

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 ADMINISTRATION)
OF CIRCUIT BUSINESS) Administrative Order No. 20-1

In order to facilitate the timely administration of circuit business, Suzanne H. Armstrong, Trial Court Administrator, is delegated signature and approval authority for the following functions:

- (a) All matters pertaining to adult and juvenile probation departments within the circuit. This delegation specifically includes, but is not limited to, probation fees, eligible lists, AOP 1 and AOP 2 forms, grants-in-aid and salary subsidy vouchers.
- (b) All administrative functions pertaining to state employees working for the 18th Judicial Circuit. This delegation specifically includes, but is not limited to, payroll certification for judicial and non-judicial employees, time and attendance issues, leave of absence requests, per diem employees and certification of travel vouchers (non-judicial employees only).
- (c) All administrative functions related to judicial employees paid by the County, including but not limited to, payroll certification, time and attendance issues, leave of absence requests and certifying purchase requisitions.

Administrative Order No. 09-21 is hereby vacated.

ENTER:


Daniel P. Guerin
Chief Judge

Dated: January 15, 2020
Wheaton, Illinois