

**ANNUAL REPORT
OF THE
COMMITTEE ON EDUCATION
TO THE ILLINOIS JUDICIAL CONFERENCE**

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I. STATEMENT ON COMMITTEE CONTINUATION

Consistent with the purpose and provisions of the Supreme Courts' *Comprehensive Judicial Education Plan for Illinois Judges*, the Committee on Education was established to identify the educational needs of the Illinois judiciary and design educational programs to meet those needs. In Conference Year 2011, the Committee received a charge to develop and recommend a calendar of judicial education programs for new and experienced jurists that reflected substantive and procedural issues and ethical and professional subject areas of significance to members of the Illinois judiciary, in partnership with the Administrative Office. The Committee's charge included the identification of content faculty and the presentation of topics through the delivery of mini (one day) and regional (two day) seminars, New Judge Seminar, the Advanced Judicial Academy, Faculty Development and Education Conference. In conjunction with the general charge to the Committee, the Court provided the following list of Conference Year 2011 projects and priorities:

- Design, deliver and evaluate the 2011 New Judge Seminar.
- Design, deliver and evaluate the Mini and Regional Seminars for the 2010-2011 Seminar Series.
- Design, deliver, and evaluate the 2011 Advanced Judicial Academy to be held June 13-16, 2011.
- Design, deliver, and evaluate the 2011 Faculty Development Workshop to be held September 15-16, 2011.
- Engage in recruitment of faculty that represent diverse geographic, racial, ethnic, gender and cultural differences.
- Work in coordination with the Administrative Office of the Illinois Courts in the drafting, editing and peer review of the Illinois Judicial Benchbooks on Criminal Law and Procedure, Civil Law and Procedure, Domestic Violence, DUI/Traffic Issues, Evidence and Family Law and Procedure.
- Undertake any such other projects or initiatives that are consistent with the Committee charge.

II. SUMMARY OF COMMITTEE ACTIVITIES

New Judge Seminar

New Judge Seminar is a week long seminar for judges who have recently transitioned to the bench. Over the course of a week, judicial ethics and conduct, as well as a diverse range of emerging legal and procedural subject matters are presented and discussed by experienced judicial faculty. Faculty presentations will continue to focus on the need to assist new judges in developing the skills of successful, effective and knowledgeable jurists. This curriculum approach encourages faculty to include question and answer sessions, role playing and problem solving scenarios whenever possible. Informational kiosks continue to be a popular option. These brief, practical information sessions, allow judges to gain insight on topics not otherwise addressed in seminars, including: *Completion of Travel Vouchers, Economic Interest Statements, Substitution of Judge Issues and Sealing Court Files.*

The January 2011 *New Judge Seminar* was presented to 82 new judges and received an overall evaluation rating of 4.7 out of 5.0. The Court has approved the agenda and faculty for the December 5-9, 2011 *New Judge Seminar*, and planning is progressing as scheduled.

2010-2011 Seminar Series

The Committee on Education seminar series is generally composed of one day mini seminars and two day regional seminars hosted in either the Chicago area or Springfield. Seminars offer the opportunity to present a broad range of topics of major significance to members of the Illinois judiciary worthy of in-depth review and discussion. Three seminars were presented as part of the 2010-2011 Seminar Series: *Predicting Violent Behavior in Custody and Visitation* (Fall 2010-Itasca, overall rating 4.9/5.0); *Search and Seizure at Home and on the Road* (Winter 2011-Springfield, overall rating 4.7/5.0); and *DUI/Traffic Issues* (Spring 2011-Lisle, overall rating 4.9/5.0).

2011 Advanced Judicial Academy

Authors and journalists joined law professors, guest judges, economic experts, a theatrical group and members of the Illinois judiciary in presenting the sixth biennial *Advanced Judicial Academy*, held June 13-16, 2011 at the University of Illinois College of Law in Champaign. The theme, *To Have or Have Not: The Impact of Poverty & Wealth on Justice*, was explored over three and one-half days through the daily sub-themes of *Law & Social Change*,

Access to Justice and *Law & Economics*. With 77 judges, from a cross-section of the state in attendance, the Academy garnered an overall evaluation rating of 4.7 out of 5.0.

