

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

2019 GRANT AGREEMENT

NAME OF GRANTEE: Nineteenth Judicial Circuit (Lake County)
ADDRESS: 18 N. County Street
Waukegan, IL 60085

TELEPHONE NUMBER: 847-377-3816

CONTACT PERSON: Danny Davis
TITLE: Executive Director

GRANT AMOUNT: \$15,000 (\$5,000 equipment, \$8,500-\$10,000 PSLS)
GRANT PERIOD: December 1, 2018-Nov. 30, 2019

This Grant Agreement is hereby entered into between Grantee and the Grantor, Illinois Supreme Court Commission on Access to Justice, 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 – **Elizabeth Howlett Bogie** – to do establish a specialized court call for self-represented litigants in the family division; develop educational programs about court procedures and forms; establish an early resolution program; and distribute referral sheets for SRLs.

Grant Requirements:

Grantor shall:

- a) Facilitate an annual Coordinator training in Chicago and monthly teleconferences with the Illinois Supreme Court's Self-Represented Litigant Services Specialist and other Coordinators;
- 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) Attend an annual Coordinator training in Chicago, the SRLN Conference in Chicago, and participate in monthly teleconferences with the Illinois Supreme Court's Self-Represented Litigant Services Specialist and other Coordinators;
- b) Create, evaluate, modify, and update self-help resources and programs for the courthouse(s) where the Coordinator is located;
- c) Solicit ongoing feedback from litigants, judges, clerks, and other court staff about the effectiveness of self-help resources and programs;
- d) Facilitate effective communication between various offices within the courthouse (e.g., circuit clerk's office, chief judge's office, law library, interpreters);
- e) Act as a liaison between self-represented litigants and court staff;
- f) Track individuals served by the Coordinator;
- g) Submit regular updates to 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) Partner with the ATJ Commission and AOIC to identify statewide needs and emerging trends and to collaborate on larger scale solutions.

Reporting Requirements: Reports shall be submitted on a quarterly basis. The reports are due on March 15, 2019; June 15, 9 September 15, 2019; and December 15, 2019. 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. Additionally, 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.

Fund Disbursement: Grantee will provide the Judicial Circuit's preferred financial institution *OR* check information here in order to be paid the Grant Amount. Upon receipt of this information and the executed Grant Agreement, Grantor will release the funds.

Fund recompense: Grantee shall return to Grantor any funds not used by the end of the grant period.

PAYMENT INFORMATION

Please fill out one of the following methods of payment:

DIRECT PAYMENT (Grantor's preferred method of payment):

Bank Name: _____

Bank Routing Number: _____

Bank Account Number: _____

Full name on Account: _____

CHECK

Pay to the Order of (name): _____


Address: _____

If these conditions are acceptable, please sign this form and return it to the Commission on or before **December 1, 2018**.

Accepted by:

Name:
Chief Judge of ____ Circuit
Date: _____

For the Commission:


Justice Mary K. Rochford
Chair, Commission on Access to Justice
November 2, 2018

Please scan and email completed agreement to: Jill Roberts, Self-Represented Litigant Services Specialist, at jroberts@illinoiscourts.gov. Direct any questions to Jill at 312-793-2305.