

# ADMINISTRATIVE OFFICE

**T**he 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 coordinating and guiding 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.

The **Executive Office**, on behalf of the Supreme Court, also manages and coordinates liaison activities with executive and legislative branch officials and agencies. 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.

The Executive Office plans and directs Administrative Office staff support for the Supreme Court Committees and the Committees of the Illinois Judicial Conference. The study and recommendations which flow from each Judicial Conference Committee to the Supreme Court greatly impact matters related to improving the administration of justice in Illinois. Consistent with the Court's increased reliance on the work of the Judicial Conference committees to examine, for the Court's consideration, matters of judicial branch policy and practice, the Court again assigned specific tasks and projects to each Judicial Conference Committee in 2006. The Administrative Director assigns senior level staff with subject matter

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

In 2006, the Executive Office, in its administration of Rule 39 (Appointment of Associate Judges) on behalf of the Supreme Court, conducted twenty-two associate judge elections in fourteen of Illinois' twenty-three judicial circuits. Further, in 2006, the Executive Office scheduled and finalized procedural and logistical components for administering the 2007 quadrennial reappointment process of all eligible Illinois associate judges. 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.

In response to the legislative creation of the Twenty-Second Judicial Circuit, in which the County of McHenry become a new, single county circuit effective December 4, 2006, the Executive Office coordinated a series of planning and preparation meetings with the new circuit's administrative staff. Specifically, administrative and programmatic matters, including such issues as judgeships, court management resources and structure, and the operation of mandatory arbi-



**Administrative Office of the Illinois Courts  
Springfield**

(Photo by Daniels-Ackerman Photography)

# ADMINISTRATIVE OFFICE DIRECTORY

## EXECUTIVE OFFICE

Cynthia Y. Cobbs, Director  
Michael Tardy, Executive Assistant  
Marcia M. Meis, Senior Attorney

## ADMINISTRATIVE OFFICE DIVISIONS

*Court Services Division*  
James W. Redlich  
Assistant Director

*Judicial Education Division*  
Lisa Jacobs  
Assistant Director

*Probation Services Division*  
Cheryl Barrett  
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*Judicial Management Information Services (JMIS)*  
Skip Robertson, Assistant Director

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

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tration, were reviewed and managed as a component of the very successful transition.

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.

All vendor contracts generated by the Administrative Office 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, 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 2006, the Administrative Director reconvened the Probation Funding Task Force, which consists of judicial, probation and county government representatives from all five court districts. The Task Force is recharged to discuss and offer recommendations on probation plans and programs, including efforts to maximize revenue to counties from federal sources for state probation reimbursement.

Finally, in 2006, the Administrative Director, in the management of Illinois' Court Improvement Program (CIP), obtained two new federal grants directed to the development of an automated, case specific, data system and expanded training opportunities for all key stakeholders in the child protection arena. The CIP is a federally funded initiative, created by Congress in 1995, to assist state courts in strengthening and advancing systemic efforts to improve outcomes for families and children subject to abuse, neglect and dependency proceedings. The U.S. Department of Health and Human Services annually distributes federal funds to each state's highest court. Since Federal Fiscal Year 2000, the Administrative Office has administered the CIP on behalf of the Supreme Court of Illinois.



*Inside the Administrative Office of the Illinois Courts*

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 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 coordination 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 its 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, and other components of the judicial branch of government. Ongoing responsibilities include staffing Supreme Court and the Judicial Conference committees, as well as the Conference of Chief Circuit Judges, the production of the *Judicial Conference Report*, and the production of this annual report. The Division also provides legislative support services to the Supreme Court, and prepares legislative summaries for the Chief Circuit Judges and Circuit Clerks. Division staff serve as liaison for court-annexed mandatory arbitration programs and mediation programs. Division labor relations staff represents judicial employees in collective bargaining for approximately 40 contracts. As a result of the passage of Public Act 93-541, which became effective December 4, 2006, the division provided assistance in the creation of the new twenty-second judicial circuit (McHenry County). Additionally, under Supreme Court Rule 58, the seventeenth and twenty-first judicial circuits completed a voluntary judicial performance evaluation. In 2006, Court Services staff processed 88 applications for membership into the Capital Litigation Trial Bar as well as 20 applications for

certification as an approved provider of programs for Continuing Legal Education Programs required by Supreme Court Rule 714(g). The Division also processed the removal of 57 members of the Capital Litigation Trial Bar for failure to comply with continuing education requirements and assisted in the appointments of new members to all of the Capital Litigation Trial Bar Screening Panels. Division staff continued to manage all technical, fiscal and program components of the federally-funded statewide Court Improvement Program (CIP) for child welfare. CIP has now greatly expanded with the addition of two new grant awards – one for training and one for data collection and analysis.

The Court Services Division continues to serve as liaison to the Conference of Chief Circuit Judges *Ad Hoc* Committee on the Article V Rules, which includes staffing support for the Article V Subcommittee on Bonds, Fines, and Court Appearances. The Division provides a wide range of guidance and technical support services to circuit clerks and their staff. The Division staffs the Oversight Board for Continuing Education of the Illinois Association of Court Clerks which sponsored two educational programs for circuit clerks and their staff and administered and monitored the New Clerk Mentor Program. Two updates of the *Manual on Recordkeeping* were completed and distributed, electronically, to Chief Circuit Judges and Circuit Clerks. The Division along with the Court Information System Technology Advisory Committee (CISTAC) continues to update Automated Disposition Reporting procedures, the AOIC Data Dictionary, and the *Civil Procedure Manual*. The Supreme Court approved the Electronic Business Initiative which will provide the framework to define specific statewide e-Business services that would benefit and promote the continued growth of electronic business initiatives in the trial courts. The Electronic Filing Pilot Project was expanded to include Cook and Will Counties in 2006. Additionally, DuPage County was approved to expand their e-Filing Pilot by including additional case types. On December 20, 2006, the Supreme Court entered

