



**Administrative Office of the Illinois Courts  
2004**

(Photo by Jacque Gartshore)

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 leading and coordinating the operations of each of the Divisions of the Administrative Office and serves as a central resource for myriad issues which impact the administration of the judicial branch.

The Executive Office plans and directs Administrative Office staff support for the Supreme Court, Supreme Court Committees, and the Committees of the Illinois Judicial Conference. One of the duties performed for the Supreme Court is the preparation of the administrative agenda for

presentation during each of the Court's terms. The Administrative Director, in collaboration with the Chief Justice and the Administrative Office staff, prepares the agenda, distributes the materials to the Court, and presents the agenda issues to the Court for its consideration and determination. Agenda items approved by the Court for action are then implemented by the Director through the Executive Office.

Executive Office staff also assists the Director in the administration of certain Supreme Court Rules. Pursuant to Supreme Court Rule 39, Executive Office staff conducts the election process for the appointment and reappointment of all associate judges as provided for under the rule. The Executive Office conducted twenty-four associate judge elections in fourteen of Illinois' twenty-two judicial circuits in 2004. The Executive Office also processes applications filed under Supreme Court Rule 295, which concerns the assignment of associate judges to felony jurisdiction. 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.

Other matters which fall within the scope of the Executive Office 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 their 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.

During 2004, after comprehensive planning, the Supreme Court approved the consolidation of the Administrative Offices' five separate office locations in Springfield into a single office building. The Springfield-based staff of the AOIC, and the Supreme Court's Internal Audit Unit, now occupy a modern office building located a few minutes west of the Capitol Complex and Supreme Court Building. As its centerpiece, the new facility is home to a technological state-of-the-art training facility which can host concurrent judicial branch training events for more than eighty participants.

All vendor contracts generated by the Administrative Office for use in contracting for goods and services are also reviewed and approved by the Executive Office. Written summaries of recent Supreme Court opinions are prepared by legal staff in the Executive Office for distribution to all Illinois judges. The Executive Office provides secretariat services to the Illinois Courts Commission, including filing and

preservation of the Commission records, distributing the Official Illinois Courts Commission Reports, and performing all other duties typically executed by a clerk of a court of record. Finally, Executive Office staff prepares and executes grants which provide for programming funded through the Lawyer's Assistance Program Act.

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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 Director of the Administrative Office to develop the judicial branch budget, as well as to provide daily accounting of expenditures and projected operating costs. This unit also provides procurement and inventory control, maintains contracts and leases, and carries out all other fiscal reporting requirements. Ad hoc reports are generated concerning these and related services for the Director and Supreme, Appellate, and Circuit Courts and their support units. The Vouchering Unit processes all payment vouchers for the Supreme Court, the Appellate Court, the state-paid functions of the Circuit Courts, and the Administrative Office. At the conclusion of the most recent fiscal year, the Administrative Services Division processed approximately 40,948 payment vouchers for the judicial branch. The Vouchering Unit also maintains all accounting records for the expenditure of resources appropriated by the General Assembly. The Payroll Unit maintains all payroll records for current state-paid judicial branch employees and limited records of previous employees. The unit works with the Office of the Comptroller in processing the payroll for over 2,200 current judicial branch employees. The Human Resources Unit provides personnel services to judicial branch employees by coordinating employee benefit programs with the Department of Central Management Services. These benefits include health, dental and life insurance, as well as workers' compensation. The Human Resources Unit also works with judicial branch employees and managers in administering the judicial branch classification and compensation plan and the sick and vacation leave benefits. The Mail/Reprographics Unit oversees the distribution of mail and parcel services for the AOIC. The Unit coordinates copying and mailing of larger projects for the office.

