



EDUCATIONAL STANDARDS
AND
GUIDELINES
OF THE
ILLINOIS JUDICIAL COLLEGE
STANDING COMMITTEES

Adopted: September 2016 Term of Court
Amendments Approved by the Supreme Court of Illinois: May 2017 Term of Court
Amendments Approved by the Supreme Court of Illinois: January 2018 Term of Court

TABLE OF CONTENTS

PREAMBLE

Standing Committees of the Illinois Judicial College	1
Governance.....	1
Curriculum Design.....	1
Commitment to Access to Justice	1
Commitment to Diversity.....	1
Commitment to Procedural Fairness.....	2
Standing Committee Operations	2
Standing Committees – Members – Generally.....	2
Standing Committees – Members - Terms	2
Standing Committees – Members Leadership	2
Standing Committees – Members – Workgroups.....	2

EDUCATIONAL STANDARDS AND GUIDELINES

Committee on Judicial Education	3
Charge.....	3
Committee Projects and Priorities.....	3
Membership	4
Organization.....	4
Committee on Probation Education	4
Charge.....	4
Committee Projects and Priorities.....	4
Membership	5
Committee on Trial Court Administrator Education	6
Charge.....	6
Committee Projects and Priorities.....	6
Membership	6
Committee on Circuit Court Clerk Education	7
Charge.....	7
Committee Projects and Priorities.....	7
Membership	8
Committee on Guardian <i>ad Litem</i> Education	8
Charge.....	8
Committee Projects and Priorities.....	9
Membership	9
Committee on Judicial Branch Staff Education	10
Charge.....	10
Committee Projects and Priorities.....	10
Membership	10

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51

PREAMBLE

Standing Committees of the Illinois Judicial College

Standing Committees of the Illinois Judicial College shall consist of the Committees on: *Judicial Education; Probation Education; Trial Court Administrator Education; Circuit Court Clerk Education; Guardian ad litem Education; and Judicial Branch Staff Education.*

Governance

The Illinois Judicial College Board of Trustees, through the authority granted by the Supreme Court of Illinois, pursuant to MR 27781, shall have administrative and supervisory authority to govern the Standing Committees of the Illinois Judicial College consistent with the Illinois Judicial College Bylaws, including but not limited to changes in Committee membership, the approval of Committee and Workgroup members, development of curricula, courses, presentations, faculty selections, educational standards and principles, and academic calendars. Board Trustees may attend Standing Committee meetings. Standing Committee Chairs and Vice Chairs shall meet with the Board of Trustees annually as determined by the Board.

Curriculum Design

Standing Committees shall develop curricula, and the courses and/or presentations that comprise the area to be studied, using the model developed by the National Association of State Judicial Educators (NASJE), entitled, *Creating a Course from a NASJE Curriculum Design*. A collaborative learning approach shall be a core component of each Committee's curriculum design. Online learning solutions should be considered as a method of teaching and learning.

Commitment to Access to Justice

The Supreme Court of Illinois and the Illinois Judicial College Board of Trustees recognize that equal access to the courts is essential to the integrity of the judiciary and the preservation of public trust. As such the Court has adopted, effective October 1, 2014, a *Language Access Policy*, the *Illinois Judicial Branch Benchmark on Courtroom Interpreting*, *Code of Interpreter Ethics*, *Illinois Supreme Court Policy on Assistance to Court Patrons by Circuit Court Clerks, Court Staff, Law Librarians and Court Volunteers*, and *Best Practices & Relevant Court Rules for Self-Represented Litigants in Civil Matters*.

Commitment to Diversity

The Supreme Court of Illinois and the Illinois Judicial College Board of Trustees are committed to the appointment of Committee members reflective of the diversity of experience, leadership, age, race, gender, ethnicity, sexual orientation and geography of

52 Illinois. This diversity shall be taken into consideration when
53 members are nominated to serve.

54

55 **Commitment to Procedural Fairness**

56 The Supreme Court of Illinois and the Illinois Judicial College
57 Board of Trustees are committed to the tenets of *Procedural*
58 *Fairness* and strongly encourage the Standing Committees to adopt
59 the four elements of procedural fairness as a self-guiding principle,
60 and incorporate the tenets into curriculum design.

61

62 **Standing Committee Operations**

63 Standing Committees shall operate consistent with the Bylaws of
64 the Illinois Judicial College and the Educational Standards and
65 Guidelines established herein and appended to the Comprehensive
66 Education Plan of the Supreme Court of Illinois Judicial College.

