

ADMINISTRATIVE OFFICE

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



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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 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. To assist these committees with new and on-going tasks and projects on various matters of judicial branch policy, the Administrative Director assigns senior level staff with subject matter expertise to serve as liaisons and assist with any reports and recommendations to the Supreme Court relating to the improvement of the administration of justice.

In its administration of Supreme Court Rule 39 (Appointment of Associate Judges), the Executive Office conducted the election of 31 associate judges in 15 of Illinois' 23 (24 as of December 2012) judicial circuits during 2012. As provided by Rule 39, the Executive Office will manage

the next quadrennial reappointment process for Illinois' approximately 385 associate judges in 2015. 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 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. The Executive Office staff also negotiates, prepares, and manages office leases and reviews all contracts for the Supreme and Appellate Courts, circuit court mandatory arbitration programs, and the Administrative Office. All vendor contracts generated by the Administrative 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

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

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. 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 project sites. Finally, the Division provides legislative support services to the Supreme Court, and prepares legislative summaries for circuit clerks.

The Division continued the management and oversight of the Emergency Preparedness Program. Staff assisted circuit courts with final development and submission of an Emergency Preparedness-Continuity of Operations (EP-COOP) Plan, as well as required annual updates. To better inform the Supreme Court as it formulates its strategies as to court users with limited English proficiency, the Program Unit developed and distributed a statewide questionnaire to chief circuit judges. The findings, which reflected a minimum of 180

different languages spoken in the Illinois courts, as well as the various funding structures for the use of the court interpreters, will assist the Court in developing a more comprehensive and accessible Language Access Plan. Additionally, three impartial medical examination orders were administered, pursuant to Illinois Supreme Court Rule 215(d). There was a decline in 2012 Rule 215(d) orders, which correlates to a March 28, 2011 rule amendment that offered clarification as to the circumstances for court-ordered impartial medical examinations. Program Unit staff assisted the Special Supreme Court Committee on Mortgage Foreclosures in its efforts by providing logistical and administrative support, and assistance with research and writing, as well as with conducting two statewide public hearings during 2012. In response to the unprecedented number of foreclosure filings nationwide, the Court created and appointed members to a Special Supreme Court Committee on Mortgage Foreclosures, which was charged with the tasks of investigating current procedures used throughout the state in mortgage foreclosure proceedings; studying relevant rules; analyzing the procedures adopted in other states; reviewing pending legislative proposals in the Illinois General Assembly that may impact the statutory scheme for mortgage foreclosures; and ultimately recommending, to the Court, rules for statewide implementation. Staff also assisted circuit courts with questions regarding the Court's Minimum Courtroom Standards, which were revised in 2011. The review process assists the courts in ensuring that state and federal handicapped-accessible guidelines are considered and adhered to when renovating or designing courtrooms. During 2012, the National Center for State Courts (NCSC) administered mandatory judicial performance evaluations for approximately 66 circuit and associate circuit 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 June 2012. Also, in the spirit of enhancing the curriculum for program facilitators, in April 2012, the Administrative Office of the Illinois Courts hosted a training debriefing with a facilitator focus group to discuss lessons learned and engage in training improvement conversations in an effort to maintain a viable and meaningful judicial performance evaluation program.

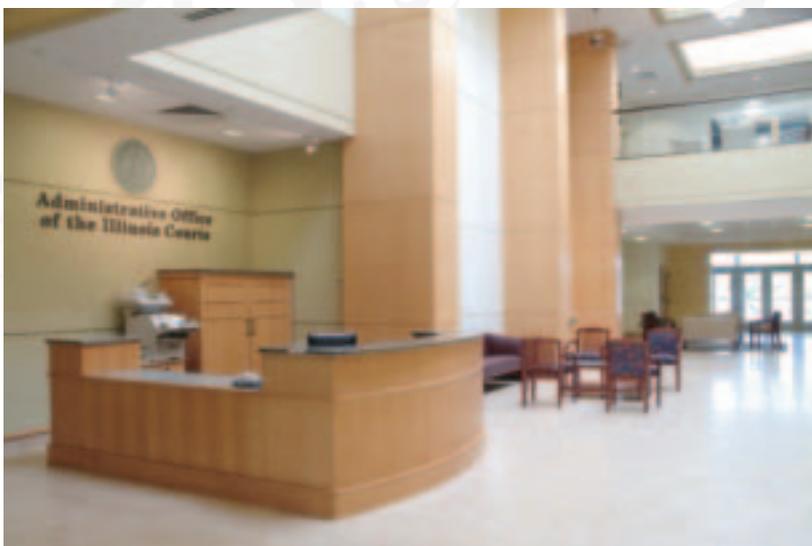
In negotiating numerous collective bargaining agreements on behalf of chief judges and circuit clerks, the Labor Unit navigated through another difficult year of dwindling state and county resources, in the process seeking accommodation of circuit clerks, judges, county boards and unions. Additionally, the Unit was frequently called upon to offer advice relative to personnel matters to assure appropriate actions that are just, humane and

