

# Administration



The Administrative Office of the Illinois Courts, the Alternative Dispute Resolution Coordinating Committee of the Illinois Judicial Conference and local arbitration supervising judges and administrators, provide ongoing support to the mandatory arbitration programs in Illinois. A brief description of the roles and functions of these entities is herein provided.

## **Administrative Office of the Illinois Courts**

The Administrative Office of the Illinois Courts (AOIC) works with the circuit courts to coordinate the operations of the arbitration programs throughout the state. Administrative Office staff assist in:

- ❖ Establishing new arbitration programs that have been approved by the Supreme Court;
- ❖ Drafting local rules;
- ❖ Recruiting personnel;
- ❖ Acquiring facilities;
- ❖ Training new arbitrators;
- ❖ Purchasing equipment;
- ❖ Developing judicial calendaring systems;
- ❖ Preparing budgets;
- ❖ Processing vouchers;
- ❖ Addressing personnel issues;
- ❖ Compiling statistical data;
- ❖ Negotiating contracts and leases; and
- ❖ Coordinating the collection of arbitration filing fees

In addition, AOIC staff serve as liaison to the Illinois Judicial Conference's Alternative Dispute Resolution Coordinating Committee.

## **Alternative Dispute Resolution Coordinating Committee**

The charge of the Alternative Dispute Resolution Coordinating Committee, as directed by the Supreme Court, is to:

- ❖ Monitor and assess court-annexed mandatory arbitration programs;
- ❖ Make recommendations for proposed policy modifications to the full body of the Illinois Judicial Conference;
- ❖ Survey and compile information regarding existing court-supported dispute resolution programs;
- ❖ Explore and examine innovative dispute resolution processing techniques;
- ❖ Study the impact of proposed amendments to relevant Supreme Court rules; and
- ❖ Propose rule amendments in response to suggestions and information received from program participants, supervising judges and arbitration administrators.

## **Local Administration**

The chief circuit judge in each jurisdiction operating a mandatory arbitration program appoints a supervising judge to provide oversight for the arbitration program. The supervising judge:

- ❖ Has authority to resolve questions arising in arbitration proceedings;
- ❖ Reviews applications for appointment or re-certification of an arbitrator;
- ❖ Considers complaints about an arbitrator or the arbitration process; and
- ❖ Promotes the dissemination of information about the arbitration process, the results of arbitration, developing case law and new practices and procedures in the area of arbitration.

The supervising judges are assisted by arbitration administrators who are responsible for duties such as:

- ❖ Maintaining a roster of active arbitrators;
- ❖ Scheduling arbitration hearings;
- ❖ Conducting arbitrator training;
- ❖ Compiling statistical information required by the AOIC;
- ❖ Processing vouchers; and
- ❖ Submitting purchase requisitions related to arbitration programs.