

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

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

ADMINISTRATIVE ORDER NO. 2020-14

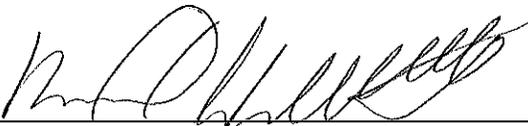
**FAMILY COURT PROVE-UP PROCEDURE UNDER THE EXIGENT
CIRCUMSTANCES CREATED BY THE CORONAVIRUS (COVID-19)**

IT IS HEREBY ORDERED THAT pursuant to Administrative Order 2020-08 permitting the establishment of electronic proceedings, and during such times as court operations are reduced the Family Court will participate in remote prove-up and entry of Judgment proceedings Monday-Friday at 1:30 p.m. subject to the following conditions:

1. Both parties must be represented by an attorney of record.
2. The prove-up proceeding shall be conducted on the record with the Judge and the Clerk present in Courtroom 111 and the parties and their counsel present via two-way audio-video communication.
3. To request a remote prove-up and entry of Judgment, an agreed Motion to set the case for prove-up along with a Notice of Motion requesting a hearing *instanter* shall be e-filed in the Clerk's Office and shall state the following:
 - a. The parties have reached a final agreement on all pending issues and have completed and executed all necessary settlement documents, including the Marital Settlement Agreement, Allocation Judgment regarding parental responsibilities, parenting class and Support Order, if necessary, and Vital Records Certificate.
 - b. No less than four (4) proposed dates for the remote prove-up along with the contact information for each of the attorneys.
 - c. The parties understand and consent to participate in a remote prove-up proceeding and entry of Judgment via two-way audio-video communication technology as then available to both the Judge and the attorneys at the Judge's discretion.
4. Upon receipt of the agreed Motion the Clerk shall forward the same to the assigned Judge that day for scheduling. The Judge shall then respond directly to the attorneys with a preliminary date and time of the prove-up along with the name of the Judge assigned to hear their prove-up.

5. Within 24 hours of receipt of the preliminary prove-up date, the attorney for the Petitioner shall email the assigned prove-up Judge the parties' email address and telephone number for purposes of conducting the remote prove-up along with the following proposed documents: Judgment for Dissolution of Marriage, Marital Settlement Agreement and Allocation Judgment, if necessary, both fully executed and dated, along with the four-part Vital Records Certificate and any further documents necessary to effectuate the terms of the parties' agreement.
6. Except for the Judge's signature and signature dates, all documents must be fully completed and final when being submitted for prove-up consideration. No pre-trials will be conducted during the remote prove-up.
7. The assigned prove-up Judge shall then confirm the two-way audio-visual conference platform, date and time the prove-up will occur.
8. On the date of the prove-up both parties shall be personally present on said date at the office of their respective counsel at the appointed time, except that Respondent's presence may be waived by agreement of the parties. Tardiness may result in cancelation of the prove-up.
9. 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.
10. 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