ILLINOIS SUPREME COURT COMMISSION
ACCESS TO JUSTICE
EDUCATION. SUPPORT. EMPOWERMENT.

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Forms Committee and Subcommittee Guidelines for Collaboration

The following guidelines and best practices are provided as a resource for all judges, lawyers, court staff, and justice stakeholders who serve on the Illinois Supreme Court Commission on Access to Justice's Forms Committee and its Subcommittees. The statewide standardized forms initiative is governed by M.R. 25401, Illinois Supreme Court Rule 10-101, and the Illinois Supreme Court's Resolution on Standardized Court Forms.

The Forms Committee and Subcommittees are made up of members from a range of professional backgrounds and geographic locations within Illinois to ensure that many opinions are included when creating and editing statewide standardized court forms.

The goal of these guidelines and best practices is to foster a collaborative spirit within the Forms Committee and Subcommittees and to ensure all members feel valued in their contributions.

Best Practices for Participation in Subcommittee Meetings:

- Members shall strive to attend all meetings of their respective subcommittee.
- Members should actively discuss and contribute to the drafting and editing of forms during meetings.
- Members are encouraged to turn their video "on" during virtual meetings to help create and maintain a collaborative environment.
- Members are encouraged to be open to the opinions of others on their Subcommittee that may differ from their own and bear in mind that every Subcommittee member's voice carries equal weight.

Best Practices for Participation in Other Subcommittee Responsibilities:

- Members should review the appropriate forms before each meeting and provide any comments or feedback, as needed.
- Members may be asked to volunteer to more actively draft changes to forms or review a form that has been automated by Illinois Legal Aid Online (ILAO). Members are encouraged to assist with these responsibilities when they arise.
- Members are encouraged to alert the AOIC of any law or rule changes they become aware of that may impact the legal sufficiency of the forms their Subcommittee maintains.
- Members shall follow the non-disclosure protocol for all Forms Committee and Subcommittee members, which states:

  "Prior to a form reaching the public comment review stage, no one shall share the draft forms with any person who is not a member of the Forms Committee or subcommittee, the AOIC, or the subcommittee's Illinois Legal Aid Online liaison."