Resource Unit also works with judicial branch employees and managers in administering the judicial branch's classification and compensation plan. When requested, staff of this unit also assist judicial branch managers in their 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. Acting as its own print shop, staff of this unit review materials presented for copying and determine the best method to replicate the originals. In many instances, the Unit produces print quality manuals, brochures, and publications.

The *Court Services Division* is organized into four working groups (the Courts, Children and Families Unit; the Program Unit; the Recordkeeping and Technology Unit; and the Labor Unit) and is involved in a diverse and wide range of activities and projects affecting judges, circuit clerks, and other components of the judicial branch of government. The Division is responsible for staffing a variety of Supreme Court committees, Judicial Conference committees, and the Conference of Chief Circuit Judges. It produces the Court-Annexed Mandatory Arbitration Report and this annual report. The Division also serves as the primary liaison for addressing concerns and initiatives relating to the trial courts and circuit court clerks. It assists with local labor negotiations that impact the judicial branch. In addition, a number of specific-topic programs,

such as the electronic business projects, the court-annexed mandatory arbitration programs and the Emergency Preparedness Program, are managed by the Division. Child protection projects, including management of related federal grants, are included in its responsibilities. Also, Court Services oversees the operations of five Child Protection Data Court sites. Finally, the Division provides legislative support services to the Supreme Court, and prepares legislative summaries for circuit clerks.

Pursuant to the official policy of the Supreme Court, the Program Unit continued the management and oversight of the Emergency Preparedness Program. In collaboration with expert consultants, Division staff provided technical assistance and regional training workshops to assist the circuit courts with final development and submission of an Emergency Preparedness-Continuity of Operations (EP-COOP) Plan for each county and/or circuit within the state. In 2011, 85 counties obtained Court approval of their EP-COOP Plan. Staff provided ongoing help to the judicial circuits and processed the required annual updates. The Division updated the Interpreter Registry in 2011, which included over 400 names and approximately 43 languages. The registry was sent to circuit courts to assist in their efforts to ensure access to the judicial system for non-English speakers. During 2011, the National Center for State Courts (NCSC) administered mandatory judicial performance evaluations for approximately 95 associate and circuit court judges. In collaboration with NCSC, the Court Services Division and the Supreme Court's Judicial Performance Evaluation Committee hosted training for judicial performance evaluation program facilitators in October 2011. In 2011, Court Services staff processed eight applications for membership in the Capital Litigation Trial Bar. The Division processed the removal of 38 members from the active roster of the Capital Litigation Trial Bar for failure to comply with continuing education requirements as mandated by Supreme Court Rule 714(g). Pursuant to Supreme Court Rule 714(i), the Division also assisted in the reinstatement of six members to the active roster of the Capital Litigation Trial Bar. As of December 31, 2011, there were 834 members of the Illinois Capital Litigation Trial Bar. The decrease in applications for membership to the Capital Litigation Trial Bar was due to the abolishment of the death penalty in Illinois, which was effective July 1, 2011. In addition, 23 impartial medical examination orders were

administered, pursuant to Illinois Supreme Court Rule 215(d). In negotiating numerous collective bargaining agreements on behalf of Chief Judges and Circuit Clerks, the Labor Unit navigated through another difficult year of dwindling county resources.

The Courts, Children and Families Unit (CCFU) manages the programmatic and fiscal components of three (Basic, Data and Training) grant awards included in the federally-funded statewide Court Improvement Program (CIP). The purpose of the CIP is to enhance efforts in juvenile abuse and neglect court systems in Illinois. The Division continued the CIP Legal Representation Initiative in 2011 giving preference to programming and funding projects that focus on improving outcomes for children and families, by enhancing the effectiveness of legal representation of children, parents, the state and the child welfare agency in child protection cases. As a result, sizable projects were funded including: a specialized prosecutor for Lake County; a law clinic at the University of Illinois focused on parent representation; three court liaisons for the Department of Children and Family Services; a law clinic at Southern Illinois University providing Guardian *ad Litem* representation; and two dedicated Guardians *ad Litem* in Winnebago County. Additionally, the CCFU held ten regional attorney trainings in conjunction with the National Association of Counsel for Children (NACC) and its treatise *Child Welfare Law and Practice: Representing Children, Parents, and State Agencies in Abuse, Neglect, and Dependency Cases*. CIP funding enabled thirteen judges from across Illinois to attend the National Council of Juvenile and Family Court Judges' Child Abuse

and Neglect Institute. Through collaboration with consultants, the CCFU developed curriculum and held four regional trainings, *Enhancing Permanency Hearings*, specifically for Illinois judges. This innovative and unique approach addresses issues related to permanency hearing practice in Illinois. CIP funding also allowed for 29 parent attorneys from across the state to attend the American Bar Association National Parents' Attorney Conference. Furthermore, the Child Protection Data Courts Project entered the third year of implementation. Four pilot sites continued collecting data on 14 of the 30 child protection court performance measures, as well as demographic and key case information, in order to enable the courts to improve efficiency and effectiveness in ensuring safety, permanency, due process, and timeliness in child protection cases. The fifth pilot site began enhancing its case management system to capture all 30 of the child protection court performance measures. CCFU staff is implementing its *Child Protection Circuit Team (CPCTs) Engagement Strategy* aimed at developing and/or enhancing CPCTs in order to provide a forum for local jurisdictions to increase collaboration and coordination in child protection cases. Division staff continued participation in the implementation strategy of the Department of Children and Family Services Program Improvement Plan designed to address issues of permanency and termination of parental rights.

