



A nonprofit organization improving justice through leadership and service to courts

Mary Campbell McQueen
President

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Denver Office

Date, 2017

(Please note that this letter duplicates an e-mail which will be sent to your attention as well. Please read this information carefully to ensure your compliance with the Judicial Performance Evaluation program.)

Hon. <Judge Name>
<A1 - Organization>
<A2 - Street>
<A3 - City State Zip>

Dear Judge <Judge Last Name>:

On behalf of the Supreme Court of Illinois, you have been selected for participation in the 2017 cycle of the Judicial Performance Evaluation (JPE) program. As you know, pursuant to Supreme Court Rule 58, the Illinois JPE program is mandatory. Every Circuit and Associate Judge in Illinois is required, on a periodic and random basis, to participate in a confidential JPE after completion of several years on the bench. The National Center for State Courts (NCSC, see www.ncsc.org) has developed and oversees the JPE program with the AOIC. As part of the program, we will survey attorneys and other court personnel whom you nominate to participate in your evaluation. Following the evaluations, the confidential results report of your JPE will be provided to you, and also to a selected judge (facilitator) who will review the results with you, for your personal benefit.

For administrative efficiency and quality assurance, the JPE program progresses in a series of rounds, or Waves, throughout the year. Your Wave has been randomly selected. You are in: **Wave <Designated Wave>**. This means that you should compile your list of attorney and court staff nominee names beginning no later than: **<Wave Start Date>**, and that your deadline for this list's completion, and your sending of the list to NCSC, is: **<Wave End Date>**.

Please note that although your Wave selection is random, you can supersede this schedule by personal request, as follows:

- If you wish to complete your list early, you can send it to NCSC at any time. This will automatically put you into the next Wave. For example, if you were selected for Wave 3 but we are currently preparing for Wave 1, you can elect to include yourself in Wave 1 by sending us a

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(800) 532-0204

www.ncsc.org

list if you wish to complete the JPE program more quickly.

- If you wish to be moved into a Wave later in the year, to provide you with more time, you can contact kkelly@ncsc.org with that request. There are four scheduled Waves throughout the year, ending on Date, 2017. Lists received after Date will be deemed late for processing by NCSC, and formal exceptions can only be approved by the AOIC.

During the timeframe listed above (from <Wave Start Date> to <Wave End Date>), you should begin to prepare a compilation of 125 attorney and court staff nominees (with first names, last names, and verified e-mail addresses) to participate in your evaluation. The attorney nominees will provide feedback on your performance in the following areas: [1] legal and reasoning ability, [2] impartiality, [3] professionalism, [4] communication skills, and [5] management skills; the court staff nominees will provide feedback on your performance of a more limited scope. Please note:

- You should identify which nominees are attorneys and which are court personnel, as attorneys and court personnel will complete different evaluation questionnaires.
- Nominated **attorneys** must have appeared before you in court at least once within the past 24 months.
- Nominated **court personnel** must be individuals with whom you work in the courtroom, not outside of the courtroom, due to the questions asked.
- We recognize that some judges will be challenged to identify 125 eligible nominees. Under these circumstances, please nominate as many appropriate people as you reasonably can, and we will follow up with you concerning the total number of nominees as needed.

Here is what you should do at this time:

- Throughout the five weeks of the above timeframe (from <Wave Start Date> to <Wave End Date>), you will compile the names and e-mail addresses of all of your nominees. A spreadsheet-format table for your use has been included with this notice. An electronic spreadsheet will also be e-mailed to you, and you can choose to use either format. If you use a hardcopy form, please do not handwrite your entries, because in the past this has led to errors, omissions, and unreadable text. Type the entries instead.
- The NCSC has developed a website where you can access attorney e-mail addresses. Simply search for attorney by last name, attorney ID number, phone number, etc. and you can copy and paste the e-mail address to the spreadsheet. Here is the link: <http://www.ncsc.org/iljpe>. Refer to the far-right columns in the spreadsheet for the e-mail addresses.
- If you have any questions about the nomination process, please contact Mr. Kelly at kkelly@ncsc.org.
- When your list of nominees is complete, please e-mail it to Mr. Kelly at kkelly@ncsc.org no later than <Wave End Date>. If you need more time, contact Mr. Kelly to be placed in a future Wave. Late lists outside of the 5-week data gathering window will result in your evaluation not taking place in a timely fashion. If your list of nominees appears to be incomplete, or there are blanks or errors, Mr. Kelly will contact you for clarification no later than the week immediately following <Wave End Date>.

After your list has been provided and reviewed, the surveying process will begin for all nominees. The confidential feedback you receive will then be provided to you, and to your selected judge facilitator, later

in the year (following an analysis phase). A meeting with your facilitator will then be scheduled at your convenience to review the results.

Thank you in advance for your cooperation. For additional information regarding the Illinois JPE program, please contact the program manager, Assistant Director Todd A. Schroeder, at (217) 785-2125 or tschroeder@IllinoisCourts.gov.

Sincerely,

A handwritten signature in black ink that reads "Daniel J. Hall". The signature is written in a cursive style with a large, stylized "D" and "H".

Daniel J. Hall

Vice President, Court Consulting Services

National Center for State Courts

