

Administrative Office of the Illinois Courts



Michael J. Tardy
Director

The Illinois Constitution empowers the Illinois Supreme Court to appoint an administrative director and staff to assist the chief justice in fulfilling administrative and supervisory duties. The office conducts the election process for the appointment of associate judges; provides support services to the courts and the judicial conference; develops the judicial budget; provides legislative support services to the courts; assists in the development and oversight of the judicial education plan; develops and monitors probation programs for the Circuit Courts; collects and publishes statistical information on caseloads; and handles payroll for all judicial personnel.

The administrative director also is secretary of the Illinois Courts Commission.

Michael Tardy was appointed director of the Administrative Office of the Illinois Courts in January 2012, after serving as acting director since September 2011. He has served in the Illinois judicial branch for 33 years, initially working for the Circuit Court of Cook County. In 1988, he joined the Administrative Office's Probation Services Division, and in 2002 he was appointed executive assistant to the director.

Tardy earned his bachelor's degree from DePaul University and his master's in social work from the University of Illinois at Chicago. He also serves as a part-time faculty member in the Criminal Justice Department at Loyola University Chicago.

Office of the Clerk of the Supreme Court

Pursuant to the Illinois Constitution, the Clerk of the Supreme Court is appointed by the Supreme Court justices. Responsibilities include the receipt and processing of filings and maintenance of dockets, records, files and statistics on the activities of the court. In its case management capacity, the clerk's office initiates cases for the court's consideration, executing all associated processes to ensure compliance with Supreme Court rules, and that cases are effectively monitored and scheduled from initiation to the issuance of mandates and final orders. The clerk also maintains the roll of Illinois attorneys, processes the licensing of attorneys, and registers and renews professional service corporations, associations, limited liability companies and partnerships engaged in the practice of law.

Carolyn Taft Grosboll was appointed clerk of the Supreme Court in January 2011. Prior to her appointment as clerk, she was in the private practice of law. She also has served as an attorney for the Illinois Secretary of State, Illinois Legislative Reference Bureau and the Illinois Nature Preserves Commission, where she also was director.

Grosboll received her B.A. degree in history from Southern Illinois University Carbondale and her J.D. degree from the SIU School of Law.



Carolyn Taft Grosboll
Clerk of the
Supreme Court