

STATE OF ILLINOIS)
) SS
COUNTY OF WILL)

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

ADMINISTRATIVE ORDER NO. 2020-23

THIS ORDER IS EFFECTIVE JUNE 1, 2020

1. WHEREAS, the COVID-19 pandemic has resulted in deaths and illness to thousands of individuals around the world prompting Federal and State Declarations of Emergency;
2. WHEREAS, the health and safety of the public, Court employees and all others doing business in the judicial facilities in the Twelfth Judicial Circuit is of paramount importance to the Court;
3. WHEREAS, all health and safety requirements must be carefully tailored to respect the Constitutional rights and responsibilities of litigants and those impacted by litigation;
4. WHEREAS, the Court should continue to employ all reasonable measures to reduce the need for large gatherings in order to protect the public, Court employees and those doing business in the Court facilities in the Twelfth Judicial Circuit;
5. WHEREAS, the Chief Judge has administrative authority to enter Orders setting forth the docket and schedules of cases pursuant to Supreme Court Rule 21;
6. WHEREAS, on May 20, 2020, the Supreme Court amended its Order of March 17 and further provided written guidelines to be followed by the Chief Judge as Court facilities and services begin to resume;
7. WHEREAS, the Chief Judge of the Twelfth Judicial Circuit has issued Administrative Orders 2020-08, 2020-09, 2020-10, 2020-11, 2020-12, 2020-13, 2020-14, 2020-15, 2020-16; 2020-19; 2020-20, 2020-21.

IT IS HEREBY ORDERED that all cases within the Twelfth Judicial Circuit are hereby subject to the terms of this Order as provided herein:

1. Subject to the limitations set forth herein, all court facilities will be open during normal business hours, including Branch Courts effective June 1, 2020. Facial coverings shall be worn at all times by all persons in all court facilities. The only exceptions are for employees in their own office/chambers area or as permitted by the trial judge for the purpose of making a clear record of

proceedings. All persons shall practice social distancing (6 feet) wherever possible. All persons shall sit or stand where indicated by markings or chairs, floors or walls.

2. Bail hearings, arraignments and motions to review bond will be conducted as per current practice unless otherwise directed by the Presiding Judge of the Felony Division.
3. Each attorney and litigant should review the Circuit Clerk's website to determine date, time and place of court. Litigants are encouraged to ensure that the Clerk of the Circuit Court has their latest residence and email address on file. The Circuit Clerk's website will be updated to reflect any changes.

4. CRIMINAL DIVISION

- A. All Traffic, including Branch Courts (TR), Conservation Violation (CV), Civil Law (CL) and Ordinance Violation (OV) cases shall be heard on such dates and times to be set by the Court and notice will be sent by the Clerk of the Circuit Court to the last known address of each defendant. Litigants are also encouraged to check on-line with the Clerk of the Circuit Court for scheduled dates, times, and places. Statutory Summary Suspension hearings will remain as set.
- B. All Felony (CF) and Misdemeanor (CM) matters shall be heard at the direction of the presiding judges in those divisions. Misdemeanor (CM) matters are further subject to the procedures entitled Misdemeanor and Traffic Division Directive, attached hereto, and as otherwise hereinafter amended by the Presiding Judge and approved by the Chief Judge.
- C. Plea agreements for any cases set forth in Sections A and B above, will be scheduled upon request or motion.
- D. Jury trials will be held for any cases as determined by the Presiding Judge in that division, after giving appropriate consideration to the factors set forth in Supreme Court Order M.R. 30370 and Guidelines.

5. JUVENILE DIVISION

- A. Juvenile Abuse and Neglect (JA) cases where the State seeks protective custody and cases where children are allegedly abused in foster care will continue as normal.
- B. Juvenile Delinquency (JD) cases will continue as normal including detention hearings and demands for trial.