67

68 **Standing Committees – Members – Generally**

69 The Supreme Court shall appoint Members of the Standing
70 Committees upon the recommendation of the Board of Trustees.
71 Members of each Standing Committee shall serve consistent with
72 the Educational Standards and Guidelines established for each
73 Committee. The Administrative Office shall assign Advisors to each
74 Standing Committee. A member of the Board of Trustees shall serve
75 as a liaison to each Standing Committee.

76

77 **Standing Committees – Members – Terms**

78 Inaugural members shall serve staggered terms to promote
79 perpetual rotation and turnover of successive memberships.
80 Successive members shall serve a three-year term and are eligible for
81 reappointment to a consecutive three-year term. Absent a break in
82 service or designation as a permanent member position, successive
83 members shall not be eligible for reappointment for more than two
84 consecutive three-year terms.

85

86 **Standing Committees – Members – Leadership**

87 The Supreme Court shall appoint the Chair and Vice Chair of each
88 Standing Committee upon the recommendation of the Board of
89 Trustees. The Chair and Vice Chair shall serve three-year terms.

90

91 **Standing Committee – Members – Workgroups**

92 The Supreme Court may appoint non-Committee members to
93 serve on Workgroups of Standing Committees upon the
94 recommendation of the Board of Trustees. Committee Chairs shall,
95 when necessary, recommend non-Committee members to the
96 Board of Trustees for further recommendation and appointment
97 by the Supreme Court. Non-Committee Workgroup members are
98 eligible to serve as Workgroup Chairs.

99

100

EDUCATIONAL STANDARDS AND GUIDELINES

I. Committee on Judicial Education

a. Charge

Under the direction of the Illinois Judicial College Board of Trustees, the Committee on Judicial Education (COJE) shall coordinate, direct and deliver education and training for all Illinois judges, including the identification of emerging legal, sociological, cultural and technical issues that may impact decision making and court administration by Illinois judges. The Committee on Judicial Education (COJE) shall recommend and develop continuing education and training opportunities for new and experienced Illinois Judges.

b. Committee Projects and Priorities

- (1) Design and implement a comprehensive judicial education program for Illinois judges, including curriculum development, program development and delivery, faculty selection and training and publications;
- (2) Develop and implement a comprehensive curriculum for judges based upon needs assessments and the identification of competencies that every judge should possess, to ensure the fair and administration of justice;
- (3) In the development of curricula, consult and comply with applicable Supreme Court Rules and Statues;
- (4) Uphold the educational principles and standards promulgated by the Illinois Judicial College;
- (5) Foster participation of judges at all levels of the state court system in COJE activities;
- (6) Evaluate potential educational programs for inclusion in COJE curricula;
- (7) Evaluate non-Illinois Judicial College educational programs and providers for recommendation to the Illinois Judicial College Board;
- (8) Establish methods of delivery of education programs that are most effective and appropriate;
- (9) Ensure that program faculty are equipped, prepared and able to deliver education programs;
- (10) Maintain a three year academic calendar outlining judicial education offerings;
- (11) COJE shall maintain oversight of, and receive reports from, the Benchbook Editorial Board and Workgroups;
- (12) Identify, collaborate and coordinate with appropriate Illinois Judicial Conference Committees, Supreme Court Committees and Commissions;
- (13) Provide information and make recommendations to the Illinois Judicial College Board of Trustees regarding curriculum and continuing education; and
- (14) Conduct Needs Assessments as needed.

149 **c. Membership**
150 COJE shall include 28 members. Members shall consist of Illinois judges.

151
152 **Positions**
153 COJE shall be governed by the Chair and Vice Chair. The Chair shall
154 preside over all meetings. In the absence of the Chair, the Vice Chair
155 shall preside.

156
157 **d. Organization**
158 COJE shall have the following Workgroups: the Benchbook Editorial
159 Board; Education Conference Workgroup; Advanced Judicial Academy
160 Workgroup; New Judge Seminar Workgroup; Faculty Development
161 Workgroup. COJE shall create additional Workgroups as needed.

162 163 **II. Committee on Probation Education**

164
165 **a. Charge**
166 Under the direction of the Illinois Judicial College Board of Trustees, the
167 Committee on Probation Education (COPE), consistent with the
168 Probation and Probation Officers Act, the Pretrial Services Act, the
169 Administrative Office of the Illinois Courts Probation Standards, and in
170 consultation with the Supreme Court Probation Advisory Council, shall
171 direct, deliver and provide oversight for statewide probation and court
172 services education in Illinois consistent with evidence-based practices.
173 This will include the identification of emerging legal, sociological,
174 cultural, and technical issues that may impact decision making and
175 court administration. The Committee on Probation Education (COPE)
176 shall recommend and develop continuing education and training for
177 new and experienced probation officers and court services staff.

