

CIRCUIT COURT OF ILLINOIS  
Sixth JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 95-6 (AMENDED)

**SUBJECT: Sexual Harassment-Procedures for appealing the outcome of the investigation and/or discipline imposed upon State-paid judicial and non-judicial branch employee pursuant to the Sexual Harassment Policy and Procedures of the Supreme Court of Illinois, April 29, 1993 (Amended November 5, 2003).**

1. Any party seeking an appeal pursuant to Paragraph II E of a sexual harassment investigation and/or discipline imposed under Paragraph II D of the Supreme Court of Illinois Sexual Harassment Policy and Procedures (the Policy) shall transmit a written Notice of Review to the supervisor ruling on the complaint within seven work days of the ruling, with a copy of the notice to all interested parties. The notice shall state, with specificity, the part or parts of the ruling to be reviewed.

2. The supervisor ruling on the complaint shall, within ten work days of receiving the notice, transmit a copy of the notice to the chief circuit judge, Sixth Judicial Circuit, by letter of transmittal with copies to all interested parties, and shall include:

(a) The written record of interview and any other aspects of the investigation as provided in Paragraph II C(5) of the Policy;

(b) The written summary and recommendations of the investigating party as provided in Paragraph II C(6) of the Policy; and

(c) The findings of the supervisor ruling on the complaint together with the disciplinary action imposed, if any, and the reasons therefor.

3. Within seven work days of the date of the supervisor's transmittal letter, all interested parties may submit written comments, together with case law, if appropriate, to the chief circuit judge, Sixth Judicial Circuit, with copies to all interested parties and the supervisor ruling on the complaint.

4. The findings of fact and conclusions of the supervisor hearing the complaint shall be held to be prima facie true and correct.

5. Within thirty-nine work days of receiving the supervisor's

transmittal letter, the chief circuit judge shall, after review of all reports, summaries, comments and findings, enter a written order:

(a) Affirming or reversing the supervisor in whole or in part;

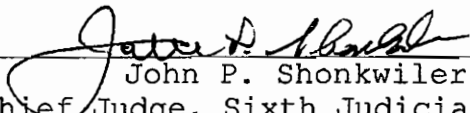
(b) Remanding the matter back to the supervisor for further investigation and/or hearing;

(c) Affirming the findings of fact and conclusions, but increasing or decreasing the discipline imposed, if any, under Paragraph II D of the Policy.

6. The chief circuit judge or his or her designee shall transmit the written order as provided in Paragraph 5 of this order to the supervisor and all interested parties.

7. Each presiding judge in the Sixth Judicial Circuit shall ensure all included employees are given a copy of Circuit Administrative Order 95-6 (AMENDED) together with a copy of the Supreme Court of Illinois Sexual Harassment Policy and Procedures attached thereto and file, in each employee's personnel file, the acknowledgment of receipt of this Policy and Administrative Order.

ENTER: October 23, 1995  
EFFECTIVE: November 1, 1995  
AMENDED: January 4, 2004  
AMENDED: March 24, 2009  
EFFECTIVE: March 24, 2009

  
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John P. Shonkwiler  
Chief Judge, Sixth Judicial Circuit