Faculty Development

A faculty development workshop will be held September 15-16, 2011 in Oakbrook as part of the preparation for Education Conference. The Workshop will provide Conference faculty with a professional development opportunity and time to meet with co-faculty about Ed Con 2012 sessions. Presentations and discussions will highlight adult learning theories, presentation design and content and the effective use of technology, along with optional *PowerPoint* "how-to" sessions.

Faculty Recruitment

The Administrative Office maintains a database of members of the Illinois judiciary who have indicated their interest in serving as faculty, or members of a Benchbook writing team. Volunteer forms, approved by the Committee, are distributed by the Administrative Office at all judicial education events, and posted on the Court's official website. The faculty database is an excellent resource for the Committee and will continue to play a significant role in the identification of experienced volunteers.

Comprehensive Judicial Education Plan

The Committee on Education proposed extensive revisions to the *Comprehensive Judicial Education Plan for Illinois Judges*. The Plan as adopted by the Court this Conference year, makes the following provisions for faculty and participant credit at approved events: a) judges earn three hours of continuing judicial education (CJE) credit for each hour taught or facilitated at an approved program and b) participants earn one credit hour of CJE for each hour of attendance at an approved judicial education event. The newly adopted Plan also eliminates the provision that required the AOIC to provide case summaries. The Plan is attached as Exhibit A.

Illinois Judicial Benchbooks

The Illinois Judicial Benchbooks have proven to be valuable educational resources for judges in chambers and on the bench. Benchbooks are updated annually, or new editions are proposed, as recommended by the Project Benchbook Editorial Board of the Committee on Education. The following benchbooks are available on CD, the judicial portal or in hard copy: *Civil Law and Procedure*, *Criminal Law and Procedure*, *Domestic Violence*, *DUI/Traffic*, *Evidence*, and *Family Law and Procedure*. Benchbooks are evaluated on a volunteer basis through narrative feedback surveys distributed with benchbook products. Comments regarding the usefulness of benchbooks continue to be positive. By the end of the 2011 Conference Year, over 3,000 copies of benchbooks will have been distributed in various formats.

Non-Judicial Conference Judicial Education Programs and Providers

Request for approval of non-judicial conference judicial education credit hours have decreased following the Court's determination that Illinois judges receive thirty hours of judicial education credit during the biennial meeting of Education Conference. However, when requests are received, the Committee on Education, through its workgroup, reviews requests based upon criteria set forth in the Comprehensive Judicial Education Plan, and makes recommendations to the Court based upon each program or provider's consistency with the criteria stated in the Plan.

III. PROPOSED COMMITTEE ACTIVITIES FOR THE NEXT CONFERENCE YEAR

The Committee proposes to continue activities related to the activities noted below:

Education Conference 2012

The Committee will continue final plans for the delivery of Education Conference 2012 which will be held at the Swissotel Chicago, January 30 - February 3, 2012 and April 16 -20, 2012. By the meeting of the October 2011 Judicial Conference, a substantial amount of planning and preparation for Education Conference 2012 will be complete. The 2012 Conference will offer a flexible format through the presentation of sixty sessions, many repeated more than once over five days, ranging in subject matter under the major tracks of Civil, Criminal, Family, and Ethics, Judicial Conduct & Professionalism. The flexible format will again provide judges with the opportunity to begin Monday afternoon with "pre-conference" sessions, or Tuesday with the

Plenary, and end Thursday, or Friday, depending upon one's selection of sessions. The number of early bird sessions has increased and Kiosks, brief informational sessions, popular at New Judge Seminar, will also be offered at the 2012 Education Conference, adding even more flexibility to scheduling through thirty minute end of day presentations.

2012-2013 Seminar Series

The Committee will consider topics suitable for presentation as either a mini or regional seminar for the 2012-2013 seminar series and make specific recommendations to the Court along with proposed faculty, if so determined. The *DUI/Traffic Issues* regional seminar is an Illinois Department of Transportation funded event. The Committee expects to continue to deliver this seminar consistent with grant funding as part of the seminar series.

New Judge Seminar

The Committee will continue to engage in the evaluation, review and planning of New Judge Seminars to ensure the delivery of seminars consistent with the Court's *Statement of Expectations*.

Illinois Judicial Benchbooks

The Committee will continue efforts to update and or revise the six Illinois Judicial Benchbooks based upon significant changes in legal authorities.

IV. RECOMMENDATIONS

The Committee is making no recommendations to the Conference at this time.

