



## **CCBA AND IJC ANNOUNCE JOINT JUDICIAL MENTORING PROGRAM**

**The Cook County Bar Association (CCBA) and the Illinois Judicial Council (IJC) have established a joint Judicial Mentoring Program, which will run from October 2020 thru June 2021. Initially established in 2014, the focus of the program is to pair judges with lawyers who are contemplating a career as a circuit or associate judge, and provide a structure and means of obtaining advice on how to reach that objective. The main goals are to facilitate attorneys with diverse backgrounds in pursuing a judicial career, increase the judicial pool for the Circuit Court and ultimately maintain diversity on the bench.**

**If you are interested in participating as a mentor judge, please complete the Statement of Interest/Application and Acknowledgment Forms in the attached Judicial Mentoring Program Handbook and return both documents to Judge Celestia Mays at [celesmays@sbcglobal.net](mailto:celesmays@sbcglobal.net) by Friday, October 16, 2020. In addition, please review the attached handbook for more detailed information about the program and requirements.**

**Finally, if you are interested in pairing the mentors and mentees, and planning the workshops for the participants, please contact Judge Celestia Mays at the email address above.**



**COOK COUNTY BAR ASSOCIATION**



**ILLINOIS JUDICIAL COUNCIL**

## Bar/Bench Judicial Mentoring Program

October 2020 – June 2021

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**JUDICIAL**

**MENTORING**

**PROGRAM**

**HANDBOOK**

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## **I. Mission & Objectives of the Judicial Mentoring Program**

**Mission:** The Joint Bar/Bench Judicial Mentoring Program co-sponsored by the Cook County Bar Association and the Illinois Judicial Council is a program that seeks to match judges with attorneys who may be potential judicial candidates in a one-on-one mentoring relationship.

What is mentoring? First, the word “*mentor*” comes from the Latin word “*menter*” and the Greek word “*mentor*,” which literally means *advisor*. The word is said to come from Homer’s *Odyssey*. Greek mythology says Ulysses went off to fight the Trojan wars and in his ten-year absence from home, his young son was entrusted to Mentor’s care. Therefore, a mentor is a wise, loyal advisor; a wise and trusted counselor.

Mentoring is a process, not a product. The suffix “-*ing*” indicates that it is on-going or continuous. Judge mentors will take the steps of a process that may eventually lead to a higher social, educational, intellectual and career development of our attorney mentees; while at the same time, lead to a greater sense of self-awareness and self-fulfillment for both the mentor and mentee.

**We cannot live our lives alone,  
For other lives we touch  
Are either strengthened by our own  
Or weakened just as much.**

**Objectives:** Judges assist attorneys with practical and professional advice.

Promote diversity on the bench that reflects the community.

Monitor judicial vacancies in Cook County.

Help potential judicial candidates hone the necessary skills.

Provide training and information on required processes.

## **II. General Overview, History & Scope**

The Judicial Mentoring Committee was a new Ad Hoc Committee sanctioned by the 2014 Centennial President of the Cook County Bar Association, Celestia Mays, following a suggestion by now Supreme Court Justice P. Scott Neville, Jr. The Committee was established to provide attorneys contemplating a career on the bench with a structure and means of obtaining advice and counsel on how to reach that goal. With the collaboration of the Illinois Judicial Council, under the leadership of Chairperson Judge William H. Hooks, the program's main goals were (1) to facilitate attorneys with diverse backgrounds in pursuing a judicial career and (2) generally, to increase the diversity of the judicial pool at all levels of the judiciary; and in particular, to maintain the diversity of the judicial candidate pool and ultimately the judicial positions, in key areas. With Judge Della Savage (Ret.) as its first chairperson, many mentees are now circuit and associate judges.

The United States does not have a set career path to develop judges as in France, for example, where judicial candidates train for a lifetime civil career on the bench. Judges have a responsibility to exhibit professionalism and also reach out to the public to explain the judicial process so that citizens better understand how the system works and why decisions are made the way they are. This Program will give a mentee attorney a specific type of support and situational advice from a judge mentor on how to be successful if s/he chooses to seek a judgeship.

The Judicial Mentoring Committee will review and utilize the Mentor and Mentee Statements of Interest to match mentors/mentees. The Committee will assign a mentor to an attorney who has enlisted in the program. In matching a mentor and mentee, the Committee will consider the interests and needs of the mentee and the interest of the mentor.

The Mentoring Program will sponsor activities and/or workshops from time-to-time and expect both mentors and mentees to participate. Topics may include:

- The application process for associate judicial positions
- The process of electing circuit and sub-circuit judicial positions
- Bar applications and evaluation procedures

### **III. Qualifications & Guidelines for Mentors**

A mentor must be an active or retired judge who has agreed to mentor one or more attorneys for the duration of the program.

It is helpful for a mentor to be committed to increasing the diversity of the bench.

A mentor must be willing to devote a minimum of six hours to the mentee during the duration of the program. The mentor and mentee may choose to meet more often. Due to the current Covid-19 pandemic, meetings via electronic means are permitted and encouraged.