in compliance with the negotiated agreements, common law rules of the workplace, and federal and state statutes.

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 CCFU works to support the mission, vision, and core values of Illinois' CIP of ensuring safety and stability for children and families involved in child abuse and neglect. In 2012, the CCFU continued to develop the foundation and infrastructure for improved court practices in child protection cases by concentrating its efforts on the five pillars of Illinois CIP and programming: the Statewide Legal Representation Initiative; Judicial Training; the Child Protection Data Courts Project; Child Protection Circuit Teams; and Collaboration with the Illinois Department of Children and Family Services. *Statewide Legal Representation Initiative:* The CCFU has focused efforts on improving outcomes by enhancing the effectiveness of legal representation in child abuse and neglect cases. Projects funded under the Legal Representation Initiative in 2012 include: the Family Advocacy Clinic at the University of Illinois School of Law for the representation of parents in juvenile abuse and neglect cases in Champaign County, IL; a Juvenile Justice Clinic at Southern Illinois University to provide guardian ad litem services for children in juvenile abuse and neglect cases in Jackson County; *the Winnebago County Guardians ad Litem Project*, a 3-5 year pilot project aimed at quality enhancement and development of best practice models in GAL representation; scholarships for 115 attorneys statewide to attend the National Association of Counsel for Children's *National Child Welfare, Juvenile, and Family Law Conference* in Chicago; and delivery of a series of five one-day *Basic Trial Skills* regional trainings, in collaboration with the American Bar Association. *Judicial*

Training: The CCFU is committed to developing and maintaining an effective system of training and technical assistance for judges that preside over child abuse and neglect cases. CIP training funds were used to provide scholarships for nine juvenile judges to attend the annual National Council of Juvenile and Family Court Judges' Child Abuse and Neglect Institute in Reno, NV. Additionally, the Administrative Office developed a specialized training for judges, *Countdown to Permanency: Best Practices in Termination of Parental Rights Proceedings*, which was delivered via four regional trainings throughout the state. *Child Protection Data Courts Project (CPDC):* Through the CPDC Project, the CCFU continued to collect and analyze child protection court performance measures, demographic information and case characteristics in child abuse and neglect cases. Five CPDC project sites are manually tracking 18 of 30 nationally recognized child protection court performance measures. In 2012, the project sites moved into the action planning phase, during which each county developed a plan based around performance measures data, that includes a project initiative with goals, action items, responsibilities, timelines, and outcome measures. *Child Protection Circuit Teams (CPCTs):* The CCFU is involved in a multi-year strategy to engage Child Protection Circuit Teams (CPCTs) to promote local coordination between courts and child protection stakeholders. Funded projects include: the DuPage County Child Welfare Teams' training titled *Child Welfare Issues – What Professionals in Juvenile Court Need to Know about Immigration and the Indian Child Welfare Act*; scholarships for members of the Tenth Judicial Circuit's Improvement Team to attend the National Court Appointed Special Advocates (CASA) Association Annual Conference; and the expansion of CASA of Southwestern Illinois to include Madison County. *Collaboration with the Illinois Department of Child and Family Services:* The CCFU collaborates with the Illinois Department of Children and Family Services by participating in the implementation of multiple strategies of the Program Improvement Plan (PIP), participating in the Child and Families Services Review, and Title IV-E Review. The PIP concluded in 2012 with the Administrative Office meeting all obligations set forth in *Strategy 5: Improve the quality and effectiveness of the case work practices and systems that drive permanency.*

The Recordkeeping and Technology Unit provides an array of guidance and technical support services to circuit clerks and their staff. Unit staff continues to work