2011 REPORT

Exhibit A

EXHIBIT A**Comprehensive Judicial Education Plan for Illinois Judges**

- I. Statement of Purpose**
- II. Judicial Education Programs**
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 - 2. New Judges
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- IV. Non-Judicial Conference Judicial Education Programs**
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Long-Term Projects
(Appendix A)

Approved Non-Judicial Conference Judicial Education Programs
(Appendix B)

Request for Approval of Non-Judicial Conference Judicial Education Programs
(Appendix C)

Judicial Education Division
(Appendix D)

Foreword

On behalf of the Supreme Court, I am pleased to present this Comprehensive Judicial Education Plan for Illinois Judges. In doing so, the Court submits this Plan as the framework for judicial education in Illinois and the means by which judges can continually enhance their judicial skills. On behalf of the Supreme Court, I extend appreciation to the Committee on Education for its efforts in developing Illinois' premier judicial education programs and encouraging every judge to take advantage of the educational opportunities available through the Illinois Judicial Conference. Judicial education is a primary means of satisfying that obligation. To that end, the Court has established that all judges complete, biennially, 30 hours of continuing judicial education.

Under the Canons of the Judicial Code of Conduct, and consistent with the Supreme Court's Statement of Expectations for Illinois Judges, it is an obligation of office that each judge in Illinois work to attain, maintain and advance a high level of judicial competency. As two of the pillars of the Comprehensive Judicial Education Plan, the court requires judicial attendance at the New Judge Seminar and the Education Conference. First, the annual New Judge Seminar aids in transitioning from bar to bench and provides new jurists with myriad practical skills needed to effectively and efficiently manage their courtrooms. Second, the biennial Education Conference provides a rich array of workshops and seminars within designated tracks that address issues pertinent to all Illinois judges. Additionally, the biennial Judicial Academy, which features world-renowned faculty, and an annual comprehensive seminar series are available to Illinois judges.

These programs, as offered through the Illinois Judicial Conference, in conjunction with other judicial branch education such as the Annual Appellate Court Conference, Capital Case Seminars, New Judge Mentoring, and training in Child Welfare and Probation practices comprise the Court's Comprehensive Judicial Education Plan for Illinois Judges.

Please take a few moments to familiarize yourself with the Statement of Purpose, the programs, policies, and procedures contained herein as well as the varied and high-quality judicial education resources offered through the Comprehensive Judicial Education Plan.

Chief Justice

I. Statement of Purpose

It is an obligation of office that each judge in Illinois work to attain, maintain and advance judicial competency. Canon 3 of the Code of Judicial Conduct (Illinois Supreme Court Rule 63) states that a judge should "be faithful to the law and maintain professional competence in it" and "maintain professional competence in judicial administration." Judicial education is a primary means of advancing judicial competency.

The purpose of this Plan is to expand and enhance the judicial education opportunities available to Illinois judges. This Comprehensive Judicial Education Plan will provide judges at all stages of their judicial careers with:

- a means by which they can remain current in their understanding of developing areas of the law;
- the opportunity to increase their knowledge of specific substantive and procedural topics;
- the opportunity to increase their knowledge in matters relating to court administration and management;
- a forum to communicate and interact with other judges.

This Plan is designed to structure and deliver judicial education in Illinois, making the best use of resources available to state government. It is a framework for judicial education that can be built upon in future years and evolve with the needs of the Illinois judiciary.

II. Judicial Education Programs

A. GENERAL POLICIES

The following general policies shall govern attendance by judges at judicial education programs:

1. The Supreme Court of Illinois has established that all Illinois judges complete, biennially, 30 hours of judicial education is defined as an organized program of learning contributing directly to the professional or personal development of a judge and designed specifically for an audience of judges.
2. Judges must obtain approval from the chief circuit judge or his/her designee to attend any course held during their scheduled court time or for which any portion of the cost of attendance is to be paid by any governmental agency.
3. Chief judges should make every effort, through reallocation of judicial resources and advance scheduling, to accommodate a judge's request to plan, teach, or attend judicial education programs. In general, efforts should be made to ensure court calls are not canceled.

B. JUDICIAL EDUCATION CREDIT FOR ATTENDEES

1. The award of participant credit hours for attendance at any judicial branch education program shall be determined by the use of a standard calculation—one hour of participant credit for one hour of instructional time.
2. The number of credit hours awarded for attendance at a non-Judicial Conference education program shall equal the number of credit hours awarded by the sponsoring

organization for continuing judicial education. If the sponsoring organization has not awarded continuing education hours, the Committee on Education shall determine, subject to approval by the Supreme Court or its designee, the number of credit hours to be awarded.