an order establishing "*Standards for Accepting Electronic Pleas of Guilty in the Illinois Courts Pursuant to Supreme Court Rule 529*" to maintain the orderly development of practices and procedures for electronically accepting voluntary pleas of guilty from offenders in minor traffic and conservation offenses. The Division supplied merged jury lists to 98 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 (ADR) Program. ADR currently processes traffic and criminal dispositions from 79 counties statewide. A supplemental DUI update of the OFT was released in January 2006. A complete updated table was issued in July of 2006. Over 2.3 million records of individual offender sentencing data collected through the ADR Program were assembled and provided to the CLEAR (Criminal Law Edit, Alignment and Reform) Commission to assist their efforts in reforming the Code of Corrections. In order to ensure ongoing repairs and renovations of state owned facilities used by the judicial branch, the Division also assisted the Director in formulating a long-range capital development plan.

The **Judicial Education Division** oversees the development of judicial education resources to ensure that Illinois judges may develop and enhance the knowledge and skills they need to be effective jurists. To do so, the Division provides extensive guidance and administrative support to the Illinois Judicial Conference Committee on



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Education, the Supreme Court Committee on Capital Cases, the Judicial Mentor Committee and other committees or groups convened for the purpose of developing judicial education resources. In 2006, the Supreme Court promulgated Minimum Continuing Judicial Education (MCJE) requirements for all Appellate, Circuit and Associate judges. In response, the Division guided development of a new 30 hour curriculum for the Education Conference, to be presented to all Illinois judges beginning in 2008, as well as the planning for the preparation of "judicial benchbooks" in six distinct topics or areas of Illinois law. To prepare for implementation, the Division also worked closely with the Committee on Education to enhance the judicial education needs assessment processes in place and to improve faculty recruitment and development efforts. The Division also planned and coordinated the 2006 Education Conference, attended by Illinois' more than 900 judges, oversaw presentation of the annual seminar series, comprised of six regional (2 day) seminars and two mini (1 day) seminars, presented the annual New Judges Seminar and conducted a Faculty Development Workshop for judges serving as faculty for Judicial Conference programs. In addition to its work with the Committee on Education, the Division also assists the Supreme Court Committee on Capital Cases in presenting two Capital Cases Seminars each year for Illinois judges hearing death penalty cases, in accordance with Supreme Court Rule 43. The Division also staffs the Judicial Mentor Committee and administers the Judicial Mentoring Program, which provides an experienced judicial mentor for all new Illinois judges taking the bench. Lastly, the Division collaborates with other Divisions of the Administrative Office to develop customized judicial education programs on such topics as effective child protection practices, at risk youth and families in the justice system and evidence-based practices to reduce recidivism of adult and juvenile offenders.

The **Judicial Management Information Services (JMIS) Division** was established in the early 1980's to support the technical needs of the Supreme and Appellate Courts of Illinois. At that time, the primary objective was the development of an automated case management and docketing system for the review courts. A mainframe platform using proprietary, customized software captured and reported case information to users throughout the state. Currently, JMIS is organized

into four groups within the division that provide 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. The Application group is responsible for the design, development and support of enterprise database applications. JMIS' Internet Services group designs and maintains the Illinois Court website ([www.state.il.us/court](http://www.state.il.us/court)), uses Internet technologies to improve the exchange of information, and is involved with the technical review of electronic business projects in the trial courts. JMIS' User Services group staffs the division's help desk, provides telecommunication services, inventory management of IT equipment, and database administration. The Hardware/Software group manages the Court's local and wide area networks, personal computers, printers, network and security administration, and supports the digital recording systems installed in more than two hundred trial court courtrooms. The Court's database environment consists of an IBM RS/6000 system running IBM's AIX Unix operating system which supports Progress client-server applications. In 2005, a Dell/Oracle RAC clustered database platform was installed to support high-end applications and data warehouse repositories. An Oracle 10g Application Server was also installed to provide support for web-based application and development tools. Technology projects anticipated for JMIS include continued support of the Supreme Court digital recording initiative, which captures a digital audio record of trial court hearings, development of new enterprise database applications, and improvements to the infrastructure used throughout the judiciary. JMIS participates in the work of the Illinois Integrated Justice Information System (IIJIS), the Clerks Information System Technical Advisory Committee (CISTAC), is a liaison for the Illinois Judicial Conference Automation and Technology Committee and the Supreme Court Committee to Study Courtroom and Judicial Safety.

The **Probation Services Division** provides services to Chief Judges and their probation staff 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's 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 2006, 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, over 466 adult probation officers and managers were trained on the Effective Casework Model which incorporates the Level of Service Inventory, an advanced offender risk and needs assessment tool. The Division proceeded working with the National Institute of Corrections and the Crime and Justice Institute on a research project developing intermediate and outcome measures for six probation and court service departments to measure the efficacy of probation practices and programs. Specialized training events were held throughout Illinois for probation officers and service providers to promote increased collaboration on developing effective case plans and correctional treatment interventions to reduce offender recidivism. The Division, in collaboration with the University of Illinois at Springfield, worked to enhance the basic training curricula for new adult, juvenile and detention officers. In addition, Division staff have been in the process of planning the delivery of cognitive behavioral programming for adult and juvenile probation officers scheduled for the Spring of 2007. Quality assurance has been another major focus during 2006. An auditing Field Book has been created for Division field staff as a tool to assess probation and court services departments' compliance with the standards and the implementation of evidence-based practices.



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