

ADMINISTRATIVE OFFICE

The Executive Office is comprised of the Administrative Director, the Executive Assistant to the Director, the Senior Attorney, attorneys, and administrative staff. Through the Administrative Director, the Executive Office is responsible for 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. 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 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 study and recommendations which flow from each Judicial Conference Committee to the Supreme Court impact matters related to improving the administration of justice in Illinois. Consistent with the Court's reliance on the work of the Judicial Conference committees to examine and make recommendations on matters of judicial branch policy, the Court again assigned specific tasks and projects to Judicial Conference committees in 2010. 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 forty (40) associate judge elections in seventeen (17) of Illinois' twenty-three judicial circuits during 2010. Also, as provided by Rule 39, preparations were initiated to manage the 2011 quadrennial reappointment process for Illinois' more than 380 associate judges. The Executive Office also processes applications filed under Supreme Court Rule 295, which authorizes the assignment of associate judges to hear felony matters. 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.

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 case or controversy arising out of the performance of their official duties. Executive Office staff 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 DIRECTORY

EXECUTIVE OFFICE

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

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

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 serves as secretary to the Illinois Courts Commission, managing the 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 Lawyer's 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





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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 election.

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 court-annexed mandatory arbitration programs, the Capital Litigation Trial Bar (CLTB) and the Emergency Preparedness Program, are managed by the Division. Child protection projects, including management of related federal grants, are also one of 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, as established in the *Emergency Preparedness Standards for the Illinois Circuit Courts*, the Division was responsible for the management and oversight of the Emergency Preparedness Program. Division staff, in collaboration with expert consultants, provided technical assistance, regional training workshops, and enhanced technology to assist the circuit courts with development and submission of an Emergency Preparedness-Continuity of Operations (EP-COOP) Plan for each county and/or circuit within the state. During 2010, the National Center for State Courts [NCSC] was selected to administer mandatory judicial performance evaluations for associate and circuit court judges. In collaboration with the NCSC, the Court Services Division and the Judicial Performance Evaluation

Committee developed an enhanced, state-of-the-art evaluation program for Illinois judges. The survey instrument was constructed and pilot-tested in 2010, and judicial performance evaluations are set to commence in 2011. In 2010, Court Services staff processed 69 applications for membership in the Capital Litigation Trial Bar. Also, staff processed 13 applications for certification as an approved provider of Capital Litigation Trial Bar continuing legal education training courses. The Division processed the removal of 33 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 58 members to the active roster of the Capital Litigation Trial Bar. As of December 31, 2010 there were 831 members of the Illinois Capital Litigation Trial Bar. In 2010, the staff administered 12 impartial medical examination orders pursuant to Illinois Supreme Court Rule 215(d). In negotiating approximately 35 collective bargaining agreements on behalf of Chief Judges and Circuit Clerks, the Labor Unit navigated through a difficult year; county budgets which by and large allocated less money than in the past for personnel costs, and unions that challenged the appropriateness of those reductions.

The Division 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 improvement efforts in juvenile abuse and neglect court systems in Illinois. The Division continued the CIP Legal Representation Initiative in 2010 giving preference to programming and funding of 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 at Champaign focused on parent representation, and three court liaisons for the Department of Children and

Family Services. Additionally, several trainings were funded throughout the state for professionals working with families involved in the child abuse and neglect system including the final installment of the training *Joining Forces: Tackling the Challenges Attorneys Face in Juvenile Abuse and Neglect Cases* training. CIP funding enabled six judges from across Illinois to attend the National Council of Juvenile and Family Court Judges' Child Abuse and Neglect Institute. Furthermore, the Child Protection Data Courts (CPDC) Project entered the second year of implementation. Four pilot sites began collecting data on 14 of the 30 national 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. A fifth pilot site will enhance its case management system to capture all 30 of the child protection court performance measures. Division staff participated in the development and implementation strategy of the Department of Children and Family Services Program Improvement Plan designed to address issues of safety and permanency.

The Division also provides a wide range 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 six new circuit clerks. An update of the *Manual on Fines and Fees* was released May 28, 2010, and distributed electronically to Chief Circuit Judges and Circuit Clerks. The Division monitored the filing of the circuit clerks' annual audits, updated



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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 2010 Fayette, Franklin, Morgan, and White 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*. In total, ten 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 authorized case categories as approved by the Supreme Court. In addition, three counties submitted e-Filing applications, which are in the review process. The AOIC provided merged jury lists to 100 counties in 2010. Petit juror 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 March 2010, and is currently used for ADR reporting in 87 Illinois counties.

The **Judicial Education Division** is responsible for the coordination and development of judicial education resources to ensure Illinois judges acquire the knowledge and skills needed to be effective jurists. In that regard, the Division 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 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 judiciary on behalf of the Court, including training event, authorized by the Court, for Appellate and Supreme Court law clerks, research attorneys and directors.