C. JUDICIAL EDUCATION CREDIT FOR TEACHING

Illinois judges and retired judges who serve as faculty for judicial education programs shall receive judicial education credit for both their preparation time and instruction time as noted below:

1. Judicial Conference and Non Judicial Conference Courses: Illinois judges who instruct at judicial branch education programs shall be credited with three (3) credit hours per instructional hour of presentation or facilitation.

III. Illinois Judicial Conference Education Programs

A. POLICIES AND PROCEDURES

1. Planning, Development and Administration

a. By January 1 of each year, the Committee on Education shall submit to the Supreme Court for approval its Plan containing those seminars, academies and conferences recommended for provision during the following fiscal year. The Plan shall also include recommended revisions, if any, to the Comprehensive Judicial Education Plan.

b. By September 1 of each year, the Committee on Education shall submit an annual report to the Illinois Judicial Conference regarding the judicial education programs conducted during the preceding fiscal year. The annual report may include long-term goals and include recommendations for development of new programs and educational opportunities.

c. The Administrative Office of the Illinois Courts shall provide the administrative support necessary to plan and conduct all Illinois Judicial Conference judicial education programs.

d. The Administrative Office shall reimburse transportation, per diem and lodging expenses related to planning, teaching, and attendance at Judicial Conference education programs according to Judicial Branch policies governing travel by judges.

e. Attendees at Judicial Conference education programs shall be given the opportunity to confidentially evaluate all programs regarding the subject matter, reading materials and faculty presentations. The Committee on Education and the Administrative Office shall design a model to measure the overall effectiveness of judicial education programs.

f. The Administrative Office shall utilize sources of grant or scholarship funding to assist in the support of judicial education. Any funding accepted shall be without conditions from the funding agency as to control of content or faculty. Any grant funding received will be used in addition to appropriations from the Legislature for funding Illinois judicial education. Any questions regarding utilization of the grant funding will be resolved by the Supreme Court or the Director of the Administrative Office as its designee.

2. Criteria for Attendance Approval by the Chief Judge or Designee

The chief judge or his/her designee, when determining whether to approve attendance at a judicial education program, shall consider the following:

- a. The Supreme Court's mandate that every judge attend 30 hours of judicial education biennially.
- b. The goal of accommodating judges' requests without unnecessarily disrupting the administration of court schedules.
- c. The relevance of the particular course to the present and/or potential assignments of the judge.
- d. The needs of the judicial circuit for a judge to be educated on a particular topic.
- e. Prior attendance at education courses by judges within the circuit, with a goal of providing equal opportunity for all judges to attend judicial education programs.

3. Approval Procedure

The chief judge or his/her designee will indicate approval by signing the applying judge's seminar registration form.

B. JUDICIAL CONFERENCE EDUCATION PROGRAMS

The education programs of the Illinois Judicial Conference will in general include an education conference, an advanced judicial academy, a new judges seminar, regional seminars, and mini-seminars.

1. Education Conference

- a. Purpose. An education conference shall be conducted to provide a range of judicial education and professional development activities for Illinois judges.
- b. Duration and Scheduling. With the approval of the Supreme Court, the conference shall be held biennially in even numbered calendar years and shall be of sufficient length to provide 30 hours of judicial education for each participant. The same conference will be held twice, with half the state's judges participating in one meeting and the other half in a second meeting. The conference meetings will be held in as close proximity to one another as scheduling permits.
- c. Location. With the approval of the Supreme Court, the conference shall be held in Cook County.
- d. Attendance. Each conference meeting shall have a blended population of associate, circuit and appellate court judges. All judges in the state shall be assigned to attend one of the two meetings. Attendance at the conference is mandatory and shall satisfy a judge's 30 hour judicial education mandate. If, due to unforeseen circumstances such as illness, a judge is unable to complete the 30 hour Education Conference mandate, then he/she shall make up any deficiency by attendance at Judicial Conference regional or mini seminars or any other Illinois Supreme Court sponsored judicial branch education programs.

e. Curriculum. The Committee on Education shall plan a wide range of continuing judicial education programs and activities that cover the core curriculum areas of judicial ethics and conduct, substantive and procedural law, procedural and technological developments, and personal and professional development. All conference meetings shall include a session on judicial ethics and conduct.

