

Administrative Office of Illinois Courts

The Supreme Court, empowered by the Illinois Constitution, appoints an administrative director and staff to assist the Chief Justice in his or her administrative and supervisory duties.

Some of the primary responsibilities of the office include preparing the State Judicial System Budget, organizing all payrolls for judicial personnel and court reporters, assigning judges between circuits, collecting and publishing statistical information of case loads and case flow in the Unified Court System, and conducting in-service training for all judges.

Clerk of the Supreme Court

The Clerk of the Supreme Court is appointed by the Supreme Court justices, as provided in the Constitution. Responsibilities of the clerk include recording and filing documents for Supreme Court cases, preserving court records, scheduling cases for oral argument, notifying attorneys and interested parties of the disposition of matters coming before the Supreme Court, preparing mandates and final orders of the court and issuing these mandates to the appropriate court or administrative agency, and maintaining statistics.

The clerk also issues law licenses to attorneys newly admitted to the practice of law, keeps the roll of attorneys, and issues certificates of registration to law firms practicing as professional service corporations, professional associations, limited liability companies and registered limited liability partnerships.



Illinois Supreme Court Building