

STATE OF ILLINOIS)
) SS.
COUNTY OF DU PAGE)

IN THE CIRCUIT COURT OF THE 18TH JUDICIAL CIRCUIT
DU PAGE COUNTY, ILLINOIS

IN THE MATTER OF CIRCUIT COURT)
STANDING COMMITTEES) Administrative Order No. 23-7

Pursuant to the authority of the Illinois Constitution, Article 6, Section 7(c) and 18th Judicial Circuit Court Rule 1.21(a); and

WHEREAS, it has been the practice of the Circuit to establish standing committees by administrative order; and

WHEREAS, a standing committee is helpful to deal with ongoing or recurring problems which affect the Circuit as a whole, for which there is insufficient non-judicial staff; and

WHEREAS, other specific problems affecting only one division or of a non-recurring nature may best be handled by the creation of an ad hoc committee.

NOW, THEREFORE, it is hereby ordered that the following are designated standing committees of the 18th Judicial Circuit:

- *Court Security*
- *Executive*
- *Training and Development*
- *E-Policy and Procedures*
- *Rules*

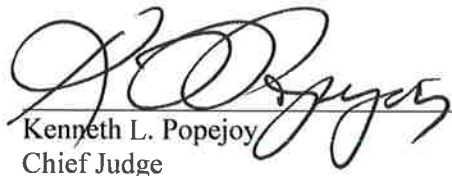
IT IS FURTHER ORDERED that appointments to each committee, with one or more judges designated as chair, are set forth on Addendum A; and

IT IS FURTHER ORDERED the responsibilities of each committee are set forth on Addendum B; and

IT IS FURTHER ORDERED each committee shall meet as set forth in Addendum C (but at least once a year) and shall report to the Circuit Judges at their regular meeting following the meeting of the committee.

IT IS FURTHER ORDERED that Administrative Order 23-6 is vacated.

Enter: *March 14, 2023*


Kenneth L. Popejoy
Chief Judge

ADDENDUM A

STANDING COMMITTEES

Executive –

Kenneth L. Popejoy, Chair

Paul M. Fullerton

Richard D. Felice

Monique N. O’Toole

Brian F. Telander

Ann Celine O. Walsh

Karen M. Wilson

Liaison: Suzanne Armstrong

Court Security -

Monique N. O’Toole, Chair

Robert G. Gibson

Timothy McJoynt

David E. Schwartz

Karen M. Wilson

DuPage County Sheriff or designee

Public Defender or designee

State’s Attorney or designee

Clerk of the Circuit Court or designee

Chief of Campus Security or designee

Liaison: Suzanne Armstrong

Training and Development –

Craig R. Belford, Co-chair

Angelo J. Kappas, Co-Chair

Joshua J. Dieden

Michael W. Fleming

Jeffrey S. MacKay

Liaison: Suzanne Armstrong

E-Policy and Procedures –

Bonnie M. Wheaton, Chair

Christine T. Cody

Robert A. Miller

Maureen Riordan

Clerk of the Court or designee

Public Defender or designee

State’s Attorney or designee

DuPage County Bar Association designee

Liaison: Kimberly Verest

Local Court Rules –

Richard D. Felice, Chair

Joseph T. Bugos

Bryan S Chapman

Anne T. Hayes

Brian W. Jacobs

Jill K. Otte

Kenton J. Skarin

Liaison: Kimberly Verest

ADDENDUM B

COMMITTEE RESPONSIBILITIES

COURT SECURITY

- (a) This Committee shall continually review facilities, equipment, practices, and procedures, in order to enhance the safety of the public, staff, jurors, and judges in the day to day operations of the courts.
- (b) This Committee shall bring together representatives of all offices to insure that the members of each office participate in the enhancement of safety, including a representative of the Sheriff, State's Attorney, and Clerk of the Circuit Court.

E-POLICY AND PROCEDURES

- a) This Committee shall continuously review and update the policies, procedures, and Rules of Practice for the 18th Judicial Circuit regarding e-filing, e-orders, web content, remote proceedings, and cybersecurity. It shall review relevant Illinois Supreme Court initiatives, policies, orders, and rules and make recommendations to the Chief Judge on how best to implement them. It shall coordinate closely with representatives of the Circuit Court Clerk on relevant issues in this area. Additional members of the 18th Judicial Circuit may be requested as deemed appropriate by the Committee.

EXECUTIVE

- (a) This Committee shall advise the Chief Judge on all matters of administration not specifically assigned to existing committees. In particular, this Committee shall recommend to the Chief Judge on special budget requirements before the court's annual appropriation request is forwarded to the county and recommend priorities for items requested therein. Further, this Committee shall identify matters of concern and may make recommendations in the area of personnel administration.
- (b) This Committee shall receive, discuss and recommend proposals concerning any modifications to Rules of Practice for the 18th Judicial Circuit and shall review all proposed Rules of Practice prior to consideration by the Circuit Judges.
- (c) This Committee shall have the responsibility for advising the Chief Judge on all matters relating to the maintenance and revision of the personnel policy manual for employees of the 18th Judicial Circuit.
- (d) This Committee shall act as the Strategic Planning Committee. This Committee shall meet to discuss specific issues related to policy and future planning for the Circuit. Additional members of the 18th Judicial Circuit may be requested to assist as deemed appropriate by the Committee.

RULES

- (a) This Committee shall annually review Circuit Court Rules adopted by the 18th Judicial Circuit and recommend to the Circuit Judges any amendments, deletions or additions.

- (b) Upon request by the Chief Judge, this Committee shall review any proposed amendments to the Circuit Court Rules and make appropriate recommendations to the Circuit Judges.
- (c) Upon request by any judge or other organization this Committee shall review any proposed amendments to the Circuit Court Rules, with notice to the Chief Judge of the request, and make appropriate recommendations to the Circuit Judges.

TRAINING AND DEVELOPMENT

- (a) The Training and Development Committee shall identify needs and develop programs for professional development of new and existing associate circuit court judges in order to initially onboard a new judge into their first assignment, ease existing judges into a new assignment, and supplement mandatory continuing education with monthly training.
- (b) The Training and Development Committee will recommend, provide, and update professional development resources in order to facilitate professional development for all associate judges.
- (c) The Training and Development Committee will assist with ideas for seminars, presentations, and the like. In addition, the Committee will identify and encourage those outside the Committee to teach during the set monthly sessions.
- (d) The Committee shall be comprised of an associate judge chair and judges from each division. The Committee or one of its designees (an associate judge selected by the Committee) will present a topic **as determined by the Chief Judge**. The format will be in-person, over Zoom, a scheduled court observation, or **by other means**. When appropriate, the Committee will also provide written materials to supplement the training.

ADDENDUM C

SCHEDULE OF COMMITTEE REPORTS

Each standing committee shall report to the Circuit Judges as necessary, but not less than at the Judges' regularly scheduled meetings as follows:

MEETING DATES

<i>Court Security</i>	As necessary
<i>Executive</i>	Monthly
<i>E-Policy and Procedures:</i>	As necessary
<i>Local Court Rules:</i>	As necessary to review and amend rules
<i>Training and Development:</i>	As determined by the Chief Judge