f. Faculty. The Committee on Education shall recruit faculty who shall consist of judges, retired judges not engaged in the practice of law, and law professors. For the purposes of this Plan, a retired judge engaged solely in the provision of mediation and/or arbitration services shall not be considered to be engaged in the practice of law. Additionally, faculty representing other disciplines (e.g., medical doctors, psychologists, accountants or others) may be utilized upon the recommendation of the Committee on Education and with the approval of the Supreme Court to discuss non-legal topics encountered by judges. The Committee on Education shall recommend faculty based on their expertise in the subject matter and ability to prepare and present educational material effectively. Each faculty committee shall be chaired by a judge with prior teaching experience.

g. Reading Materials. Faculty shall prepare appropriate reading materials. The Administrative Office of the Illinois Courts shall work with all faculty committees to ensure that they are aware of and follow the benchbook format requirements promulgated by the Committee on Education.

2. New Judges

One of judicial education's most important functions is providing comprehensive education and training for new judges to acquaint them with necessary legal knowledge and skills for everyday use on the bench. Orientation for new trial court judges shall begin as soon as possible after the election or selection of the judge.

a. Written Materials: The AOIC shall provide the new judge with the most recent New Judge Seminar notebooks, the Code of Judicial Conduct (Supreme Court Rules 61-71), and an order form listing the benchbooks produced by the Committee on Education (Civil Law and Procedure, Criminal Law and Procedure, Domestic Violence, DUI/Traffic, Evidence, and Family Law and Procedure) and the benchbooks produced by the Illinois Judicial Conference Study Committee on Juvenile Justice, and other resources identified by the Committee on Education. These materials shall be sent to the new judge prior to the new judge's taking the bench or as soon as possible thereafter.

b. New Judge Seminar

(1) Purpose: The New Judge Seminar shall provide intensive education and training to new judges in substantive legal areas, courtroom management, and judicial ethics and conduct.

(2) Duration and Scheduling: The New Judge Seminar shall be five days in length and shall be held annually in December in non-election years, and January following the year of a general election, unless otherwise directed by the Supreme Court.

(3) Attendance: Attendance shall be mandatory for all persons who have taken office since the preceding New Judge Seminar and have not previously served as a judge.

(4) Curriculum: The New Judge Seminar curriculum shall focus on the following areas: (1) judicial ethics and conduct, (2) substantive law, (3) procedural matters, (4) courtroom management.

(5) Faculty: Faculty shall consist of judges, retired judges, (See section III.B.1.f. for definition of a retired judge), full-time law professors, current and former members of the Judicial Inquiry Board, and faculty representing other disciplines (e.g. medical doctors, psychologists, accountants or others). The Committee on Education shall recommend the faculty based upon their expertise in the subject matter and ability to prepare and present educational material effectively.

(6) Reading Materials: The faculty shall provide reading materials to accompany their presentations. The Administrative Office of the Illinois Courts shall work with all faculty members to ensure that they are aware of the benchbook format requirements promulgated by the Committee on Education.

3. Illinois Judicial Conference Seminars

a. Regional Seminars

(1) Purpose: Regional seminars provide an opportunity for detailed study of a specific area of interest. While serving as an intensive educational experience, these sessions also allow for communication and interaction among judges throughout Illinois.

(2) Duration and Scheduling: A two-day format will be utilized for regional seminars. A regional seminar is equivalent to fifteen (15.0) continuing judicial education hours.

(3) Number and location: In years in which no education conference is held, up to five regional seminars may be scheduled each year, subject to the approval of the Supreme Court and available funding. In years in which an education conference is held, up to three regional seminars may be scheduled. Seminar sites will be selected to promote and encourage judicial attendance throughout the state.

(4) Curriculum: The Committee on Education shall consider, but not be limited to, the following core curriculum areas when planning the annual regional seminar schedule:

(a) Substantive and Procedural law.

(i) Criminal law and procedure.

(ii) Civil law and procedure.

(iii) Evidence.

(iv) Supreme Court Rules.

(v) Juvenile law.

(vi) Family law.

(b) Procedural and Technological Developments.

- (i) Trial management.
- (ii) Settlement techniques.
- (iii) Caseflow management.
- (iv) Personal computers in the courts.
- (v) Trends in technology and court automation.

