



OFFICE OF THE CHIEF JUDGE  
18th Judicial Circuit Court • DuPage County, Illinois

KATHRYN E. CRESWELL  
Chief Judge

**VOLUNTEER OPPORTUNITY**

COURT NAVIGATOR  
18<sup>th</sup> Judicial Circuit Court  
DuPage County  
Wheaton, Illinois

The 18<sup>th</sup> Judicial Circuit Court is accepting applications for the volunteer position of Court Navigator. Our court system depends on many agencies in order to function including: the Office of the Chief Judge, the Office of the Circuit Court Clerk, the Office of the Official Court Reporters, the DuPage County Sheriff's Office, the Office of the Jury Commission, the Office of the State's Attorney, the Office of the Public Defender, the Department of Probation and Court Services, the DuPage County Law Library, and the DuPage County Children's "Safe Harbor" Room.

The participation of volunteers in this process will help maximize access to all potential court users, permit speedy follow up to legal proceedings and develop community awareness. All volunteers will be properly trained and oriented before starting at the Judicial Center.

**Volunteer Activities:** The main function of the Court Navigator volunteer will be greeting and assisting the public that pass through the courthouse on a given day.

Responsibilities include, but are not limited to:

- General directions to specific courtrooms or offices
- Assistance in using the computer kiosks provided by the Circuit Court Clerk's office
- Assistance in using the court call monitors
- Officially welcome the public to the courthouse
- Be visible in the hallways to answer non-legal questions of the public
- Distribute information on Safe Harbor Children's Center
- Be available to escort participants from courtrooms to appropriate offices
- Assist the public to Circuit Clerk's Office when necessary
- Escort the public to Family Shelter Office

**Qualifications:**

- Good with people
- Dependable
- Responsible
- Respectful of diversity
- Can take directions well
- Be courteous, friendly, helpful and polite

- Be aware of special needs of people with a disability
- Be able to communicate well
- Pass a background check

**Length of Commitment:** 1 quarter/semester

**Volunteer Schedule:** 1 or more mornings (Monday-Wednesday) per week, 8:00am – 10:45am

If interested, please e-mail or send a cover letter and resume to:

Robin Partin  
18<sup>th</sup> Judicial Circuit Court  
505 N County Farm Rd  
Wheaton, IL 60187  
Robin.partin@18thjudicial.org

**The 18<sup>th</sup> Judicial Circuit Court is an Equal Opportunity Employer.**