6. CIVIL and FAMILY DIVISIONS including Dissolution (D), Family (F), Law (L), Chancery (CH), Miscellaneous Remedies (MR), Small Claims (SC) and other civil cases not specified elsewhere in this Order.

- A. The Trial Court Judges, with the approval of their Presiding Judge, shall determine which matters shall be addressed or heard in person, by telephone conference or video conference.
- B. Discovery in civil cases will continue as scheduled.
- C. All cases (including motions and pleadings) may continue to be filed pursuant to Supreme Court Rule. All parties are encouraged to file documents with the Clerk electronically.

- D. All family division matters shall be addressed or heard pursuant to the guidelines set forth in Administrative Orders 2020-13, 2020-14, and 2020-19, attached hereto, or as otherwise directed by the Presiding Judge, with the approval of the Chief Judge. All Civil Division matters shall be addressed or heard pursuant to the guidelines set forth in Administrative Orders 2020-20, and 2020-21, attached hereto, or as otherwise directed by the Presiding Judge, with the approval of the Chief Judge.
- E. The Clerk of the Circuit Court will notify all parties and counsel in the event their case is rescheduled.
- F. Jury trials will be held for any cases as determined by the Presiding Judge in the Civil Division, after giving appropriate consideration to the factors set forth in Supreme Court Order M.R. 30370 and Guidelines.

- 7. MENTAL HEALTH (MH) cases will continue as scheduled.
- 8. PROTECTIVE ORDERS (OP), all emergency and plenary Orders of Protection will continue as scheduled.
- 9. MANDATORY ARBITRATION (AR): Subject to the approval of the Chief Judge, Arbitration shall develop and implement a policy and protocol to remotely hear by video all arbitration matters. No in-person arbitrations shall be held without the permission of the Presiding Judge in the Civil Division.
- 10. E-FILING: All parties are encouraged to file all pleadings electronically through the Office of Circuit Clerk.
- 11. WEDDINGS: Weddings will continue as per normal practice. However, each couple will only be allowed one witness/family member to attend. Weddings will be limited to the first floor of the Courthouse at times to be determined by the Chief Judge.
- 12. JURORS: Jurors will be limited during the duration of this Administrative Order for those jurors called to duty. Every effort has been made to ensure their safety, including the wearing of facial coverings, social distancing and facility cleaning procedures.
- 13. It is intended that this Administrative Order shall comply with applicable law, Supreme Court Rules, and Local Circuit Court Rules, and will be consistent with the mandates, directives, and guidelines from the Illinois Supreme Court.
- 14. This Order is effective June 1, 2020, and shall remain in effect until further Order of Court.

DATED THIS 27th DAY OF May, 2020.


Richard C. Schoenstedt, Chief Judge

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

MISDEMEANOR AND TRAFFIC DIVISION DIRECTIVE

(Courtrooms 121, 302, 303, 304, 305, 314 and Outer Courts)

Effective June 1, 2020 the schedules previously set in the assignment order of December 2019 will resume. Counsel and litigants should note most cases previously set for June, 2020 court dates have been reset and should therefore check the Clerk's website or contact the Clerk of The Circuit Court to confirm their correct court date and hearing time.

MISDEMEANOR TRIAL COURTS

COURTROOMS 302 (Judge Breslan), 303 (Judge Zalazo), 304 (Judge Braun), 314 (Judge Bertani)

Effective June 29, 2020 cases set in these courtrooms will be heard at either 9:00 AM, 10:00 AM, 11:00 AM, 1:30 PM, 2:30 PM or 3:30 PM. Cases set for arraignment, presentation of motions, and hearings of routine motions and non-evidentiary motions shall be heard at 9:00 AM. Status hearings, pretrial conferences, SCR 402 conferences, pleas, sentencing hearings, and post sentencing status hearings in local prosecutions shall be heard at 10:00 AM, 11:00, and 1:30 PM as set by the court. Trials, Statutory Summary Suspension Hearings, Motions To Suppress, and other evidentiary hearings shall be heard at 2:30 PM and 3:30 PM, as set by the court. The 9:00 AM, 10:00 AM, 11:00 AM and 1:30 PM court calls will be limited to the cases of a maximum of 25 defendants per court call. Counsel and litigants with currently pending cases should verify through the Clerk's website or contact the Clerk of The Circuit Court to verify the date and time currently set for their cases, as the individual judges have reviewed their court calls for the month of July and reset the dates and times of July hearings, consistent with this directive. In the coming weeks judges will review their daily dockets containing cases currently set for August through October and reset the hearing dates and times for those cases, consistent with this directive.