(c) Judicial Ethics and Conduct.

- (i) Code of Judicial Conduct.
- (ii) Bias in the courts.
- (iii) Pro se and indigent litigants
- (iv) Literature and the law.

(d) Personal and Professional Development.

- (i) Judicial writing.
- (ii) Effective communication through the media.
- (iii) Alcohol, drugs and the courts.
- (iv) Stress management.
- (v) Court management.

The curriculum shall include topics that appeal to and challenge associate, circuit and appellate court judges; appeal to metropolitan as well as rural judges; and address the education needs of new judges as well as experienced judges.

(5) Faculty: The Committee on Education shall recruit regional seminar faculty who shall consist primarily of judges, and retired judges (See section III.B.1.f. for definition of a retired judge),_assisted by full-time law professors as needed. Each faculty committee shall be chaired by a judge with prior seminar teaching experience. Faculty representing other disciplines (e.g., medical doctors, psychologists, accountants or others) may be utilized upon the recommendation of the Committee and with the approval of the Supreme Court to discuss non-legal topics encountered by judges. The Committee on Education shall recommend faculty based upon their expertise in the subject matter and ability to prepare and present educational material effectively.

(6) Reading Materials: The faculty for all regional seminars shall provide appropriate reading materials. The Administrative Office of the Illinois Courts shall work with all faculty committees to ensure that they are aware of the benchbook format requirements promulgated by the Committee on Education. Reading materials may be mailed to seminar participants in advance of the seminar at the direction of the seminar faculty.

b. Mini-Seminars

(1) Purpose: The mini-seminar provides education and information to judges on specific substantive and procedural topics in a condensed time period.

(2) Duration and Scheduling: Each mini-seminar shall be approximately six hours in length. A mini seminar is equivalent to six (6.0) continuing judicial education hours.

(3) Number and Location: In a year in which no education conference is held, up to four mini-seminars may be scheduled each year, subject to the approval of the Supreme Court and available funding. In years in which an education conference is held, up to two mini seminars may be scheduled. Seminar sites will be selected to promote and encourage judicial attendance throughout the state.

(4) Curriculum: mini-seminars will address substantive and procedural topics of broad interest that are capable of an in-depth analysis in sessions of approximately six hours. The Committee on Education shall consider, but not be limited to, the same core curriculum areas considered for regional seminars.

(5) Faculty: The Committee on Education shall recruit mini-seminar faculty who shall consist primarily of judges, and retired judges (See section III.B.1.f. for definition of a retired judge), assisted by full-time law professors as needed. Each faculty committee shall be chaired by a judge with prior seminar teaching experience. Faculty representing other disciplines (e.g., medical doctors, psychologists, accountants or others) may be utilized upon the recommendation of the Committee and with the approval of the Supreme Court to discuss non-legal topics encountered by judges. The Committee on Education shall recommend faculty based upon their expertise in the subject matter and ability to prepare and present educational material effectively.

(6) Reading Materials: The faculty for all mini-seminars shall provide appropriate reading materials. The Administrative Office of the Illinois Courts shall work with all faculty committees to ensure that they are aware of the benchbook format requirements promulgated by the Committee on Education. Reading materials may be mailed to seminar participants in advance of the seminar at the direction of the seminar faculty.

4. Advanced Judicial Academy

a. Purpose: The Academy is a residential judicial education program providing experienced jurists the opportunity to renew and re-energize their spirits and rekindle their passion for the administration of justice. With the assistance of outstanding scholars from Illinois and across the nation, the Academy's goal is to explore the law's interaction and potential working relationship with other disciplines and their current and potential effects on how judges do their jobs.

b. Duration and Scheduling: With the approval of the Supreme Court, the Academy may be up to five days in duration and shall be held every other year in non-Education Conference years.

c. Location: With the approval of the Supreme Court, the Academy may be held on the campus of an Illinois law school or other suitable venue.

d. Curriculum: The Committee on Education shall recommend judges who may or may not be members of the Committee on Education to serve on the *Advanced Judicial Academy* planning committee. The planning committee will recommend topics and speakers, and members will serve as mentors and discussion leaders during the week.

e. Faculty: Faculty shall consist of judges and retired judges (as defined in Section III.B.1.f.) and law professors. Additionally, faculty representing other appropriate disciplines may be utilized upon the recommendation of the planning committee, the Committee on Education and with the approval of the Supreme Court. Faculty shall be selected based on their expertise in the subject matter and ability to prepare and present educational material effectively.

f. Reading Materials: Faculty are strongly encouraged to provide reading and reference materials. The Administrative Office of the Illinois Courts shall work with all faculty members to ensure that the materials are prepared or adapted specifically for the Academy.

