

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

2021-2022 GRANT AGREEMENT

**NAME OF GRANTEE:** Nineteenth Judicial Circuit (Lake County)

**ADDRESS:** Lake County Courthouse  
18 N. County Street  
Waukegon, IL 60085

**DESIGNATED COORDINATOR:** Frances Paparigian & Beth Bogie

**GRANT AMOUNT:** \$20,000

**GRANT PERIOD:** Aug. 1, 2021-July 31, 2022

*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 Paparigian & Beth Bogie**– to extend the Early Resolution Program for divorces, continue the use of the chat feature on the court's website, provide training to public libraries and community centers, and start an eviction mediation program.

**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 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) Create, modify, and update self-help resources for the courthouse;
- d) Evaluate self-help services and resources to determine their effectiveness;
- e) Solicit ongoing feedback from litigants, judges, clerks, and other court staff about the effectiveness of self-help resources and programs;
- f) Act as a liaison between self-represented litigants and court staff;
- g) Track individuals served by the Coordinator to be reported quarterly;
- h) Submit quarterly reports regarding individuals served, budget expenditures, and grant activities as described below;
- i) Update the AOIC about Coordinator activities including inviting the AOIC and ATJ Commission to events related to the grant;
- j) Identify new program needs (*e.g.*, mediation, remote appearances, dedicated *pro se* calls); and
- k) Develop new partnerships with community organizations (*e.g.*, bar association *pro bono* programs, volunteer greeters, public libraries, social service providers);
- l) 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
- m) Authorize the ATJ Commission and AOIC to copy, use, and publish any images in any format taken during SRL Coordinator events including training or program events.

**Reporting Requirements:** Reports shall be submitted on a quarterly basis and are due on November 15, 2021; February 15, 2022, May 15, 2022; and August 15, 2022. The reports should be made on forms which will be provided 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 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. The Illinois Supreme Court Commission on Access to Justice funds the SRL Coordinator grants. The Commission is funded through *pro hoc vice* and 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 SRL Coordinator grants.

**Fund Recompense:** 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, 2022. 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 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.

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, Supervising Senior Program Manager, Access to Justice Division of the AOIC, at [jroberts@illinoiscourts.gov](mailto:jroberts@illinoiscourts.gov) by **July 27, 2021**.

**Accepted by:**

  
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Hon. Diane Winter

Chief Judge of Nineteenth Circuit

Date: 7/22/21

  
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Beth Bogie

Self-Represented Litigant Coordinator

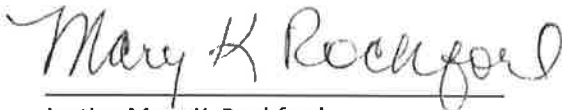
Date: 7/22/21

\_\_\_\_\_  
Frances Paparigian (if available)

Self-Represented Litigant Coordinator

Date: \_\_\_\_\_

**For the Commission:**

  
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Justice Mary K. Rochford

Chair, Commission on Access to Justice

Date: July 19, 2021

**Please email the completed agreement to: [jroberts@illinoiscourts.gov](mailto:jroberts@illinoiscourts.gov) by July 27, 2021.**