Inside the Administrative Office of the Illinois Courts - Springfield





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 twenty-eight new circuit clerks. The Unit monitored the filing of the circuit clerks' annual audits, updated the Applicable Legal Requirements, and distributed the Requirements upon request. On October 24, 2012, the Supreme Court adopted the *Electronic Filing Standards and Principles* for civil case types and integrated the *Electronic Record Standards and Principles* into the *General Administrative Order on Recordkeeping in the Circuit Courts*, effective January 1, 2013. The Unit coordinated three regional forums relating to implementation of the Supreme Court's *E-Filing and E-Record Standards and Principles*. The forums provided a framework for dialogue and exchange of information regarding the application process, overview of local rules, evaluation of supreme court rules associated with electronic business applications, and a question and answer session. The five counties (Cook, DuPage, Madison, St. Clair, and Will) operating e-Filing pilot programs were authorized to continue current operations while transitioning to the newly adopted *Standards*. Eleven counties were approved 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*, bringing the total to 24 counties of 102 in the state. The Administrative Office provided merged jury lists to 101 counties in 2012, which pursuant to Public Act 97-0034 added the names from the Illinois Department of Employment Security as a source list. Petit and grand jury handbooks were supplied to counties as requested. The Unit 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 April 2012.

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 Advisory Committee on Justice and Mental Health Planning, the Judicial Mentor Committee, the Appellate Court Administrative Committee, and other committees, commissions or organizations as determined by the Court and the Administrative Director, to enhance the training and educational needs of the Illinois judiciary.

Together with the Committee on Education, the Judicial Education Division plans seminars, conferences and workshops for new and

experienced judges that include the annual *New Judge Seminar*, the biennial *Advanced Judicial Academy*, *Education Conference*, *Faculty Development Workshop*, and mini and regional topical seminars delivered as part of the annual *Seminar Series*. Specialized training events are also planned in coordination with the Appellate Court Administrative Committee, the Special Supreme Court Advisory Committee on Justice and Mental Health Planning, and other committees and commissions as directed by the Supreme Court and the Administrative Director.

The 2012-2013 calendar of events began with the presentation of a September 2012 seminar, *The Justice System and Our Veterans*, the 2012 *Appellate Court Conference and Annual Meeting*, the 2012 *Annual Meeting of the Illinois Judicial Conference*, four regional seminars, entitled, *Termination of Parental Rights*, the January 2013 *New Judge Seminar*, the March 2013 regional seminar, *Upholding Rights While Enforcing Legal Obligations: An Appropriate Response to Financial Matters in the Courtroom*, the annual *DUI/Traffic* regional seminar held in 2013, supported in part by funding from the IDOT, Division of Traffic Safety, the mini seminar, *Enhancing Permanency Hearings*, and the 2013 *Advanced Judicial Academy*.

Of the above-noted events, the Court requires judicial participation in the annual *New Judge Seminar* for all newly elected or appointed Illinois judges and the participation of both new and experienced Illinois judges in the biennial *Education Conference*, pursuant to the Supreme Court's *Comprehensive Judicial Education Plan*. In addition to the coordination of judicial education events, the Division continues to administer the *New Judge Mentoring* program on behalf of the Judicial Mentor Committee. The *New Judge Mentoring* program monitors the assignment of experienced judges who serve as mentors to new judges over a period of twelve months as part of the new judge's transition to the bench.

Each year, the Division is engaged in the management and distribution of judicial benchbooks, authored and edited by designated members of the Illinois Judicial Conference Study Committee on Complex Litigation, the Illinois Judicial Conference Juvenile Justice Study Committee and judges and law professors working under the direction of the Illinois Judicial Conference Committee on Education's Project Benchbook Editorial Board. Together the conference committees have produced ten benchbooks, namely: *The Illinois Manuals on Complex Litigation* (Civil) and (Criminal), the *Juvenile Law Benchbook, Vol. I, Delinquency, MRAI, Addicted Minor; Juvenile Law Benchbook, Vol. II, Abuse, Neglect, Dependency and Termination of Parental Rights; Civil Law and Procedure; Criminal Law and Procedure; DUI/Traffic; Domestic Violence; Evidence; and Family Law and Procedure*.



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case management system for use in the Reviewing Courts, consolidation of two e-Mail systems to a single Microsoft Exchange e-Mail environment, and enhancing its application and database platform. The Supreme Court continues to prioritize its digital recording initiative in the trial courts, with 310 courtrooms capable of audio recording to enhance the preparation of a paper transcript. 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.

Benchbooks are available in hard copy, CD, or via access to the Illinois Judicial Portal.