A mentor must be intentional in setting planned and purposeful meetings and activities.

A mentor must be committed to the relationship so that bonding, rapport, and genuine concern is shown toward the mentee.

A mentor must be open, transparent, and honest with his/her mentee about the possibilities and probabilities of the mentee's chosen path and what it takes to accomplish that goal. A truth-telling mentor will inform his/her mentees about objective reality.

The mentor must share with the mentee the specific skills and knowledge necessary for successful job performance on the bench. The method by which this knowledge is conveyed will vary with each individual mentor. Mentors will be role-models for their mentees and will have an impact on their respective mentee's behavior and direction.

Open lines of communication and confidentiality are essential to a successful mentor/mentee relationship.

The ideal mentor is a functional mentor who responds to the needs of the mentee in different situations using a holistic approach.

Mentors are allowed to request a mentee so long as the mentee meets all criteria. However, the final decision will be made by the Judicial Mentoring Program Committee.

Mentors are not required to be members of the IJC nor the CCBA.

#### **IV. Qualifications & Benefits for Mentees**

A mentee must have at least 10 years' experience as a licensed attorney.

A mentee is required to meet with the mentor a minimum of six hours during the duration of the program. The mentor and mentee may choose to meet more often. Due to the Covid-19 Pandemic, meetings via electronic means are permitted and encouraged.

It is helpful that a mentee has a demonstrated commitment to the community as evidenced by civic activities and a commitment to public service.

A mentee should possess or aspire to possess the qualities and attributes listed in the section "Criteria for an Excellent Judge."

A mentee should be willing to establish and evaluate a personal goal or goals together with his or her mentor and work toward the personal goal(s).

A mentee will be paired with a mentor considering the mentor's areas of previous legal practice/assignments and current judicial assignment, and will take into account the mentee's expressed preferences.

The mentee should contact the mentor and establish guidelines in the beginning that will be helpful to both parties about best times, methods for meetings, etc.

Any lawyer who is a member of the CCBA and meets the criteria may apply.

***Benefits of being a Mentee include:***

***Encouragement***, support and affirmation of the decision to become a judge  
***Opportunity*** to explore new ideas and alternatives in attaining that goal  
***Assistance*** and information from the Judicial Mentoring Committee  
***Contacts*** with new individuals and groups that can aid the mentee in reaching his/her career goals

***All Discussions between Mentees and Mentors should remain confidential.***

**V. Mentoring Timeline (Tentative and subject to change)**

<b>October 2020</b>	Judicial Mentoring Committee established and Mentors and Mentees are matched by the Judicial Mentoring Committee and notified
<b>January 31, 2021</b>	Due date for first Judicial Mentoring Program Report Form
<b>March 2021</b>	Mentors and Mentees to participate in a Program Workshop
<b>June 2021</b>	Closing Meeting
<b>June 30, 2021</b>	Due date for second Judicial Mentoring Program Report Form

## **MENTOR STATEMENT OF INTEREST**

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Current Assignment: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_

My former judicial assignment(s) have included the following area(s) (optional):

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My interests/hobbies are (optional): \_\_\_\_\_

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1. I was elected to the following office(s):

\_\_\_\_\_ Circuit Court Judge - Countywide Year: \_\_\_\_\_ Slated: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Circuit Court Judge – Sub-circuit Year and sub-circuit # \_\_\_\_\_

\_\_\_\_\_ Associate Judge Year: \_\_\_\_\_

2. I have been a judicial officer in Illinois for \_\_\_\_\_ years.

3. I was appointed by the Illinois Supreme Court. Yes \_\_\_\_\_ Year \_\_\_\_\_ Name of Justice  
who made appointment: \_\_\_\_\_ No \_\_\_\_\_

4. If you are requesting a mentee who meets the program criteria, please provide.  
(Please note this is only a request and the committee makes the final decision.)

Name \_\_\_\_\_

5. I am a member of the following organizations/associations (optional):

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **JUDICIAL MENTORING PROGRAM ACKNOWLEDGMENT**

### **MENTOR**

#### **Please review and sign below:**

- ✓ I wish to serve as a mentor in the Judicial Mentoring Program in accordance with its guidelines and expectations.
- ✓ I acknowledge that the information submitted is complete and accurate to the best of my knowledge.
- ✓ I certify that I meet all of the requirements outlined in the Judicial Mentoring Program Handbook.
- ✓ I understand that my participation in this Program is contingent upon the number of lawyers who apply to the program.
- ✓ I understand that the lawyer to whom I am matched is ultimately determined and approved by the Judicial Mentoring Program Committee, and there is no guarantee that I will be matched to the attorney of my preference.
- ✓ I agree to attend or participate in programs scheduled by the Judicial Mentoring Program, and my mentee or I will complete the report form by the due dates.
- ✓ I agree to make the necessary time commitment to maintain a mentoring relationship. If my work or life circumstances change so that I cannot contribute this time, I will contact the Judicial Mentoring Program Committee.
- ✓ I understand that the Judicial Mentoring Program is a strictly volunteer jointly sponsored program of the Cook County Bar Association (CCBA) and the Illinois Judicial Council (IJC).

