

TIPS FOR ILLINOIS COURTS PUBLIC INFORMATION OFFICERS

1

Check in with courthouse personnel monthly to identify positive stories that demonstrate the great work being done in your Court.

- This can be done by sharing a monthly email, scheduling in-person meetings, or any other channel that fits your Court's needs.
- Story ideas could include encouraging news from the courtroom, unique programming or initiatives, staff awards or recognition, personnel announcements, etc.

2

Gather stories and vet them through the Chief Judge and other Court leadership. Identify a few that shine a light on positive initiatives in your Court.

3

Each month, share a brief overview of the stories with the Illinois Judicial Branch's communications team at communications@illinoiscourts.gov.

Information should include:

- A brief overview of the story, initiative, announcement, programming, etc.
- Names/titles of those involved.
- Any relevant accompanying information (Ex., photos, flyers, links to webpages, etc.).

4

In addition to your Court's public relations efforts, which may include pitching the story to local media or writing an article for your intranet, the Judicial Branch's communications team may also post the story to its social media channels, include it in its newsletters, or share it with statewide legal and judicial organizations.

QUESTIONS?

Office of Communications and Public Information
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