

**Illinois Judicial Performance Evaluation Project:  
Data Collection & Analysis Process: Steps and Timelines**

**NCSC Obtains List of Randomly Selected Judges for Evaluation from AOIC**

1. Each year, the NCSC receives list of approximately 125 randomly selected judges for judicial performance evaluation.
2. Judges are randomly selected, taking into account geographical location and circuit location within the state.
3. Upon selection for JPE, judges will receive a letter from the AOIC indicating their selection and providing an outline of the process; the NCSC will send a similar letter via US Mail to each of the judges alerting them of their random selection to the evaluation pool and presenting the process and expectations of the Judge in terms of providing evaluator nominee information.

**Notify Judges of Their Selection for Evaluation and Request for Nominees**

1. The full list of judges selected for evaluation will be grouped into five waves for evaluation.
2. Generally, 25 judges will be selected for the first wave, 25 for the second and so on.
3. WAVE 1 judges will be asked to provide their list of nominees approximately 6 weeks after NCSC's reception of Judge list;
4. Approximately one week later, NCSC will send emails to judges requesting 125 nominees (names and email addresses) of attorneys who have appeared before them at least once within the past 12 months and court personnel with whom the Judge works in the courthouse.
5. We will provide you with a link to a spreadsheet of attorneys registered with the Illinois Attorney Registration & Disciplinary Commission – that spreadsheet will include attorney's names and email addresses which can be copied into the list of nominees each judge provides to the NCSC.
  - a. If the type of court or nature of the circuit prevent a Judge from providing 125\* nominees, the judge should inform NCSC of this fact.
  - b. Judges are provided 6 weeks to provide the nominee information to NCSC.
  - c. If no information has been received within the sixth week, the Judge is contacted and reminded to provide data.

6. If the Judge feels it is impossible to nominate 125 individuals, they are asked to provide as many qualifying attorneys and court personnel as possible.

7. Each evaluated judge will also be provided the opportunity to complete an optional self-evaluation. The survey questions on the self-evaluation are similar to those completed by the nominated evaluators, and will provide useful information to evaluated judges during the facilitation process.

8. Facilitators will also be notified when a judge has been selected in a particular wave. Facilitators will be instructed to contact the judge for whom they have been assigned the role of facilitator and set an appointment to conduct the facilitation session approximately 2 – 3 months in the future. This will allow the meeting to be scheduled in plenty of time so the facilitation can occur in a timely manner after the evaluation has concluded and the report has been developed.

### **Notify Evaluation Nominees and Request Participation**

1. Once attorneys and court personnel have been nominated as evaluators, they will be sent a prenotice email alerting them of their nomination to evaluate a Judge.

2. Approximately a week later, the NCSC will send an email with a link to the survey to evaluate the specific Judge who has nominated them. Each nominee will be have 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.

### **Report Preparation**

1. Individual reports will be developed for each judge according to placement in waves.

2. Individual and confidential reports will be distributed to Judges/facilitators two weeks prior to the scheduled facilitation meeting.

3. Quarterly reports will be provided to the AOIC at the end of March, June, September, and December.

4. An annual aggregate report of data will be provided to the AOIC annually.