



APPELLATE COURT OF ILLINOIS

CHAMBERS OF
JUSTICE MARY K. ROCHFORD

November 8, 2019

160 NORTH LASALLE STREET
CHICAGO, ILLINOIS 60601
(312) 793-5453

Hon. Jay W. Ukena
Chief Judge
Nineteenth Judicial Circuit
18 N. County Street
Waukegan, IL 60085

Dear Chief Judge Ukena,

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 \$13,000 to support the Self-Represented Litigant Coordinator, Beth Bogie.

We regret that we were not able to award the full amount requested due to our limited budget. However, we hope that this award will be satisfactory for the continuation of your early resolution program and to pay for half of the library reconfiguration/furniture project. Please note that we believe there will be a new funding stream available to courts and legal aid partners soon regarding expungements, which may be helpful.

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. Completed Agreements should be returned by December 1, 2019 to Jill Roberts, Senior Program Manager, Self-Represented Litigants, 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

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

2020 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: Elizabeth Howlett Bogie
TITLE: Lead Staff Attorney

GRANT AMOUNT: \$13,000 (\$8500 PSLS, \$4000 library space, \$500 miscellaneous)

GRANT PERIOD: December 1, 2019-Nov. 30, 2020

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 **Elizabeth Howlett Bogie** – to (1) expand the Early Resolution Program to dissolution with children, (2) expand access to justice initiatives to small claims, housing, foreclosure, and expungements, and (3) establish an accessible and efficient physical space in law library for SRLs.

Grant Requirements:

Grantor shall:

- a) Facilitate an annual Coordinator training and monthly teleconferences with the Administrative Office of the Illinois Court (AOIC) 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 at least one in-person Coordinator training and participate in monthly teleconferences with the AOIC 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;
- 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;
- j) 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, 2020; June 15, 2020 September 15, 2020; and December 15, 2020. 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, unless Grantee submits a written request and is granted permission to utilize funds beyond the end of the grant period.

PAYMENT INFORMATION

Please fill out one of the following methods of payment:

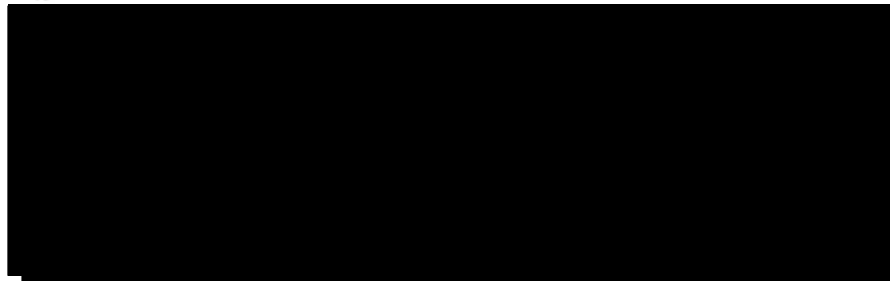
DIRECT PAYMENT (Grantor's preferred method of payment):

Bank Name:

Bank Routing Number:

Bank Account Number:

Full name on Account:



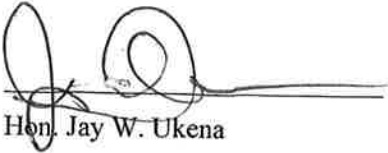
CHECK

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, 2019**.

Accepted by:



Hon. Jay W. Ukena

Chief Judge of the Nineteenth Judicial Circuit

Date: 11-13-19



Elizabeth Howlett Bogie

Self-Represented Litigant Coordinator

Date: 11-13-19

For the Commission:



Justice Mary K. Rochford

Chair, Commission on Access to Justice

November 5, 2019

Please scan and email completed agreement to: Jill Roberts, Senior Program Manager, Self-Represented Litigants, at jroberts@illinoiscourts.gov. Direct any questions to Jill at 312-793-2305.