5. Faculty Development

The Committee on Education, in coordination with the Administrative Office of the Illinois Courts, promotes the highest standards of teaching excellence. Faculty Development Seminars will provide opportunities for judges who serve as faculty to improve their teaching skills by making them aware of adult learning principles and appropriate program development and teaching techniques. All judicial faculty will be strongly encouraged to attend faculty development programs conducted by the Committee on Education and the Administrative Office of the Illinois Courts.

6. Judicial Benchbooks

The Committee on Education, the Administrative Office, and other Supreme Court Committees as charged by the Court, shall coordinate the preparation, production and updates of comprehensive reference materials in the form of Benchbooks for Illinois judges regarding a range of topics and procedures. The Benchbooks are available digitally and as hard bound books. The following Benchbooks are currently available: Civil Law and Procedure, Criminal Law and Procedure, Domestic Violence, DUI/Traffic, Evidence, Family Law and Procedure, and Juvenile Justice (Volumes I and II).

7. Other Judicial Education Services

a. Resource Lending Library

(1) The Administrative Office of the Illinois Courts shall maintain a resource lending library for utilization by the Illinois judiciary. The library shall contain copies of reading materials developed by the Illinois Judicial Conference, recordings developed for Illinois judicial education, and publications and materials from other sources that are of interest to Illinois judges.

(2) The Administrative Office shall prepare a listing of all materials in all forms which it maintains in the resource lending library and shall update the list regularly. This listing of materials shall be made available to each Illinois judge.

b. Electronic Recording of Seminars

In consultation with the seminar faculty, the Committee on Education may annually select one or more seminars to be recorded. The recording will be made available on loan to judges. Whenever a seminar is recorded, the attendees will be notified in advance. No one other than staff of the Administrative Office of the Illinois Courts or other party authorized by the Supreme Court shall be

allowed to bring any audio or video recording equipment into any program of the Illinois Judicial Conference.

IV. Non-Judicial Conference Judicial Education Programs

A. GENERAL POLICIES GOVERNING ATTENDANCE AT NON-JUDICIAL CONFERENCE JUDICIAL EDUCATION PROGRAMS

The Committee on Education shall recommend to the Supreme Court non-Judicial Conference judicial education providers and programs to be approved for attendance by Illinois judges. All approved providers will be reviewed every five (5) years for continued compliance with the required approval criteria, unless an earlier review is deemed necessary by the Committee.

Programs:

1. Judges may attend a non-Judicial Conference judicial education program held during their scheduled court time only if the program has been approved by the Supreme Court of Illinois. See Appendix B for approved providers and programs.
2. Attendance by a judge at an approved non-Judicial Conference judicial education program shall not be counted toward fulfilling a judge's requirement to attend 30 hours of judicial education biennially at the Education Conference.
3. In determining whether to recommend a particular judicial education program for approval to the Supreme Court, the Committee on Education shall consider the following criteria:
 - a. Whether the program can be considered as judicial education, which is defined as an organized program of learning contributing directly to the professional or personal development of a judge and designed specifically for an audience of judges;
 - b. Whether the program deals primarily with matters directly related to Illinois law, or to the professional responsibility or administrative or ethical obligations of an Illinois judge;
 - c. Whether the program is to be taught by a person or persons qualified by practical or academic experience to teach the topic or area of discipline covered by the program;
 - d. Whether high quality written materials are to be distributed to all judges participating in the program; and,
 - e. Whether the program is of sufficient length to provide a substantial educational experience. Programs of less than one (1) hour in length will be reviewed carefully to determine if they furnish a substantial educational experience.

Providers:

4. Approval of a provider of judicial education programs shall constitute approval of programs offered by the provider that deal with matters related to Illinois law, or to the professional responsibility or administrative or ethical obligations of an Illinois judge. In such instances, the Committee on Education, in determining whether to recommend a provider shall consider whether the provider is a recognized organization with an established history of providing balanced educational programs for judges which, if considered on an individual basis, would satisfy the standards for program approval set out in this Plan.