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The **Court Services Division** is involved in a wide range of activities and projects affecting judges, circuit clerks, court reporters, and other components of the judicial branch of government. Ongoing responsibilities include staffing committees of the Supreme Court and the Judicial Conference as well as the Conference of Chief Circuit Judges, production of the Judicial Conference Report, and production of this annual report. The Division also provides ongoing legislative support services to the Supreme Court, and prepares summaries of pending and enacted legislation for the chief circuit judges and circuit clerks. Division staff serve as liaison for court-annexed mandatory arbitration programs and mediation programs. During 2004, division

**ADMINISTRATIVE  
OFFICE  
DIRECTORY**

**CHICAGO**

**EXECUTIVE OFFICE**

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

**JUDICIAL EDUCATION**

Lisa Jacobs, Assistant Director

**CHICAGO OFFICE  
COURT SERVICES, JMIS,  
JUDICIAL EDUCATION and  
PROBATION SERVICES**

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

**SPRINGFIELD**

**EXECUTIVE OFFICE**

Cynthia Y. Cobbs, Director

**COURT SERVICES**

Douglas D. Bowie, Assistant Director

**JUDICIAL MANAGEMENT  
INFORMATION SERVICES**

Skip Robertson, Assistant Director

**ADMINISTRATIVE SERVICES**

Kathleen L. Gazda, Assistant Director

**PROBATION SERVICES**

James R. Grundel, Assistant Director

**SPRINGFIELD OFFICE  
COURT SERVICES, JMIS,  
ADMINISTRATIVE SERVICES,  
AND PROBATION SERVICES**

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

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labor relations personnel represented judicial employers in collective bargaining for approximately 40 contracts. Court Services staff continued to serve as liaison to the Special Supreme Court Committee on Professionalism which is charged with providing recommendations to the Supreme Court on ways to promote respectful conduct, as the norm, within the legal profession. The Court Services Division continues to administratively process applications for membership in the Capital Litigation Trial Bar. In 2004, Administrative Office staff managed all technical, fiscal and program components of the federal Court Improvement Project (CIP) grant.

During the year, relevant changes were made to the *Manual on Fines and Fees* and the *Manual on Recordkeeping*. The Division staffed the Ad Hoc Article V Committee of the Conference of Chief Judges which met twice during 2004. It reviewed and made recommendations to the Conference of Chief Circuit Judges regarding modification to the printing instructions of the Uniform Citation and Complaint Form. The Court Information System Technology Advisory Committee (CISTAC) continues to work on updates to Automated Disposition Reporting concepts, the AOIC Data Dictionary, and the *Civil Procedures Manual*. The Supreme Court modified its Electronic Access Policy for Circuit Court Records of the Illinois Courts to provide for additional accesses to electronic records within the office of the Clerk of the Circuit Court to facilitate its Electronic Filing Pilot Project in the Illinois Courts. The Supreme Court extended the pilot project in DuPage County through September 30, 2005. Additionally, on October 28, 2004, the Court amended its order, M.R. 18368, to provide for Signatures, Time of Filing, and Service on other Parties and Counsel of Record as they pertain to the DuPage pilot. Applications for other pilot sites are under review. Specific and detailed assistance was provided to the 18 circuit clerks who were newly elected in 2004. The Automated Disposition Reporting (ADR) Program added two additional counties to the list of those reporting traffic and criminal dispositions through the Administrative Office bringing the total number of counties reporting using ADR to 79. More than fifty counties are currently exchanging ADR files using a new AOIC secure socket link (SSL). The Division also supplied merged jury lists, petit juror handbooks 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 Program. An updated table was issued in January of 2004.

The Court Reporting Services staff of Court Services Division processed 20 applications for new court reporting services employees in 2004. A total of 539 Court Reporting Services staff, including supervisory positions, were employed as of the end of 2004. During the year, 28 employees reclassified into the specialist title series increasing the total number of court reporting services employees under the specialist title to forty percent. The Court Reporting Services staff continued to provide training to court reporting services employees this year with the annual court reporting services seminars in Oak Brook, Bloomington and Mt. Vernon. During 2004, the Court Reporting Services staff administered realtime exams to 92 court reporters and computer proficiency examinations to 44 court reporters. The electronic recording project expanded to 14 additional courtrooms in 2004. New systems began operating in Greene, Alexander and Tazewell counties. Additional courtrooms were added to existing systems in Saline, Union, and DeKalb counties. The Division also continued to assist the circuit courts in their efforts to address the need for court interpreters. Finally, the Division assisted the Director in monitoring the progress of the repair and renovation of state owned facilities used by the judicial branch.



