

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 ) Administrative Order No. 20-51  
STANDING COMMITTEES )

Pursuant to the authority of the Illinois Constitution, Article 6, Section 7(c) and 18<sup>th</sup> 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 effect 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 18<sup>th</sup> Judicial Circuit:

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

IT IS FURTHER ORDERED that the Fees and Costs Committee is discontinued.


IT IS FUTURE ORDERED that appointments to each committee, with one judge 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 20-2 is vacated.

ENTER: 12/15/2020

  
Kenneth L. Popejoy  
Chief Judge

Dated: December 15, 2020  
Wheaton, Illinois

## ADDENDUM A

### STANDING COMMITTEES

#### **Executive –**

**Kenneth L. Popejoy, Chair**  
Michael W. Reidy  
Paul M. Fullerton  
Robert G. Kleeman  
Timothy J. McJoynt  
Brian F. Telander  
Ann Celine O. Walsh  
Karen M. Wilson  
*Liaison:* Suzanne Armstrong

#### **Court Security-**

**Karen M. Wilson, Chair**  
Kavita C. Athanikar  
Robert G. Gibson  
Timothy McJoynt  
David E. Schwartz  
DuPage County Sheriff or designee  
Public Defender or designee  
State's Attorney or designee  
Clerk of the Circuit Court or designee  
*Liaison:* Suzanne Armstrong

#### **E-Policy and Procedures –**

**Bonnie M. Wheaton, Chair**  
Maureen R. Dunsing  
Anne T. Hayes  
Robert A. Miller  
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 –**

**Robert G. Kleeman, Chair**  
Joseph T. Bugos  
Jeffrey S. MacKay  
Craig R. Belford  
Kenton J. Skarin  
*Liaison:* Suzanne Armstrong

## 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 18<sup>th</sup> Judicial Circuit regarding e-filing and e-orders. It shall review Illinois Supreme Court initiatives, policies, orders and rules pertaining to e-filing/e-order issues and make recommendations to the Chief Judge how best to implement them. It shall continually review the work of the Illinois Supreme Court e-Business Technical Committee and the e-Business Policy Advisory Board. It shall coordinate closely with representatives of the Circuit Court Clerk on relevant issues in this area. Additional members of the 18<sup>th</sup> 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 18<sup>th</sup> 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

**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