5. The Administrative Office shall post to the Illinois Supreme Court website the non-Judicial Conference education programs and providers approved for attendance by Illinois Judges.

B. ATTENDANCE AT NON-JUDICIAL CONFERENCE JUDICIAL EDUCATION PROGRAMS

1. Criteria for Approval by the Chief Judge or his/her Designee

The chief judge or his/her designee, in determining whether to approve attendance at a non-Judicial Conference program or course, held in or out of the State of Illinois, shall:

- a. Approve attendance at only those education programs that have been approved in accordance with this Plan.
- b. Consider the same criteria to be considered when approving attendance at Judicial Conference education programs.

2. Procedure for Approving Attendance at Non-Judicial Conference Judicial Education Programs

- a. Upon receiving an application to attend a non-Judicial Conference judicial education program, the chief judge or his/her designee shall consult the list of approved non-Judicial Conference programs. If the program the applying judge wishes to attend appears on the list, the chief judge or his/her designee may approve attendance.
- b. If the program does not appear on the approved list, the chief judge or his/her designee shall consider the criteria listed above in IV.A.3 before permitting a judge to attend. If the judge wishes to request approval of a particular non-Judicial Conference program so that he/she may obtain reimbursement for attendance or approved time away from the bench, he/she must complete and submit the form found in Appendix C of this Plan.

Appendix A: Long-Term Projects

The Supreme Court has authorized the Committee on Education to study the following items for possible implementation in the future:

A. Technology: The Committee on Education and the Administrative Office of the Illinois Courts will study and recommend the use of various technologies to aid in delivering effective distance educational programs.

B. Any other special long term projects that the Committee on Education recommends to the Court.

Appendix B: Non-Judicial Conference Judicial Education Programs

Please refer to the following lists for programs approved for attendance by Illinois judges.

If you are interested in attending a program, contact the sponsoring organization directly.

Please note that unless specifically approved by the Court, bar association courses other than those sponsored by the judicial divisions of the American and National Bar Associations are not approved.

Judicial Education Programs Approved for Attendance by Illinois Judges

Please click on the links below to view the details about the specific judicial education programs that have been approved for attendance by Illinois Judges:

[American Institute for Justice, Inc.](#)

George Mason Law & Economics Center

[Illinois State Bar Association, 2008 Allerton Conference](#)

National Association of Drug Court Professionals

National Association of Women Judges

[Northwestern Law's Judicial Education Program](#)

Approved Providers of Judicial Education for Attendance by Illinois Judges

Please click on the links below to view the details about the approved providers of judicial education programs. All judicial education programs sponsored by the following organizations are approved for attendance by Illinois judges:

[American Judicature Society](#)

[Judicial Division of the American Bar Association](#)

[Illinois Association of Drug Court Professionals](#)

[Illinois Traffic Court Conference](#)

[Institute for Court Management of the National Center for State Courts](#)

[Institute of Judicial Administration \(New York University\)](#)

[Judicial Council of the National Bar Association](#)

[National Council of Juvenile and Family Court Judges](#)

[National Judicial College](#)

[Pound Civil Justice Institute](#)

[Supreme Court Committee on Capital Cases](#)

Appellate Court Administrative Committee (Appellate Court Seminar)

Appendix C: Request for Approval of Non-Judicial Conference Judicial Education Programs

Administrative Office of the Illinois Courts
Request for Approval of
Non-Judicial Conference Judicial Education Programs

Please note that programs must meet the criteria as listed in IV.A.3 of this Plan in order to be recommended for approval.

.....
Name

Circuit/Appellate District

.....
Phone number

Email address

Program Title	Sponsoring Organization	Date and Location

* * * Please attach the program's agenda or registration form * * *

.....
Applicant's signature

Date

Send this form and attachments to:

Attn: Judicial Education Division – CJE Credit
 Administrative Office of the Illinois Courts
 222 N. LaSalle Street, 13th Floor
 Chicago, IL 60601
 Tel: (312) 793-3250 Fax: (312) 793-5187

If you have questions, please call 312-793-2125. Please allow six months for review, recommendation, and response.

Appendix D: Administrative Office of the Illinois Courts Judicial Education Division

To inquire about seminar registration please contact:

Administrative Office of the Illinois Courts
222 N. LaSalle Street, 13th Floor
Chicago, IL 60601
Telephone: (312) 793-2125
Fax: (312) 793-5187