

IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT  
DEKALB COUNTY, ILLINOIS

ADMINISTRATIVE ORDER 20-04

EFFECTIVE IMMEDIATELY

**FILED**  
**MAR 24 2020**  
Maureen A. Josh  
Clerk of the Circuit Court  
DeKalb County, Illinois

In accordance with General Order 20-03, *In re the Activation of the Emergency Preparedness Plans for the Courts in DeKalb and Kendall Counties in Response to the COVID-19 Pandemic*, the following procedures regarding Family Court cases in DeKalb County for the period March 18-April 17, 2020 are in full force and effect.

Agreed Orders may be e-filed with the Circuit Clerk as follows:

1. All Agreed Orders are subject to review and approval by the judge assigned to the case.
2. Agreed Orders shall not contain dates for hearings or trials.
3. If an Agreed Order involves one or more self-represented litigants (SRL), the signature of the SRL shall be attested to and witnessed before a Notary Public prior to filing with the Circuit Clerk.
4. The Circuit Clerk will email the attorney and/or SRL a copy of Agreed Order as entered by the Court.

Beginning the week of April 20, 2020, Prove Ups will be scheduled on Mondays and Thursdays at 1:30 pm and at 3:00 pm to accommodate any backlog of scheduled Prove Ups. No more than five Prove Ups will be scheduled for 1:30 pm and at 3:00 pm. All proceedings shall be electronically recorded and the payment to the court reporter will be made at their office.

Counsels and SRLs may submit requests to hold telephonic Pre-Trial Conferences with the Court during the period March 18 through April 17. All requests shall be emailed to the Court Administrator at [dakerlow@dekalbcounty.org](mailto:dakerlow@dekalbcounty.org) and shall include the name of the attorneys and/or SRLs, their telephone numbers, email addresses and the case name and number. All requests shall be reviewed by the assigned judge and if approved, the judge shall schedule a date for the telephonic Pre-Trial conference to be held. Attorneys shall ensure their clients are available by phone during the conference.

A request to schedule a wedding or prove up to be held during the period March 18-April 17, will be considered as follows:

1. It constitutes an emergency involving the military deployment or serious health condition of a party.

2. The request is emailed to the Court Administrator and shall be reviewed by a judge and is subject to their approval and any conditions the judge may deem appropriate.

Prove Ups that have previously been scheduled during the period March 18-April 17 will be continued to a new status date for resetting. Attorneys and SRLs seeking to reschedule and set a new prove update may email their request to the Court Administrator for a Prove Up hearing date for any Monday or Thursday starting April 20, 2020.

Attorneys and/or SRLs wishing to obtain a Certificate of Readiness during the period March 18-April 17 may mail the original documents along with the completed and executed Certificate of Readiness form to the Court Administrator at 133 W. State Street, Sycamore, Illinois 60178. The signature of any SRL on the Certificate of Readiness form shall be attested to and witnessed before a Notary Public.

All cases currently set for status, hearing or trial during the period March 18-April 17 shall, unless already assigned a new date, be continued to a new date eight weeks from its currently scheduled date. All pre-trials, hearings and trials will be continued to a new status date for resetting.

The above provisions are subject to further modification as circumstances indicate may be necessary.

Enter: March 24, 2020



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Robbin J. Stuckert  
Presiding Judge