

ADMINISTRATIVE ORDER

1. The verified written statement of economic interests referred to in Rule 3.15 shall be filed annually by all judges on or before April 30. Statements also shall be filed by every person who becomes a judge, within 45 days after assuming office. However, judges who assume office on or after December 1 and who file the statement before the following April 30 shall not be required to file another statement until the next year.
2. Before the first Monday in March of each year, the Director of the Administrative Office of the Illinois Courts (Director) shall inform each judge of the requirements of Rule 3.15 and this order and shall provide a copy of the Statement of Economic Interests. The Director shall do the same for each new judge within 10 days of the judge assuming office.
3. The Clerk is authorized to redact any personal information that is not required to be disclosed in the statement.
4. The Clerk shall maintain a publicly available list of all judges and the last date on which each judge filed the statement.
5. The Clerk shall send a judge acknowledgement of receipt of the judge's statement and the date of filing.
6. All statements shall be made available to the public by written request submitted to the Clerk's office. Each person requesting a statement must first fill out a form prepared by the Director specifying the statement requested, identifying the examiner by name, occupation, address, telephone number, and e-mail address, and listing the date of and the reason for the request. Copies of statements will be supplied to persons requesting them on payment of a reasonable fee per page as required by the Clerk. Payment will be in the form required by the Clerk.
7. When a copy of a judge's statement is requested, the Clerk shall promptly send the judge a copy of the completed request form.