

**ILLINOIS JUDICIAL PERFORMANCE EVALUATION PROGRAM:
PROCESS FOR JUDICIAL SELECTION, SELECTION OF EVALUATORS and
EVALUATED JUDGE-FACILITATOR MATCHING**

Selection of Judges to be Evaluated

1. NCSC receives a list of Judges randomly selected for evaluation by the AOIC; random selection includes circuit, so as not to oversample Judges from any single circuit. The list includes between 100 and 150 Judges who have a minimum of three years on the bench, who have not been evaluated in the last five years, and include Judges identified by a Chief or Presiding Judge who has specifically identified a Judge he/she would like to have evaluated.

Judicial Notification and Nominee Request Process

1. NCSC groups Judges in up to five equally distributed waves, with approximately one month separating each wave. All Judges selected for evaluation will be notified in writing, first by the AOIC and second by the NCSC.
 - a. The AOIC letter provides basic background information about the JPE program and provides contact information at the AOIC in case the Judge has questions or concerns about the program or process.
 - b. In the communication provided by the NCSC, Judges are notified of the wave in which they have been placed, and the approximate timeframe for each wave, including the date by which evaluation nominee information should be received by the NCSC. If there is a problem or concern about the placement in a certain wave, a Judge can request placement in a different evaluation wave.
 - c. NCSC will be provided a list of all attorneys who have appeared before the judge to be evaluated in the past 24 months by the Clerk of Court. No additional attorney information will be requested from the judge.
2. Approximately one week after mailing the pre-notice letters (described above in 1b), Judges will be asked to provide a list of court personnel (names and email addresses) with whom the Judge works in the courthouse.
 - a. Judges are given 6 weeks to provide the nominee information to NCSC.
 - b. If no information has been received by the sixth week, the Judge is called and reminded to provide nominee information.
 - c. If a Judge does not provide the NCSC with a list of evaluation nominees, and does not contact NCSC staff with a reason, the Judge's name will be forwarded to the AOIC. Judicial evaluation is mandatory for all Illinois Circuit Court Judges, so the AOIC will work with the Administration and the Supreme Court to address the non-responding Judge.

Notification of Nomination to Evaluate

Once nominated as an evaluator by the Judge, attorneys and court personnel are sent a pre-notice email alerting them of their nomination to evaluate a specific Judge (also, note that nominees cannot be nominated by more than 8 Judges in a given year);

1. One week following the pre-notice email, NCSC sends an email with a link to the survey for a specific Judge, and nominated respondents are provided 3 weeks in which to complete the survey.
 - a. If a nominee has not completed a survey, a reminder is sent via email after 1 week (programmed into the survey).
 - b. A second reminder is sent after 2 weeks (again, programmed).
 - c. A third and final reminder is 1 day prior to the end of the 3 weeks.

Facilitator Assignment Considerations

Facilitators are matched manually by NCSC staff; facilitator match considers the following:

1. Judicial Officer type (Circuit, Associate Circuit); facilitators cannot be assigned to a Judge with a higher judicial officer status than their own.
2. Circuit of the Judge and Facilitator (facilitator cannot be assigned to a Judge within their circuit).
3. Distance to travel; we try to limit travel requirements to 100 miles or less one way.
4. Experience has shown best practices for facilitation include meeting in person at a mutually agreed upon place and time; at the discretion of the facilitator, remote facilitations due to illness, pandemic or other exigent circumstances may be permitted.

Facilitator Responsibility and Report Packet Contents

Once evaluation reports have been prepared (within 1 to 3 weeks following each wave), Mandy Allen (NCSC) will email both the facilitator and the evaluated judge to notify each about their assignment. Both the evaluated Judge and facilitator can request a re-match for any reason. If the facilitator-judge match is acceptable to both parties, the facilitator should contact the evaluated Judge to schedule the facilitation and then the following occurs:

1. Facilitators are asked to notify the NCSC of the facilitation date.
2. Approximately 2 weeks prior to the scheduled facilitation, the NCSC will send both parties the evaluation report to be delivered by FedEx.
3. The facilitator's packet includes the following contents:
 - a. Instructional letter,
 - b. Confidentiality form that must be signed by both the evaluated Judge and facilitator and returned to the NCSC,
 - c. Himmel memo regarding confidentiality and Rule 58 (this was updated beginning 2022),
 - d. Individual Judge's evaluation report.