

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

**IN THE CIRCUIT COURT OF THE TWELFTH JUDICIAL CIRCUIT
WILL COUNTY, ILLINOIS**

ADMINISTRATIVE ORDER NO. 2020-13

**FAMILY COURT PRE-TRIAL PROCEDURE UNDER THE EXIGENT
CIRCUMSTANCES CREATED BY THE CORONAVIRUS (COVID-19)**

IT IS HEREBY ORDERED THAT pursuant to Administrative Order 2020-08 permitting the establishment of electronic conferences in family court matters, and during such times as court operations are reduced the Family Court will participate in remote pre-trial conferences subject to the following conditions:

1. Both parties must be represented by an attorney.
2. Both attorneys must first submit a proposed order with joint stipulation, electronically only, to the assigned Judge providing the following:
 - a. A mutual agreement of the parties to have their attorneys participate in a remote pre-trial conference via telephone or two-way audio-video communication technology as then available to both the Judge and the attorneys signed by all attorneys and parties of record.
 - b. No less than four (4) proposed dates and times for the proposed pre-trial. The Judge will respond electronically and select the date and time for the pre-trial.
 - c. Parties understand and consent to the conference being conducted in their absence without record.
 - d. The parties understand and agree that the conference shall not be recorded, saved, or transcribed in any manner
3. If the stipulation is approved by the Judge:
 - a. The Judge shall enter with the Circuit Clerk the requisite Order scheduling the pre-trial conference and shall within two (2) business days thereafter provide to all counsel the manner, date and time for conducting the pre-trial.

- b. The parties shall submit pre-trial memorandums, financial affidavits (dated not more than six (6) months prior to the date of the pre-trial conference) and support calculations (where necessary) no less than seven (7) days in advance of the scheduled pre-trial conference, unless agreed otherwise by the parties and approved by the Judge.
4. Only the Judge, attorneys of record, GAL, Child Representative or attorney for the child shall be present and participate during the pre-trial conference and each participating attorney shall take all necessary and reasonable precautions to ensure the privacy of the pre-trial conference.
5. Future court dates may be addressed at the pre-trial.
6. Within two (2) business days following the pre-trial conference the Plaintiff shall draft and electronically submit to the Judge for entry of an agreed court order indicating that a conference was held and that the case is continued to previously set date for status.
7. It is intended that these procedures and protocol comply with applicable law, Supreme Court Rules and local Circuit Court Rules, and will remain consistent with any mandates and directives from the Illinois Supreme Court and the Governor of the State of Illinois as it relates to the COVID-19 pandemic, including, but not limited to Governor's Executive Order No. 2020-18 and 2020-10 and Administrative Order No. 2020-08.
8. This Order is effective immediately.

DATED THIS 14th DAY OF APRIL, 2020



Richard C. Schoenstedt, Chief Judge

Circuit Clerk (Original)
Judges
State's Attorney
Public Defender
Will County Bar Association