Since the Supreme Court's adoption of a 30 hour continuing judicial education requirement for all Appellate, Circuit and Associate Judges, the Division has coordinated, along with the Illinois

Judicial Conference Committee on Education, the presentation of Education Conference 2008 and 2010. Over 950 judges attended the two sessions of Education Conference 2008 and 2010. Planning for Education Conference 2012 is well underway and the attendance expectation remains the same. Education Conference 2012, like the 2010 Conference, will offer judicial education training in four core tracks: Judicial Conduct, Professionalism and Ethics; Civil Law and Procedure; Criminal Law and Procedure; and Family Law and Procedure. In addition to these tracks, the Court has approved the incorporation of Capital Cases training into Education Conference 2012, providing an opportunity for judges who preside over capital cases to receive Rule 43 certification while in attendance at the Conference.

The Division has been actively engaged from year-to-year with the Project Benchbook Editorial Board of the Committee on Education in the production of judicial benchbooks, and in 2010 the Division partnered with the Special Supreme Court Committee on Capital Cases to also publish the first edition of a benchbook on Capital Cases to be released in the Spring of 2011. The following Benchbooks are also available to members of the judiciary: *Civil Law and Procedure*, *Criminal Law and Procedure*, *DUI/Traffic*, *Domestic Violence*, *Evidence* and *Family Law and Procedure*. All Benchbooks are available in hardcopy and CD format, or via the judicial portal.

The 2010-2011 Judicial Education Division Master Calendar began with the presentation of a fall *Capital Litigation Seminar*, followed by these judicial education events: *Appellate Court Conference*, *Legal Research and Writing Workshop*, presented twice in both Springfield and Chicago, *Predicting Violent Behavior in Custody and Visitation*, *Peer Judge Mentor Training*, *Illinois Rules of Evidence Seminars*, presented on three occasions in Springfield, Edwardsville and Chicago, *New Judge Seminar*, *Search and Seizure: At Home and on the Road*, *DUI/Traffic Issues*, *The Mental Health Workshop: Effective Identification & Management of Mentally Ill Offenders in the Criminal Justice System* and the *Advanced Judicial Academy*. The Division will also work in cooperation with the Committee on Education on the presentation of a faculty development workshop to be held September 15, 2011 in the Chicago area.

The Division also administers the New Judge

Mentor and Peer Judge Mentor programs in support of the Judicial Mentor Committee.

The **Judicial Management Information Services (JMIS) Division** is one of five divisions within the Administrative Office of the Illinois Courts (AOIC). The JMIS division is charged with providing technology to the offices and staff of the Illinois Supreme and Appellate Courts, Supreme Court supporting units and all divisions within the AOIC. The JMIS division is staffed by 24 professionals consisting of four groups organized to respond to the technology initiatives assigned by the Administrative Director.

The Hardware / Software group manages the Courts' 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) as well as the use of Internet technologies in the judiciary. The User Services group staffs JMIS' Help Desk, is responsible for database administration, telecommunication services, and manages the inventory and asset tracking of the Court's technology equipment. The Application Group is responsible for the design and development of more than twenty enterprise database applications written using an Oracle or Progress database system.

In 2010, technology continued to provide enhanced access and efficiencies within the Illinois judiciary, offering online conference registration to judicial education and access to court documents and information through the judicial portal. Digital audio recording expanded in the trial courts by equipping more than 305 courtrooms with audio recording capabilities. Audio recordings of Supreme Court, Appellate Court, and Workers' Compensation oral arguments are available on the Court's website, where 43,000 visitors access the website each month.

The **Probation Services Division** provides services to Chief Judges and their probation 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 juvenile 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 Illinois probation and court services departments. These activities 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, implementation of evidence-based practices (EBP) in the supervision of offenders on probation, monitoring and evaluating 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 2010, a major focus of the Division 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 provide services for higher risk populations. By targeting higher risk offenders, the ultimate 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 as in 2009, many probation departments struggle to preserve core services as a result of budget cuts and staff reductions.

Notwithstanding the continued critical shortfall in state probation funding in 2010, there emerged an even more urgent commitment to fully implement and measure EBP throughout Illinois probation. Division staff worked with departments to prioritize activities that were most likely to positively impact public safety, and provided technical assistance and training boosters including motivational interviewing, the Effective CaseWork Model, application of



EBP, and the *Thinking for a Change* cognitive-behavioral curriculum. Division staff also initiated on-going quality assurance reviews of caseload risk distribution data, risk assessment administration and scoring, and case and supervision planning.

The Division sponsored fifty-two (52) training events in 2010 that served over 1,000 probation and detention participants. In addition to Basic Training for probation and juvenile detention staff, training topics in 2010 included *Thinking for a Change* facilitator training, Officer Safety, Legal Issues, and Program Evaluation and Outcome Measurement. At the direction of the Administrative Director, the Division also contracted with the University of Cincinnati to conduct a reliability study and re-validate the Level of Service Inventory-Revised (LSI-R) and the adult pre-screen instrument for Illinois' adult probation population. The re-validation study will be completed in 2011, and will again examine if there are any age or gender bias in the instrument.

In Fall 2010, the new secure web-based application of the Youth Assessment and Screening Instrument (YASI), known as Caseworks, was implemented statewide along with an enhanced case management component. This application will improve consistency in juvenile probation supervision practices and allow for greater quality assurance at both the local and state level.