178
179 **b. Committee Projects and Priorities**
180 (1) Design and implement a comprehensive education program,
181 including curriculum development, program development and
182 delivery, faculty selection and training, and publications for
183 probation officers and court services that enhance and improve
184 the capacity of community corrections in order to reduce
185 offender recidivism and create safer communities;
186 (2) Uphold the educational standards established by the Illinois
187 Judicial College;
188 (3) Meet or exceed statutory requirements for training;
189 (4) Ensure that COPE programming is responsive to the needs of
190 probation and court services (i.e., detention and pretrial) staff;
191 (5) Evaluate potential educational programs for inclusion in the COPE
192 curriculum;
193 (6) Establish methods of delivery of education programs that are
194 most effective and appropriate;
195 (7) Ensure that program faculty are equipped, prepared and able to
196 deliver education programs;
197 (8) Maintain a three year academic calendar outlining training for

- 198 probation and detention officers;
- 199 (9) Maintain a forum for communication among COPE planning
200 committees;
- 201 (10) Identify, collaborate and coordinate with appropriate Illinois
202 Judicial Conference Committees, Supreme Court Committees and
203 Commissions;
- 204 (11) In the development of curricula, consult and comply with
205 applicable Supreme Court Rules and Statues;
- 206 (12) Provide information and make recommendations to the Illinois
207 Judicial College Board of Trustees regarding curriculum and
208 continuing education; and
- 209 (13) Conduct Needs Assessments as needed.

210 211 **c. Membership**

212 Except where otherwise determined by the Board of Trustees, the COPE
213 shall include 15 members. Members shall consist of:

- 214 (1) Eight Directors/Managers representing Probation, Juvenile,
215 Detention and Pretrial Services;
- 216 (2) One Member of the Supreme Court Probation Policy Advisory Board;
- 217 (3) One Chief Judge (permanent) who serves as the Chair of the
218 Conference of Chief Circuit Judges Subcommittee on Probation;
- 219 (4) Four trial court judges; and
- 220 (5) One Manager or Coordinator of a Problem Solving Court.

221 222 **Leadership**

223 COPE shall be governed by the Chair and Vice Chair. The Chair shall
224 preside over all meetings. In the absence of the Chair, the Vice Chair
225 shall preside.

226
227 At the time of appointment, the Chair shall be a Probation Services
228 Director. The Vice Chair shall be a judge. COPE may create Workgroups
229 as needed for planning purposes.

230 231 **III. Committee on Trial Court Administrator Education (TCAE)**

232 233 **a. Charge**

234 Under the direction of the Illinois Judicial College Board of Trustees, the
235 Committee on Trial Court Administrator Education (TCAE) shall
236 coordinate, direct, deliver and provide oversight for the provision of
237 continuing education and professional development for Trial Court
238 Administrators, Deputy Administrators, or individuals serving in that
239 capacity. Trial Court Administrator Education (TCAE) shall develop
240 continuing education and professional development addressing every
241 level of experience and need. The Committee shall consider the core
242 competencies of the National Association for Court Management
243 (NACM) and may consider the curricula of any nationally recognized
244 certification program for court managers and staff and this shall include
245 the identification of emerging legal, sociological, cultural, and technical

246 issues that may impact decision making and court administration.

247

248

b. Committee Projects and Priorities

249

(1) Design and implement a comprehensive education program, including curriculum development, program development and delivery, faculty selection and training, and publications for Trial Court Administrators that enhance and improve the capacity of community corrections in order to reduce offender recidivism and create safer communities;

250

251

252

253

254

(2) Uphold the educational standards established by the Illinois Judicial College;

255

256

257

(3) Ensure that TCAE programming is responsive to the needs of Trial Court Administrators;

258

259

(4) Evaluate potential educational programs for inclusion in the TCAE curriculum;

260

261

262

(5) Establish methods of delivery of education programs that are most effective and appropriate;

263

264

(6) Ensure that program faculty are equipped, prepared and able to deliver education programs;

265

266

(7) Maintain a three year academic calendar outlining training for court administrators;

267

268

(8) Maintain a forum for communication among TCAE planning committees;

269

270

(9) Identify, collaborate and coordinate with appropriate Illinois Judicial Conference Committees, Supreme Court Committees and Commissions;

271

272

(10) In the development of curricula, consult and comply with applicable Supreme Court Rules and Statutes;

273

274

(11) Provide information and make recommendations to the Illinois Judicial College Board of Trustees regarding curriculum and continuing education; and

275

276

(12) Conduct Needs Assessments as needed.