The **Judicial Education Division** provides administrative oversight of continuing education programs for Illinois' more than 900 judges. In doing so, the Division provides staff support to the Judicial Conference Committee on Education which is charged by the Supreme Court with developing a comprehensive series of judicial seminars on an annual basis. In addition to recommending topics, the Committee also identifies and recruits judicial faculty panels to teach each seminar and crafts a "seminar charge" to guide its preparation. Division staff work with the Committee to develop the annual seminar series as well as to

staff individual seminar faculty panels in all stages of seminar preparation and implementation, including development of seminar curricula, materials and presentations.

In Conference year 2004, the Division worked with the Committee to oversee preparation and presentation of Education Conference 2004, in which more than 900 Illinois judges participated as attendees or faculty. The Conference featured 15 distinct presentations on areas of substantive law as well as three half-day sessions on varied topics. Also in Conference year 2004, Division staff supported the Committee and judicial faculty to present five regional (2 day) seminars and three mini (1 day) seminars in the annual seminar series, as well as the five-day New Judge Seminar and the annual Faculty Development Workshop for judges serving as faculty for Judicial Conference programs. The Resource Lending Library operated by the Division continued to provide Illinois judges with judicial education loan materials such as videotapes, audiotapes and publications as well as permanent use items such as seminar reading materials, bench books and manuals. In Conference year 2004, 848 loan and permanent use items were distributed to judges from the Library.

In addition to its work with the Committee on Education, the Division also works closely with the Supreme Court Committee on Capital Cases to plan and present Capital Cases Seminars for Illinois judges hearing death penalty cases, which are conducted under the auspices of Supreme Court Rule 43. In conjunction with its oversight of judicial education programming, the Division also staffs the Judicial Mentor Committee to administer the Judicial Mentoring Program, which provides an experienced judicial mentor for all new Illinois judges taking the bench.



The **Judicial Management Information Services Division (JMIS)** provides 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. JMIS implements technology at the direction of the Administrative Office Director and Supreme Court with the primary objective of improving the procedures and efficiencies of court operations. JMIS responds to the needs of the judicial branch for application development and information technology by analyzing processes, designing applications, or procuring technology that leverages existing investments with an overall goal of improving organizational benefits to office procedures.

Technology initiatives projected during the past year include the continued installation of digital recording systems. Electronic filing is being advanced with the implementation of a pilot project as well as continued review of the Court's policy on public access to court data. Work continues with the Illinois Integrated Justice Information System (IIJIS) project coordinated by the Illinois Criminal Justice Information Authority. The objective of IIJIS is to develop and maintain information and communications standards for exchanging data between the judiciary, law enforcement and public safety agencies in Illinois. The Illinois Court's web site ([www.state.il.us/court](http://www.state.il.us/court)) continues to expand providing information to the legal and educational communities as well as the general public. Finally, JMIS plans to continue leveraging the Internet and Internet technologies to improve information exchange.



The **Probation Services Division** provides services to chief judges and their probation staffs 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 to 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

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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.

A priority for the Division in 2004 was intensification of its efforts to implement evidence-based offender assessment and intervention models to promote more successful case outcomes. These improved probation practices are aimed at enhancing public safety by reducing the risk of re-offending for offenders sentenced to probation. To assist in this effort, and in response to an application submitted by the Division on behalf of the state's probation system, Illinois was selected as one of two states that are receiving major, long-term technical assistance from the National Institute of Corrections to implement statewide strategies for the "Effective Correctional Management of Offenders in the Community."