

Court Reporting Services – State of Illinois

ADMINISTRATIVE REGULATIONS

ACKNOWLEDGEMENT FORM

Employee Information

Employee Name: _____	Title: _____
Circuit _____	Start Date: _____

Acknowledgement & Agreement

A copy of the most recent version of the Administrative Regulations can be found online at www.ilcrs.com/resources. It is imperative that you become familiar with this document as it contains the requirements for your position as well as your employment guidelines and an explanation of your benefits. You may print a copy for your information or refer to the document online to ensure you are always reviewing the most up-to-date regulations.

- I acknowledge that I have received instructions on how to access the ILCRS Administrative Regulations online and understand that it is my responsibility to read, review, and comply with all policies contained therein.
- I understand that the Administrative Regulations provide information regarding my job position, workplace expectations, agency's policies, and employee benefits.
- I understand that the regulations and policies contained on the online resources page represent the official and current version, superseding any prior written or oral representations.
- I acknowledge that Court Reporting Services, with approval from the Conference of Chief Judges, reserves the right to modify, amend, or revise any policies, regulations, or benefits at any time, and that updated versions will be posted online.

3. Employee Confirmation & Signatures

By signing below, I confirm that I have read, understood, and agreed to the terms outlined in this acknowledgement form.

Employee Signature: _____	Date: _____
Printed Name: _____	