The Recordkeeping and Technology Unit also provides an array of guidance and technical support services to circuit clerks and their staff. Division staff continues to work with the Oversight Board for Continuing Education of the Illinois Association of Court Clerks to develop educational programs for circuit clerks and their staff, and coordination of the New Clerk Mentor Program, which assisted three new circuit clerks. The Division monitored the filing of the circuit clerks' annual audits, updated the Applicable Legal Requirements, and distributed the Requirements upon request. The Division coordinated activities relating to implementation of the Supreme Court approved Electronic Business Initiative, providing a framework for specific statewide e-Business services in the trial courts. In 2011 Livingston and Vermilion Counties were approved



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to accept electronic pleas of guilty in accordance with the *Standards for Accepting Pleas of Guilty in Minor Traffic and Conservation Offenses Pursuant to Supreme Court Rule 529*. In total, 12 counties have been approved for the e-Guilty program. Five counties are participating in e-Filing pilots – Cook, DuPage, St. Clair, Will and Madison. These pilots are authorized to accept electronic filings for various civil case categories as approved by the Supreme Court. In addition, three e-Filing applications are in the review process. The AOIC provided merged jury lists to 98 counties in 2011. Petit and grand jury handbooks were supplied to counties as needed. The Division continues to manage the Offense Code Table (OFT) to identify offenses reported to four state entities through the Automated Disposition Reporting (ADR) Program. A complete, updated version of the OFT was issued in June 2011, and is currently used for ADR reporting in 89 Illinois counties.

The **Judicial Education Division** coordinates and develops judicial education resources and curricula for the benefit of Illinois judges. In this regard, the Division, on behalf of the Supreme Court of Illinois, partners with and provides administrative support to the Illinois Judicial Conference Committee on Education, the Special Supreme Court Committee on Capital Cases, the Special Supreme Court Advisory Committee on Justice and Mental Health Planning, the Special Supreme Court Committee on Illinois Evidence, the Judicial Mentor Committee, the Appellate Court Administrative Committee, and other committees, commissions or organizations as determined by the training and educational needs of the Illinois judiciary, including training opportunities, authorized by the Court for Appellate and Supreme Court law clerks, research attorneys and directors.

Benchbooks, are reference tools developed for the benefit of the Illinois judiciary, and the Division is engaged from year-to-year with the Project Benchbook Editorial Board of the Committee on Education in the production and update of six Illinois Judicial Benchbooks: *Civil Law and Procedure*, *Criminal Law and Procedure*, *DUI/Traffic*, *Domestic Violence*, *Evidence* and *Family Law and Procedure*, available in hard copy, CD or on the judicial portal. The *Capital Cases Benchbook* produced in coordination with the Special Supreme Court Committee on Capital Cases is available on CD and on the judicial portal.

Together with the Committee on Education, the Judicial Education Division, plans seminars,

conferences and workshops, for new and experienced judges, that include, mini and regional seminars as part of the annual *Seminar Series*, *New Judge Seminar*, *Advanced Judicial Academy*, *Education Conference*, and the *Faculty Development Workshop*. The Committee also reviews and recommends to the Court, whether to grant requests received by the Administrative Office from judges seeking credit for attending non-judicial conference judicial education events. The Division also works with the Appellate Court Administrative Committee to plan the annual Appellate Court Conference, and the Special Supreme Court Advisory Committee on Justice and Mental Health Planning to coordinate judicial trainings and workshops on mental health topics of interest to, and for the benefit of, the Illinois judiciary.

The 2011-2012 calendar of events began with the presentation of a January 2011 *New Judge Seminar*, the mini seminar, *Search & Seizure*, the 2011 *DUI/Traffic Regional Seminar*, a justice and mental health workshop entitled, the *Effective Identification & Management of Mentally Ill Offenders in the Criminal Justice System*, the 2011 *Advanced Judicial Academy*, a fall *Faculty Development Workshop* for the benefit of the 147 Education Conference 2012 faculty, followed by participation in the *Retrial of Mary Surratt*, as coordinators of the audience response voting technology; the 2011 *Appellate Court Conference*; *Judicial Performance Facilitator Evaluation Training* in partnership with the Court Services Division of the Administrative Office; five statewide judicial trainings, also in partnership with the Court Services Division, entitled, *Enhancing Permanency Hearings*; administrative support for the 2011 *Illinois Judicial Conference*; the *December 2011 New Judge Seminar*; January and April sessions of *Education Conference 2012*; and the 2012 *DUI/Traffic Issues* regional seminar to be held May 15-16, 2012. In addition to the coordination of judicial education events and benchbooks, the Division continues to administer the *New Judge Mentoring* and *Peer Judge Mentor* programs of the Judicial Mentor Committee.