Judge Braun's (Courtroom 304) 1:30 PM court call will be limited to the cases of defendants in the custody of the Will County Sheriff or the Illinois Department of Corrections, and will include those cases which would otherwise be heard in courtrooms 302, 303 and 314. Counsel should note that cases of defendants in the custody of the Will County Sheriff may also be addressed at counsel's request by Judge Carlson in Courtroom 405 at 9:30 AM, on due notice, until further order.

TRAFFIC COURT (Courtroom 121 (Judge Gavlin))

For the week of June 1 through June 5, Judge Gavlin's court call will be heard in Room 121. Effective Monday, June 8, 2020 and until further order of court, cases set in Courtroom 121 will instead be heard at the Rialto Theater, 102 North Chicago Street, Joliet, IL, with court calls to be heard at 9:00 and 1:30

PM. Trials will be heard at 10:30 AM and 3:00 PM, as set by the court. Counsel and interested parties should enter on the Chicago Street side of the building.

OUTER (BRANCH) COURTS (JUDGE Colon-Sayre)

The Outer Courts schedule and locations will remain as currently set. However, given the volume of cases on this court call, court calls on additional days may occasionally be set in order to lessen the volume of cases of otherwise particularly large court calls. Counsel and litigants should contact the Clerk prior to their court date to verify the correct date and time of their cases. Trials will be heard at 10:30 AM and 3:00 PM, as set by the court.

Agreed orders and agreed dispositions in branch court cases may also be addressed by judges in Courtrooms 302, 303, 304 and 314, a minimum of three business days before their set date in the outer courts. It is anticipated that these matters will be limited to continuances and agreed sentences, and all orders presented shall contain the signature of the necessary counsel and litigants. These matters may be addressed on a walk-in basis in any of the misdemeanor courtrooms during the morning court calls, subject to the judge's availability.

POST SENTENCING STATUS HEARINGS AND BOND COURT (Judge Barrett)

Effective Monday June 29, post-sentencing matters on Judge Barrett's court call (Courtroom 305) will be heard at 9:00 AM, 10:00 AM and 11:00 AM, as set by the court. The hourly court call each morning will be limited to the cases of a maximum of 25 defendants. Judge Barrett's 1:30 PM bond call will remain as presently set.

May 26, 2020

DATE

Judge Bennett Braun

JUDGE BENNETT BRAUN

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

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 cancellation 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

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

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

ADMINISTRATIVE ORDER NO. 2020-19

FAMILY COURT REMOTE PROCEEDING PROCEDURE UNDER THE EXIGENT
CIRCUMSTANCES CREATED BY THE CORONAVIRUS (COVID-19)

IT IS HEREBY ORDERED THAT pursuant to Administrative Order 2020-08 and 2020-17 permitting the establishment of remote proceedings, in order to facilitate proper social distancing to safeguard the health and welfare of the public as well as to help alleviate congestion in the court house, and until further notice the Domestic Relations Division (Family/Non-Support and Divorce calls), hereinafter referred to as the Family Court will participate in remote proceedings subject to the following conditions:

1. **Court Proceedings to be conducted via Zoom audio-video conferencing.** “Remote proceedings” as used in this Administrative Order shall refer to Zoom audio-video communication conferences with the Family Court Judges. All currently scheduled status, case management conferences, hearings, pre-trials, trials, and prove-ups will proceed on the date and time as previously scheduled via Zoom unless otherwise ordered by the assigned judge.