277

278

c. Membership

279

Except where otherwise determined by the Board of Trustees, the TCAE shall include 15 members. Members shall consist of:

280

281

(1) Ten Trial Court Administrators selected from the five appellate districts;

282

283

(2) One Chief Judge; and

284

285

(3) Four trial court judges.

286

287

Leadership

288

At the time of appointment, the TCAE shall be governed by the Chair and Vice Chair. The Chair shall preside over all meetings. In the absence of the Chair, the Vice Chair shall preside.

289

290

291

292

The Chair shall be a Trial Court Administrator. The Vice Chair shall be a judge. TCAE may create Workgroups as needed for planning purposes.

293

294

IV. Committee on Circuit Court Clerk Education (CCCE)

a. Charge

Under the direction of the Illinois Judicial College Board of Trustees, the Committee on Circuit Court Clerk Education (CCCE) shall coordinate and deliver continuing education for Circuit Court Clerks and include the identification of opportunities to enhance the effective and efficient administration of justice in a way that promotes public integrity, trust and confidence. The Committee on Circuit Court Clerk Education (CCCE) should seek to coordinate continuing education programs with the Illinois Association of Court Clerks.

b. Committee Projects and Priorities

- (1) Design and implement an education program, including curriculum development, program development and delivery, faculty selection and training, and publications for Circuit Court Clerks, in coordination with the Illinois Association of Court Clerks, that includes access to justice, and procedural justice;
- (2) Uphold the educational standards established by the Illinois Judicial College;
- (3) Ensure programming is responsive to the needs of the Circuit Court Clerks;
- (4) Evaluate potential educational programs for inclusion in the CCCE curriculum;
- (5) Establish methods of delivery of education programs that are most effective and appropriate;
- (6) Ensure that program faculty are equipped, prepared and able to deliver education programs;
- (7) Maintain a three year academic calendar outlining training for Circuit Court Clerks;
- (8) Ensuring the accurate collection and reporting of data;
- (9) Identify, collaborate and coordinate with appropriate Illinois Judicial Conference Committees, Supreme Court Committees and Commissions;
- (10) In the development of curricula, consult and comply with applicable Supreme Court Rules and Statutes;
- (11) Provide information and make recommendations to the Illinois Judicial College Board of Trustees regarding curriculum and continuing education; and
- (12) Conduct Needs Assessments as needed.

c. Membership

Except where otherwise determined by the Board of Trustees, the CCCE shall include 14 members. Members shall consist of:

- (1) Five Circuit Court Clerks, or a designee (permanent);
- (2) Three Trial Court Administrators;
- (3) One Appellate Court Clerk; and
- (4) Five judges, at least one of which is a Chief Judge.

344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391

Leadership

At the time of appointment, the CCCE shall be governed by the Chair and Vice Chair. The Chair shall preside over all meetings. In the absence of the Chair, the Vice Chair shall preside.

The Chair shall be a Circuit Court Clerk. The Vice Chair shall be a judge. CCCE may create Workgroups as needed for planning purposes.

V. Committee on Guardian *ad Litem* Education

a. Charge

Under the direction of the Illinois Judicial College Board of Trustees, the Committee on Guardian *ad Litem* Education (GALE) shall coordinate and deliver continuing education for GALs. This will include identifying opportunities to enhance the effective and efficient administration of justice in a way that promotes public integrity, trust and confidence, and considers the legal, sociological, cultural and technical issues that may impact decision making and court administration.

b. Committee Projects and Priorities

- (1) Design and implement a comprehensive education program, including curriculum development, program development and delivery, faculty selection and training, and publications for GALs, that represent children, with consideration given to the education of GALs who also represent disabled and incapacitated adults;
- (2) Uphold the educational standards established by the Illinois Judicial College;
- (3) Ensure programming is responsive to the needs of the GALs;
- (4) Evaluate potential educational programs for inclusion in the GAL curriculum;
- (5) Establish methods of delivery of education programs that are most effective and appropriate;
- (6) Ensure that program faculty are equipped, prepared and able to deliver education programs;
- (7) Maintain a three year academic calendar outlining training for GALs;
- (8) Where appropriate, utilize Court Improvement Program (CIP) funding;
- (9) Identify, collaborate and coordinate with appropriate Illinois Judicial Conference Committees, Supreme Court Committees and Commissions;
- (10) In the development of curricula, consult and comply with applicable Supreme Court Rules and Statutes;
- (11) Provide information and make recommendations to the Illinois Judicial College Board of Trustees regarding curriculum and continuing education; and
- (12) Conduct Needs Assessments as needed.