Of the above-noted events, the Court requires participation in *New Judge Seminar* and *Education Conference*. All new judges are required to attend *New Judge Seminar*, and should plan to attend the first available *Seminar* after taking the bench. The next *New Judge Seminar* will be held January 28 – February 1, 2013 in Chicago.

All members of the Illinois judiciary, new and experienced, are required to attend the



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database applications written in the Oracle or Progress database and programming languages.

In 2011, technology continued to provide expanded access and efficiencies within the Illinois judiciary, offering online registration to judicial education events and access to court documents and information through the judicial portal. The Supreme Court continues to prioritize its digital audio recording initiative in the trial courts, with 309 courtrooms

capable of audio recording. Video recording of the Supreme Court oral arguments and audio recording of all Appellate Court and Workers' Compensation arguments are posted on the Court's website.

The **Probation Services Division** provides services to chief judges and probation and court services staff in all circuits. The Probation and Probation Officer's Act, at 730 ILCS 110/15 (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 the 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 and detention services in Illinois. In carrying out this mission, the Division's training, monitoring, standards setting, and technical assistance activities extend to all aspects of the administration and operation of the 64 local probation departments that serve Illinois' 102 counties. Fifteen youth detention centers are also administered by the circuit courts.

The **Judicial Management Information Services (JMIS) Division** is one of five divisions within the Administrative Office of the Illinois Courts (AOIC). JMIS is charged with providing technology to the offices and staff of the Illinois Supreme and Appellate Courts, Supreme Court departments and all divisions within the AOIC. JMIS is staffed by 22 professionals consisting of four groups organized to respond to the technology initiatives assigned by the Supreme Court and Administrative Director.

The Hardware / Software group manages the Court's local and wide area networks, servers, personal computers, peripherals, and productivity software. The Hardware / Software group is also responsible for the installation and support of the state-provided digital recording systems in the Supreme, Appellate and Trial courts. The Internet Services group is responsible for the design and maintenance of the Court's website ([www.state.il.us/court](http://www.state.il.us/court)), where 43,000 visitors access the website each month. The User Services group staffs JMIS' Help Desk which is responsible for database administration, telecommunication services, and asset tracking of the Court's technology equipment. The Application Group is responsible for the design and enhancements to more than twenty enterprise

The Division is staffed by 24 employees and comprised of four operational areas: field operations, juvenile justice, data and automation, and interstate compact. Pursuant to statute, duties include: the administration of state reimbursement to counties for probation and detention 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 evidence-based practices (EBP); monitoring and evaluation of probation programs and operations; administration of the interstate compact for probationers transferring into and out of the state; design and delivery of basic and advanced training for probation and detention personnel; and provision of technical assistance and staff support to circuit courts to improve the administration and operation of probation services in Illinois.

In 2011, a major focus of the Division continued to be the application of the Supreme Court's data-driven model for probation reimbursement, in accordance with EBP, that targets the Supreme Court's limited resources to higher risk offenders and court-directed investigations. By targeting higher risk offenders, the overarching goal of EBP probation in Illinois is to achieve a reduction in the number of future crimes and victims. It is the Division's responsibility to ensure that core probation services are sustained, and for the past few years, many of the probation departments struggle to preserve core services as a result of budget and staff reductions.

Division staff also continued to focus on the ongoing implementation of EBP through basic and advanced knowledge and skill-based training opportunities for adult and juvenile probation officers, detention officers, supervisors, and managers. Follow-up training and technical assistance on both juvenile and adult offender risk assessment and effective case management strategies were provided in circuits across the state. Division staff also worked in concert with circuit probation staff on the planning and delivery of regional training events to meet individual department needs. In 2011, the Division sponsored nearly 90 training events that served over 1,600 participants. In addition to basic training for adult and juvenile probation and juvenile detention officers, training topics included *Thinking for a Change* facilitator training, *Testifying in Court*, *Ethics* for probation and detention personnel, coaching and supervisory skills, officer safety, and program evaluation and outcome measurement. Teleconference training events were also held on the new national rules and protocols for the interstate transfer of offenders, which are designed to enhance efficiency and accountability of the Interstate Compact.

Quality assurance, validity and reliability, and outcome measures continued to be Division priorities with particular emphasis on risk assessment, case planning and supervision, and targeted interventions for higher risk offenders.

Division staff assisted departments in the review and analysis of local case processing and outcomes. Additionally, the statewide re-validation and reliability study of the Illinois PreScreen Instrument (IPI) and the Level of Service Inventory-Revised (LSI-R) adult probation risk assessment tools, conducted by the University of Cincinnati under the direction of Edward Latessa PhD and Brian Lovins MSW, was completed. The study recommends validated, statewide cut-off scores, by gender, and ensures the tools continue to be valid and reliable for the probation population.

In the Fall 2011, the Division also worked with our vendor to successfully transition the juvenile probation Youth Assessment and Screening Instrument (YASI) from a stand-alone application in each probation department to a secure, web-based version, known as *Caseworks*. The "Caseworks" features and functions allow probation officers and supervisors to assess, case plan, transfer and review cases, and generate customized statistical reports.