



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. 18-2  
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*
- *Fees and Costs*
- *E-Policy and Procedures*
- *Rules*

IT IS FURTHER ORDERED that the *Pro Se* Litigation Committee is discontinued and the E-Policy and Procedures Committee is established.

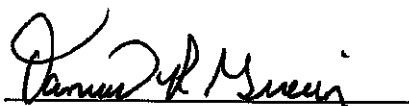
IT IS FURTHER ORDERED that appointments to each committee, with one judge designated as chair, are set forth on Addendum A; and

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 14-29 is vacated.

ENTER:

  
Daniel P. Guerin  
Chief Judge

Dated: February 21, 2018  
Wheaton, Illinois

## ADDENDUM A

### STANDING COMMITTEES

#### **Court Security-**

**Robert J. Anderson, Chair**  
Robert G. Gibson  
Timothy McJoynt  
James J. Konetski  
Jeffrey S. MacKay  
Robin Partin, Deputy Court Administrator  
DuPage County Sheriff or his designee  
Public Defender or his designee  
State's Attorney or his designee  
Clerk of the Circuit Court or his designee  
*Liaison:* Trial Court Administrator

#### **E-Policy and Procedures –**

**Dorothy French Mallen, Chair**  
Anne T. Hayes  
Robert A. Miller  
Karen M. Wilson  
Clerk of the Court or his designee  
Public Defender or his designee  
State's Attorney or his designee  
*Liaison:* Arbitration Administrator: Suzanne  
Armstrong

#### **Executive –**

**Daniel P. Guerin, Chair**  
Robert J. Anderson  
Liam C. Brennan  
Robert G. Kleeman  
Paul A. Marchese  
Ronald D. Sutter  
Bonnie M. Wheaton  
*Liaison:* Trial Court Administrator

#### **Local Court Rules –**

**Bonnie M. Wheaton, Chair**  
Kenneth L. Popejoy  
Alexander F. McGimpsey  
Liam C. Brennan  
Robert E. Douglas  
*Liaison:* Trial Court Administrator

#### **Fees and Costs –**

**Paul A. Marchese, Chair**  
Joseph T. Bugos  
Christine T. Cody  
Joshua J. Dieden  
Brian W. Jacobs  
Michael W. Reidy  
State's Attorney or his designee  
Clerk of the Circuit Court or his designee  
DCBA Criminal Defense designee  
*Liaison:* Trial Court Administrator

## 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 18<sup>th</sup> 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 18<sup>th</sup> 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.

#### FEEES AND COSTS

- (a) This Committee shall continually review cases and changes in the law in order to ensure that fines, fees, assessments and court costs are accurately assessed. The Committee will prepare aids for field court, misdemeanor and felony judges as deemed necessary.

**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>Fees and Costs:</i>	Twice per calendar year and as necessary
<i>E-Policy and Procedures:</i>	As necessary
<i>Local Court Rules:</i>	As necessary to review and amend rules