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**Signature**

**Date**

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**Print/Type Name**

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**Email Address**

## **MENTEE STATEMENT OF INTEREST AND APPLICATION FORM**

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Sub-circuit: \_\_\_\_\_ (If unknown, see your voter registration card.)

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Year admitted to practice in Illinois. \_\_\_\_\_

I practice (did practice) in the following area(s) of law: \_\_\_\_\_

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My interests/hobbies are (optional): \_\_\_\_\_

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1. Are you an attorney licensed in Illinois, active and in good standing? Yes  No
2. Have you been admitted to practice law in Illinois for at least ten years? Yes  No
3. Do you have a reputation in the legal community for competence and ethical and professional conduct? Yes  No
4. Have you ever been suspended or disbarred from the practice of law in any state or surrendered your license to dispose of a disciplinary proceeding? Yes  No
5. Have you previously applied for associate judge? Yes  Year(s) \_\_\_\_\_  
No
6. Have you previously ran for election as a judge? Yes  Office \_\_\_\_\_  
Sub-circuit \_\_\_\_\_ Date (s) \_\_\_\_\_ No
7. I prefer a mentor who was elected to the following office (choose only one):  
Countywide Circuit  Sub-Circuit  Associate
8. I am a member of the following organizations/associations:  

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **JUDICIAL MENTORING PROGRAM ACKNOWLEDGMENT**

### **MENTEE**

#### **Please review and sign below:**

- ✓ I wish to participate as a mentee in the Judicial Mentoring Program in accordance with its guidelines and expectations.
- ✓ I understand that my participation in this Program is contingent upon the number of judges who participate to the program
- ✓ I acknowledge that the information submitted is complete and accurate to the best of my knowledge.
- ✓ I certify that I meet all of the requirements outlined in the Judicial Mentoring Program Handbook.
- ✓ I understand that my participation in this Program is contingent upon the approval of my application by the Judicial Mentoring Program Committee.
- ✓ I understand that the judge to whom I am matched is ultimately determined and approved by the Judicial Mentoring Program Committee, and there is no guarantee that I will be matched to the judge of my preference.
- ✓ I agree to attend the programs scheduled by the Judicial Mentoring Program, and my mentor or I will complete the report form by the due date.
- ✓ I agree to make the necessary time commitment to maintain a mentoring relationship. If my work or life circumstances change so that I cannot contribute this time, I will contact the Judicial Mentoring Program Committee.
- ✓ I understand that the Judicial Mentoring Program is a strictly volunteer jointly sponsored program of the Cook County Bar Association (CCBA) and the Illinois Judicial Council (IJC).

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**Signature**

**Date**

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**Print/Type Name**

**Email Address**

## **JUDICIAL MENTORING PROGRAM REPORT FORM**

Completed by (Mentor) (Mentee): \_\_\_\_\_

Date of Report: \_\_\_\_\_

Report Due Dates: January 31, 2021 and June 30, 2021

Reports should be submitted to the Chairperson, Judge Celestia Mays, via email at [celesmays@sbcglobal.net](mailto:celesmays@sbcglobal.net). Each mentor and mentee pair will decide who is responsible for completing and submitting this form by the deadline.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **VI. Criteria for an Excellent Judge**

According to excerpts from the report: “The Criteria For An Excellent Judge” produced for and approved by the Bench and Bar Section Council of the Illinois State Bar Association there are specific qualities which make an individual an excellent judge. The CCBA also uses specific criteria in evaluating judges.

An excellent judge adheres to high standards of integrity, fairness, and honesty. A question often asked about a judicial candidate is “will s/he adhere to the high standards of integrity and ethical judicial conduct required of the office.” Of all the attributes expected in an excellent judge, as well as in a person aspiring to become an excellent judge, integrity, honesty and a commitment to fairness must be foremost.

An excellent judge possesses a good judicial temperament, civility to all concerned, courtesy, dignity, patience, tact, understanding, compassion, and a personality free from arrogance, bias and prejudice. Judges are role models in our profession.

An excellent judge is a skilled communicator, who has the ability both to convey thoughts and ideas, and the ability to listen.

An excellent judge has litigation and professional experience, legal knowledge and ability, sensitivity to diversity and bias, and impeccable character.

An excellent judge must do justice, by being accountable, decisive, and demonstrating the ability to effectively manage a courtroom and a case load.

In a sense, the system is self-perpetuating, because the judge who reaches these goals (knowledge of the law, faithful application of the law, diligence and efficiency, courtesy without sacrifice of firmness and decisiveness, and restraint) has, by example, a part in the decision which inspire some men and women of excellence and ideals to become judges, and they inspire others in their turn to the next generation and the next and the next.