

ILLINOIS SUPREME COURT COMMISSION ON ACCESS TO JUSTICE

**ACCESS TO JUSTICE IMPROVEMENT
GRANT AGREEMENT 2023-2024**

NAME OF GRANTEE: Eighteenth Judicial Circuit (DuPage County)

ADDRESS: DuPage County Courthouse
505 N. County Farm Rd.
Wheaton, IL 60187

DESIGNATED PROJECT LEAD: Kathy Willis

GRANT AMOUNT: \$13,000

GRANT PERIOD: Aug. 1, 2023-July 31, 2024

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 Project Lead –Kathy Willis– to update self-help center by improving print collection, guides, and videos; host work shops; create a private consulting area.

Grant Requirements:

Grantor shall:

- a) Facilitate an annual Court Navigator Network orientation training and monthly teleconferences with the Administrative Office of the Illinois Court (AOIC) and other Court Navigator Network members;
- b) Provide support to the Project Lead to further the Grant Purpose; and
- c) Disburse funds to support Grantee upon execution by the parties of this Grant Agreement.

Grantee shall:

- a) Be an active member of the Court Navigator Network;
- b) Attend all Network training programs and participate in monthly teleconferences with the AOIC and other Network members;



- c) Create, modify, and update self-help resources for the courthouse;
- d) Evaluate self-help services and resources to determine their effectiveness;
- e) Solicit ongoing feedback from litigants, judges, clerks, and other court staff about the effectiveness of self-help resources and programs;
- f) Act as a liaison between self-represented litigants and court staff;
- g) Track individuals served by the Project to be reported quarterly;
- h) Submit quarterly reports regarding individuals served, budget expenditures, and grant activities as described below;
- i) Update the AOIC about Project activities including inviting the AOIC and ATJ Commission to events related to the grant;
- j) Identify new program needs (e.g., mediation, remote appearances, dedicated *pro se* calls); and
- k) Develop new partnerships with community organizations (e.g., bar association *pro bono* programs, volunteer greeters, public libraries, social service providers);
- l) 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
- m) Authorize the ATJ Commission and AOIC to copy, use, and publish any images in any format taken during Court Navigator Network events including training or program events.

Reporting Requirements: Reports shall be submitted on a quarterly basis and are due on November 15, 2023; February 15, 2024, May 15, 2024; and August 15, 2024. The reports should be made on forms which will be provided and will ask 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 (via email) immediately. If the Project Lead does not continue to work for the Grantee, the Grantee must appoint another employee to serve as the Project Lead to satisfy the grant requirements. If the Grantee is unable to find another person to serve as the Project Lead, Grantee shall return to the Grantor any funds not yet used by the Grantee.

Fund Disbursement: Grantee will provide the appropriate information for receiving payment of the Grant Amount by check. Upon receipt of this information and the executed Grant Agreement, Grantor will release the funds. The Illinois Supreme Court Commission on Access to Justice funds the Access to Justice Improvement grants. The Commission is funded through *pro hoc vice*, registration fees from Attorney Registration and Disciplinary Commission (ARDC), and royalties on some publications; the Commission does not receive any state funds. Therefore, no state funds are used for the grants.

Fund Recompense: Grantee must notify the Grantor in a timely manner if the funds cannot or will not be spent in accordance with the purpose of the grant. Grantee shall return to Grantor any funds not used by the end of the grant period by August 30, 2024. If Grantee submits a written request (via email) during the fourth quarter of the program year informing Grantor that they will not be able

to use all the funds and would like an extension to do so, Grantor may grant permission to utilize funds beyond the end of the grant period rather than returning the unused funds.

If these conditions are acceptable, please sign this form (electronic signatures accepted) as well as the attached ATJ Commission Grant Payment Form and return them to Jill Roberts, Deputy Director, Access to Justice Division of the AOIC, at jroberts@illinoiscourts.gov by August 1, 2023.

Accepted by:

Hon. Kenneth Popejoy
Chief Judge of Eighteenth Circuit
Date: _____

Kathy Willis
Project Lead
Date: _____

For the Commission:

Signature on file

Hon. Jorge L. Ortiz
Chair, Commission on Access to Justice
Date: July 24, 2023

Please email the completed agreement to: jroberts@illinoiscourts.gov by August 1, 2023.