



222 N. LaSalle St.
Floor 13
Chicago, IL 60601

Hon. Diane Winter
Chief Judge
Nineteenth Judicial Circuit
18 N. County Street
Waukegon, IL 60085

July 31, 2020

Dear Chief Judge Winter:

Congratulations! The Illinois Supreme Court Commission on Access to Justice (Commission) is pleased to announce that the Nineteenth Judicial Circuit is a recipient of a Self-Represented Litigant Coordinator grant in the amount of \$20,000 to support the Self-Represented Litigant Coordinator Frances Paparigian & Beth Bogie.

The details of your award amount, obligations, and limitations are outlined on the enclosed Grant Agreement. Please review, discuss with the Coordinator, and sign the Agreement. Electronic signatures are acceptable. Completed Agreements should be returned by August 14, 2020 to Jill Roberts, Supervising Senior Program Manager, Access to Justice Division of the AOIC, at jroberts@illinoiscourts.gov.

We look forward to working collaboratively and creatively with you and the statewide network of Coordinators to identify new strategies for improving access to justice across Illinois.

Sincerely,

Hon. Mary K. Rochford
Chair
Illinois Supreme Court Commission on
Access to Justice





222 N. LaSalle St.
Floor 13
Chicago, IL 60601

**ILLINOIS SUPREME COURT COMMISSION ON ACCESS TO JUSTICE
SELF-REPRESENTED LITIGANT COORDINATOR**

2020-2021 GRANT AGREEMENT

NAME OF GRANTEE: Nineteenth Judicial Circuit (Lake County)

ADDRESS: 18 N. County Street
Waukegan, IL 60085

TELEPHONE NUMBER: 847-377-3829

CONTACT PERSON: Elizabeth Howlett Bogie
TITLE: Lead Staff Attorney

GRANT AMOUNT: \$20,000

GRANT PERIOD: Aug. 1, 2020-July 31, 2021

This Grant Agreement is hereby entered into between Grantee and the Grantor, Illinois Supreme Court Commission on Access to Justice (ATJ Commission), as of the date the Grantee signs this Agreement. Both parties, intending to be bound by the terms and conditions of this Agreement, do hereby agree as follows:

GRANT CONDITIONS

Grant Purpose: The grant is to be used to support the designated Self-Represented Litigant Coordinator – **Frances Paporigian** – to extend the Early Resolution Program and implement a chat feature on the Court's website.

Grant Requirements:

Grantor shall:

- a) Facilitate an annual Court Navigator Network training and monthly teleconferences with the Administrative Office of the Illinois Court (AOIC) and other Court Navigator Network members;
- b) Provide support to the Coordinator to further the Grant Purpose; and
- c) Disburse funds to support Grantee upon execution by the parties of this Grant Agreement.



Grantee shall:

- a) Be an active member of the Court Navigator Network and sign a separate Network member Memorandum of Understanding;
- b) Attend all Network training programs and participate in monthly teleconferences with the AOIC and other Network members;
- c) Solicit ongoing feedback from litigants, judges, clerks, and other court staff about the effectiveness of self-help resources and programs;
- d) Act as a liaison between self-represented litigants and court staff;
- e) Track individuals served by the Coordinator to be reported quarterly;
- f) Submit quarterly reports regarding individuals served, budget expenditures, and grant activities as described below;
- g) Update the AOIC about Coordinator activities including inviting the AOIC and ATJ Commission to events related to the grant;
- h) Communicate with JusticeCorps leadership regarding any potential involvement of JusticeCorps members as part of the grant project and receive approval prior to involving JusticeCorps; and
- i) Authorize the ATJ Commission and AOIC to copy, use, and publish any images in any format taken during SRL Coordinator events like training or program events.

Reporting Requirements: Reports shall be submitted on a quarterly basis. The reports are due on November 15, 2020; February 15, 2021, May 15, 2021; and August 15, 2021. A report form will be provided for the reports asking for information on the project's activities and achievements, relevant data, number of litigants served, and financial expenditures for the period.

Notification of Changes in Personnel or Program: If there are significant changes in the Grantee's structure, mission or personnel during the grant period, the Grantee must notify the Grantor of these changes in writing immediately. If the SRL Coordinator does not continue to work for the Grantee, the Grantee must appoint another employee to serve as the SRL Coordinator to satisfy the grant requirements. If the Grantee is unable to find another person to serve as the SRL Coordinator, Grantee shall return to the Grantor any funds not yet used by the Grantee.

Fund Disbursement: Grantee will provide the appropriate information for receiving payment of the Grant Amount by check. Upon receipt of this information and the executed Grant Agreement, Grantor will release the funds.


Fund recompense: The grantee must notify the Grantor in a timely manner if the funds cannot or will not be spent in accordance with the purpose granted. Grantee shall return to Grantor any funds not used by the end of the grant period unless Grantee submits a written request and is granted permission to utilize funds beyond the end of the grant period.

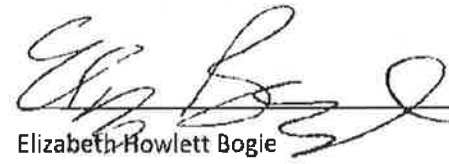
PAYMENT INFORMATION

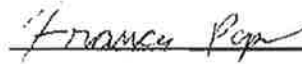
Pay to the Order of (name): County of Lake
Address: 18 N. County Street, Attn: Mary Stevens
Waukegan, IL 60085

If these conditions are acceptable, please sign this form and return it to the Commission on or before August 15, 2020.

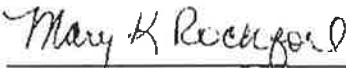
Accepted by:


Judge Winter
Chief Judge of the Nineteenth Judicial Circuit
Date: 8/3/20


Elizabeth Howlett Bogle
Staff Attorney
Date: 8/3/20


Frances Papparigian
Self-Represented Litigant Coordinator
Date: 8/3/2020

For the Commission:


Justice Mary K. Rochford
Chair, Commission on Access to Justice
July 31, 2020

Please email the completed agreement to: Jill Roberts, Supervising Senior Program Manager, Access to Justice Division of the AOIC, at jroberts@illinoiscourts.gov.