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 computing systems and technology services 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 (2 courtrooms), Appellate (6 courtrooms) and Trial courts (310 courtrooms). The Internet Services group is responsible for the design and upkeep of the Court's website (www.illinoiscourts.gov), where 45,000 visitors access the website each month and the Court's Twitter account (@illinoiscourts) broadcasts updates and announcements to subscribers. The User Services group staffs JMIS' Help Desk, is also 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 twenty enterprise database applications written in the Oracle or Progress database and programming languages.

In 2012, technology continued to focus on enterprise computing technologies in digitizing and access to electronic documents, mobile computing / devices, wireless networks, and gaining efficiencies with the use of technologies in the Illinois judiciary. The Supreme Court authorized the exploration and assessment of a statewide

The **Probation Services Division** provides services to chief judges and probation and court services staff in Illinois' 24 judicial 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 Services Division is to enhance the capacity of the community corrections system in order to reduce offender recidivism and create safer communities. 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 Division is staffed by 26 employees with office sites in Springfield and Chicago. As the primary communication link between the Division and probation and court services departments, Division employees play an integral role in achieving its mission and statutory mandates through teamwork, adopting a solution-focused approach, and demonstrating professionalism. The Division is comprised of four operational units: Field Operations; Training and Juvenile Justice; Data, Eligibles, and Reimbursement Vouchering; and Interstate Compact.

Pursuant to statute, Division 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 and employment





eligibility lists; development and implementation of evidence-based practices (EBP) in the supervision of probationers; 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 2012, a major focus continued to be the application of the Supreme Court's data-driven model of probation reimbursement, in accordance with EBP, that targets the Supreme Court's limited resources to higher risk offenders, pretrial services and court-directed investigations. The overarching goal of EBP in Illinois probation 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 provided, 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 2012, the Division sponsored 126 training events that served nearly 1,900 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.

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 system data related to case processing and outcomes. Additionally, the findings of the statewide re-validation and reliability study of the Level of Service Inventory-Revised (LSI-R) adult probation risk assessment tool, conducted by the University of Cincinnati under the direction of Edward Latessa PhD and Brian Lovins MSW, was presented to probation directors throughout the state. The study recommends validated, statewide cut-off scores

by gender and ensures the LSI-R continues to be valid and reliable for the adult probation population. Prior to implementation of the new cut-off levels, work on updating the *LSI-R Scoring Guide for Illinois Adult Probation* was initiated.

Through 2012, the Division convened seven planning and special focus committees comprised of probation and court services officers, supervisors, or managers: YASI Caseworks "Think Tank" Committee; Annual Probation Plan Workgroup; CMO Symposium Planning Committee; DUI Training Committee; Mental Health Training Committee; LSI-R Scoring Guide Revision Committee; and the Probation Services Fee Policies and Guidelines Committee. The purpose of such committees is to collaborate with probation and detention personnel in the design and implementation of training events, or to provide expertise and practical application feedback on programs, policies or initiatives. Also continued in 2012 were "Desk Side Chats", a telephonic venue to obtain feedback and input on targeted topics. Probation and/or detention personnel (depending upon the topic) are invited to call in and discuss the particular topic.

The Division's Interstate Compact Unit staff oversees the transfer of adult probation felony and qualifying misdemeanor and juvenile probation cases between states consistent with the national rules set forth by the Interstate Commission of Adult Offender Supervision and the Interstate Juvenile Commission (IJC). Each of these national commissions host and manage electronic database systems to track these transfers. As of December 31, 2012, a total of 5,856 (3,735 outgoing; 2,121 incoming) adult probation compact cases were processed. In October 2012, the IJC instituted a new juvenile electronic system. In 2012, staff coordinated the transfer of 558 juvenile probation cases. Staff also conducted regional and telephonic training events on the new national rules and protocols for the interstate transfer of offenders.

In December 2012, the Supreme Court created the Supreme Court Probation Advisory Board, the purpose of which is 1) To advise the Administrative Office on policy matters and programming in carrying out the duties and responsibilities of Illinois' probation and court services departments; 2) To provide a formal venue for communication, review, analysis and exchange of information; and 3) To identify opportunities, resources and strategies to advance probation's mission. Membership is comprised of 15 probation and court services directors or deputy directors representing Illinois' five court districts. Membership is diverse in such factors as urban and rural, gender and ethnicity and functional areas of responsibilities (ie., pretrial, adult probation, juvenile probation, youth detention).