

## Administrative Office of the Illinois Courts



**Marcia M. Meis**  
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 Administrative Office of the Illinois Courts (AOIC) conducts the election process for the appointment of associate judges; provides support services to the courts and the Illinois Judicial Conference; develops the state judicial branch 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.

The Illinois Supreme Court appointed Marcia M. Meis as director of the AOIC on Aug. 1, 2017. Meis earned her bachelor's in journalism from the University of Missouri and is a graduate of DePaul University College of Law. After working briefly in private practice, Meis served as an Illinois Appellate Court law clerk for several years before joining the AOIC as an executive office attorney in 1999. She subsequently served as chief legal counsel and deputy director before being appointed director.

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## 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 Illinois Nature Preserves Commission, where she also was director.

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



**Carolyn Taft Grosboll**  
Clerk of the  
Supreme Court