392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439

c. Membership

Except where otherwise determined by the Board of Trustees, the GALE shall include 14 members. Members shall consist of:

- (1) Two Parent Attorneys; one public defender; one private attorney;
- (2) One Prosecutor;
- (3) One DCFS representative;
- (4) Seven Guardians *ad litem*, three from the first appellate district, and one from each of the four remaining appellate districts, representing each area of expertise: juvenile, family court, and probate; and
- (5) Three Judges, one representing each area of expertise: juvenile, family court, and probate.

Leadership

At the time of appointment, the GALE shall be governed by the Chair and Vice Chair. The Chair shall preside over all meetings. In the absence of the Chair, the Vice Chair shall preside.

The Chair shall be a Guardian *ad litem*. The Vice Chair shall be a judge. GALE may create Workgroups as needed for planning purposes.

VI. Committee on Judicial Branch Staff Education (JBSE)

a. Charge

Under the direction of the Illinois Judicial College Board of Trustees, the Committee on Judicial Branch Staff Education (JBSE) shall coordinate and deliver continuing education for all Judicial Branch staff, including Clerks of the Appellate Court, Legal Research Directors, and legal staff of the Circuit, Appellate and Supreme Court. The Committee shall develop a curriculum that will consider the identification of emerging legal, ethical, sociological, cultural and technical issues that may impact decision making and court administration.

b. Committee Projects and Priorities

- (1) Design and implement a comprehensive education program, including curriculum development, program development and delivery, faculty selection and training for JBSE;
- (2) Uphold the educational standards established by the Illinois Judicial College;
- (3) Ensure programming is responsive to the needs of judicial branch staff;
- (4) Evaluate potential educational programs for inclusion in the JBSE curriculum;
- (5) Establish methods of delivery of education programs that are most effective and appropriate;
- (6) Ensure that program faculty are equipped, prepared and able to deliver education programs;

- 440 (7) Maintain a three year academic calendar outlining training for JBS;
 441 (8) Maintain a forum for communication among planning committees;
 442 (9) Identify, collaborate and coordinate with appropriate Illinois
 443 Judicial Conference Committees, Supreme Court Committees and
 444 Commissions;
 445 (10) In the development of curricula, consult and comply with
 446 applicable Supreme Court Rules and Statues; and
 447 (11) Provide information and make recommendations to the Illinois
 448 Judicial College Board of Trustees regarding curriculum and
 449 continuing education; and
 450 (12) Conduct Needs Assessments as needed.

451 c. Membership

452 Except where otherwise determined by the Board of Trustees, the JBSE
 453 shall include 14 members. Members shall consist of:

- 454 (1) Two Appellate Justices; one from the Appellate Court
 455 Administrative Committee;
 456 (2) Two Trial Court Judges; one shall preferably be a Chief Circuit Judge;
 457 (3) Two Clerks of the Appellate Court;
 458 a. One permanent member from the First Appellate District
 459 b. One rotating member from the Second – Fifth Appellate
 460 Districts
 461 (4) Two Appellate Legal Research Directors;
 462 a. One permanent member from the First Appellate District
 463 b. One rotating member from the Second – Fifth Appellate
 464 Districts
 465 (5) Two Judicial Law Clerks;
 466 a. One permanent member from the First Appellate District
 467 b. One member appointed by the Chief Justice from the Supreme
 468 Court that rotates with the term of the Chief Justice;
 469 (6) One member – the Clerk of the Supreme Court or their designee
 470 (permanent);
 471 (7) One member – the Reporter of Decisions, or their designee;
 472 (permanent); and
 473 (8) Two Ex-Officio Members designated the AOIC Director.
 474
 475

476 Leadership

477 JBSE shall be governed by the Chair and Vice Chair. The Chair shall
 478 preside over all meetings. In the absence of the Chair, the Vice Chair
 479 shall preside.
 480

481 At the time of appointment, the Chair shall be a Judicial Branch Staff
 482 Employee. The Vice Chair shall be a judge. JBSE may create Workgroups
 483 as needed for planning purposes.
 484

Adoptions and Amendments

Adopted by the Supreme Court of Illinois: September 2016 Term of Court

Amendments Approved by the Supreme Court of Illinois: May 2017 Term of Court

Amendments Approved by the Supreme Court of Illinois: January 2018 Term of Court