

ILLINOIS SUPREME COURT COMMISSION ON ACCESS TO JUSTICE

ACCESS TO JUSTICE IMPROVEMENT GRANT AGREEMENT 2025-2026

NAME OF GRANTEE: 19 Judicial Circuit

ADDRESS: 18 N County St
Waukegan IL 60085

DESIGNATED PROJECT LEAD: Mireya Garcia

GRANT AMOUNT: \$8,500

GRANT PERIOD: Aug. 1, 2025-July 31, 2026

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 Project Lead –**Mireya Garcia**– for the continuation of the LiveChat platform, the purchase of standing desks, a Gimlet a Desk Tracking system subscription, and TranslateLive devices.

Partial Funding Restriction: Unfortunately, the ATJ Commission was not able to fund your full request. The Grant Selection committee has indicated the funds awarded shall be used for one translate package, two mobile standing desks, LiveChat, Gimlet service, and recognition and supplies but not the Ecourt Portals, the other translate package, the other two standing desks.

Grant Requirements:

Grantor shall:

- a) Facilitate an annual Court Navigator Network orientation training and monthly teleconferences with the Administrative Office of the Illinois Court (AOIC) and other Court Navigator Network members;
- b) Provide support to the Project Lead 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;
- b) Attend all Network training programs and participate in monthly teleconferences with the AOIC and other Network members;
- c) Present to the Court Navigator Network about the project;
- d) Cooperate, coordinate, and collaborate with Network members;
- e) Partner with the ATJ Commission, AOIC, and Network members to identify statewide needs and emerging trends and to collaborate on larger scale solutions;
- f) Communicate with JusticeCorps leadership regarding any potential involvement of JusticeCorps members as part of the grant project and receive approval prior to involving JusticeCorps (if applicable);
- g) Authorize the ATJ Commission and AOIC to copy, use, and publish any images in any format taken during Court Navigator Network events including training or program events; and
- h) Submit required reports.

Reporting Requirements: Reports shall be submitted twice during this program year, (1) in by January 31 for August through January and (2) by June 30 for February through June, with a projection for July. The reports will be made in a digital form and will ask 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 (via email) immediately. If the Project Lead does not continue to work for the Grantee, the Grantee must appoint another employee to serve as the Project Lead to satisfy the grant requirements. If the Grantee is unable to find another person to serve as the Project Lead, 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 or direct ACH transfer. Upon receipt of this information and the executed Grant Agreement, Grantor will release the funds. The Illinois Supreme Court Commission on Access to Justice funds the Access to Justice Improvement grants. The Commission is funded through *pro hoc vice*, registration fees from Attorney Registration and Disciplinary Commission (ARDC), and royalties on some publications; the Commission does not receive any state funds. Therefore, no state funds are used for the grants.

Fund Recompense: If Grantee submits a written request (via email) during the fourth quarter of the program year informing Grantor that they will not be able to use all the funds by the end of the program year and would like an extension to do so, Grantor may grant permission to utilize funds beyond the end of the grant period rather than returning the unused funds. Grantee must notify the Grantor in a timely manner if the funds cannot or will not be spent in accordance with the purpose of the grant. Grantee shall return to Grantor any funds not used by the end of the grant period by August 30, 2025.

If these conditions are acceptable, please sign this form (electronic signatures accepted) as well as the attached ATJ Commission Grant Payment Form and return them to Jill Roberts, Deputy Director, Access to Justice Division of the AOIC, at jroberts@illinoiscourts.gov by **August 5, 2025**.

Accepted by:



Daniel B. Shanes

Chief Judge

Date: _____



Mireya Garcia

Project Lead

Date: _____

For the Commission:



Hon. Jorge L. Ortiz

Chair, Commission on Access to Justice

Date: July 17, 2025

Please email the completed agreement to: jroberts@illinoiscourts.gov by August 5, 2025.