The Zoom meeting ID number and password for each judge is listed below and will always remain the same:

Judge Archambeault (Rm 313): ID No. 951 2005 0302; Password 313
Judge Dow (Rm 312): ID No. 958 2123 0845; Password 753923
Judge Ewanic (Rm 308): ID No. 955 6908 6067; Password 011645
Judge Garcia (Rm 307): ID No. 756 136 6153; Password 307DG
Judge Kennison (Rm 306): ID No. 972 3796 2180, Password 578874
Judge Lund (Rm 301): ID No. 860 206 7112; Password 301301
Judge Nash (Rm 300): ID No. 984 7035 0576; Password 574662

Individuals without access to a computer with camera or cell phone with camera may access Zoom from a landline telephone by dialing one of the below United States dial-in numbers:

+1 312 626 6799
+1 929 436 2866
+1 301715 8592

+1 669 900 6833
+1 253 215 8782
+1 346 248 7799

Requests for scheduling cases filed after entry of this Administrative Order shall include in the Notice of Motion that the movant seeks to present the motion via Zoom at 9:00 a.m. and shall contain the assigned judge's meeting ID number and Password.

2. **Platform.** While the Family Court is willing to consider other platforms and reserves the right to use another platform at any time, all remote proceedings shall be conducted utilizing the "Zoom" platform (www.zoom.us).
3. **Procedures for All Remote Proceeding.** The following are the required procedures for all remote proceedings:
 - a. The Judge shall initiate and/or host the remote proceeding.
 - b. The parties and/or their attorney shall be present and available at the appointed time and date of the remote proceeding or the same may be conducted without their presence and participation of the absent party or the matter may be stricken and reset for a future status date (if missed court date is prior to June 1, 2020).
 - c. The official court record of the proceedings shall be recorded by the electronic Will County court reporting system. Other than the official court record there shall be NO broadcasting, recording or transcription of any kind of the court proceeding by any participant. The Court however reserves the right to arrange for live streaming of the proceeding via Youtube as it deems appropriate.
 - d. Within one (1) business day following the remote conference, unless directed by the Judge, the Plaintiff's attorney shall draft and electronically submit to the other attorney/party and the Court a proposed order indicating (1) a remote proceeding via videoconference or telephone conference call via Zoom was held; (2) the result of said conference; and (3) scheduling any necessary future date(s).

General Zoom instructions and admonishments may be found on the Will County Circuit Clerk's website and/or will be provided to the parties by their assigned judge upon scheduling a remote proceeding.

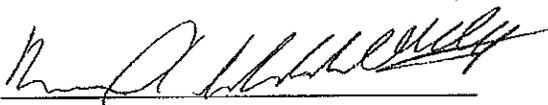
4. **Evidentiary and Non-Evidentiary Hearings.** The manner in which a remote hearing will be conducted (via audio-video or telephone) remains within the discretion of the judge assigned to the individual case. The parties shall use their best efforts to have all exhibits exchanged and ready to be presented at the time of hearing, unless otherwise ordered by the assigned judge.
5. **Pre-Trials.** This Administrative Order supersedes and replaces the procedures for remote pre-trials set forth by Administrative Order No. 2020-13. Remote pre-trials maybe set by agreement of the parties or by the filing of a motion by either party and shall be conducted as follows:

- a. Both parties must be represented by an attorney of record;
 - b. In filing a motion for pre-trial the movant shall provide no less than four (4) proposed dates and times for the proposed pre-trial and contain the names and contact information for each of the attorneys;
 - c. With the Motion the attorneys shall provide a proposed Order for the Judge to complete and enter with the date, time and Zoom ID number and password for the pre-trial conference. The Order shall also contain each attorney's contact/email information for scheduling purposes;
 - d. 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.
 - e. 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 reasonable precautions to ensure the privacy of the pre-trial conference.
6. **Prove-ups.** This Administrative Order supersedes and replaces the procedures for remote prove-ups set forth by Administrative Order No. 2020-14. A Remote prove-up maybe set by agreement of the parties or by the filing of a motion by either party and shall be conducted as follows:
- a. Agreed prove-ups- may be scheduled by contacting the assigned judge via email (both attorneys or opposing side to be copied-in) with a proposed agreed Order for the Judge to approve. The email should contain no less than four (4) proposed dates and times for the remote prove-up. The Order shall contain the contact/email information for each attorney and/or party. The Judge will select a date, enter the Order with the Zoom ID number and password and notify the parties of the same.
 - b. All other requests for prove-ups may be made via Motion filed electronically with the Clerk's office (with copies sent electronically to all attorneys/parties of record) and courtesy copy to the assigned judge. The Notice of Motion shall comply with the procedures outlined above for scheduling cases and request hearing instanter. The Motion shall contain no less than four (4) proposed dates and times for the remote prove-up. Upon hearing the Motion, the Judge will select a future date to conduct the prove-up in accordance with the procedures set forth herein.
 - c. Within one (1) business day of a scheduled prove-up, the Plaintiff shall submit to the judge via email the following proposed documents: Judgment for Dissolution

of Marriage, Marital Settlement Agreement and Allocation Judgement, 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. Failure to timely submit all of your properly completed documents may result in cancellation and rescheduling of the prove-up.

- d. There is no requirement that both parties be represented by counsel in order to conduct a prove-up.
7. Effective June 1, 2020, if you are unable to use Zoom, whether by computer with camera, cell phone with camera or telephone, you must then appear at the courthouse and participate in Zoom on a designated computer terminal, if available. If none are available, you must then appear in the designated courtroom in the courthouse on the date and time your case is scheduled to be heard. Failure to appear whether remotely or in person, may result in a default judgment being entered against you.
8. Any Orders of Protection scheduled before Judge Carney in Rm 100 are exempt from this Administrative Order. All such cases assigned to be heard by Judge Carney in Rm 100 will proceed on the dates and times currently scheduled and all parties must appear in person.
9. This procedure supersedes and replaces Administrative Order 2020-13 and 2020-14. It is intended that these protocols and procedures comply with all applicable law, Supreme Court Rules and local Circuit Court Rules, and 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 the Governor's Executive Order 2020-10 and 2020-18 and Administrative Order No. 2020-08 and 2020-17.
10. This Order is effective immediately.

DATED THIS 19 DAY OF MAY, 2020

ENTER: 

Circuit Clerk (Original)
Judges
State's Attorney
Will County Bar Associations

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

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

ADMINISTRATIVE ORDER NO. 2020-20

REMOTE APPEARANCES IN CIVIL MATTERS

WHEREAS, the Court has entered Administrative Orders to authorize modifications to Court proceedings and protocols in light of the COVID-19 health emergency;

WHEREAS, the Federal government, State government and the Centers for Disease Control have issued Orders and recommendations that individuals maintain social distancing in order to reduce the spread of COVID-19;

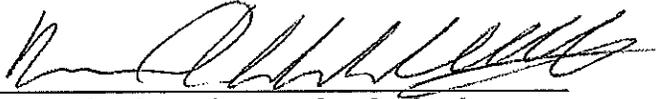
WHEREAS, the Civil Division of the Twelfth Judicial Circuit wishes to use remote appearances in order to reduce the number of individuals having to appear in person before the Court;

THEREFORE, IT IS HEREBY ORDERED THAT pursuant to Administrative Orders 2020-08 and 2020-16, the Civil Division sets forth the following procedures for remote appearances in civil cases:

1. Until further notice, cases currently scheduled before the Court after May 31, 2020, shall be conducted by remote appearance via Zoom. The Circuit Clerk is Ordered to notify all parties of record.
2. This Order shall be served with all issued summons, including those issued with the filing of a new lawsuit.
3. Attorneys and self-represented litigants shall appear at the remote proceeding by Zoom or telephone. If a party is unable to participate by Zoom or telephone, the party is required to appear at the courthouse and comply with all face-covering and social distancing requirements.
4. The attached Remote Court Instructions are adopted included with this Order.
5. All participants are responsible for accessing and joining the Zoom proceeding. The Court will not contact the parties to join the proceeding.
6. All attorneys and self-represented litigants must provide and update e-mail address(es) and phone number(s) through the Circuit Clerk's website at www.circuitclerkofwillcounty.com.
7. All courtroom rules and procedures shall also be observed in all remote proceedings, including use of proper decorum, proper dress, and appropriate language.
8. Recording of these proceedings is strictly prohibited. The official Court record will continue to be created electronically or by a certified court reporter.
9. Attorneys shall submit a proposed Order by the end of the business day through EFile IL.
10. Failure to appear, whether through the Zoom call or in person, may result in a default judgment.

This Order is effective immediately.

DATED THIS 19 DAY OF MAY, 2020.


Richard C. Schoenstedt, Chief Judge

Circuit Clerk (Original)
Judges
State's Attorney
Will County Bar Associations

Remote Court Instructions for Participants

Court in the Annex rooms A117, A129, A201, A227, A236, A311, Room 111 in the Main Courthouse, and Room 02 in the River Valley Justice Center will be conducted via Zoom until further notice. Zoom is free and can be used with a laptop, smart phone with a camera, landline, or other telephone. Instructions are below.

Meeting ID

The Zoom meeting ID number for each judge is listed below and will always remain the same. You may login early and wait for the judge to log in to start the meeting (you may be in a waiting room until admitted).

J. Anderson (Rm A236) – 930 2919 0133
 J. Jarz (Rm A311) – 919 7619 1672
 J. O’Leary (Rm A227) - 556 881 0712
 J. Osterberger (Rm 111) – 954 9877 7674
 J. Petrungaro (Rm A117) - 992 7448 0487
 J. Rickmon (Rm A201) – 959 2357 1680
 J. Rossi (Rm A129) - 912 2466 3711
 J. Allen (Rm 002) - 719 811 8159
 J. Pavich (Rm 002) - 963 0988 4732

Password

Once you login, you will be asked for a password to join the meeting.

The password for each judge is listed below and will always remain the same:

J. Anderson (Rm A236) – 236236
 J. Jarz (Rm A311) – 311311
 J. O’Leary (Rm A227) - 227227
 J. Osterberger (Rm 111) – 111111
 J. Petrungaro (Rm A117) - 117117
 J. Rickmon (Rm A201) – 201201
 J. Rossi (Rm A129) - 129129
 J. Allen (Rm 002) - 002002
 J. Pavich (Rm 002) - 002002

Procedure for attorneys or self-represented litigants using a computer with a camera & microphone:

1. Create a Zoom account by going to Zoom.us and click "sign up, it's free" and follow the prompts from there.
2. Make sure your email address and phone numbers are current with the Circuit Clerk’s office.
3. Once Zoom opens, click "join a meeting" on the upper right.
4. Message box will appear asking for meeting ID number. Input the assigned judge’s meeting ID.
5. Message box will appear. Click "open Zoom."
6. Message box may ask for the password. Input the assigned judge’s password.
7. Screen should load, showing your face. Click "join with video."
8. Message box will appear, click "join with computer audio."

Procedure for using Zoom on cell phone:

1. Download the Zoom cloud meeting app on your cell phone.
2. Open the app and tap "Sign Up" (by following the prompts).
3. Tap "Join."
4. Input the meeting ID number or personal link name. Input assigned judge’s meeting ID.
5. Message box may ask for the password. Input the assigned judge’s password.
6. Tap "Join with video."
7. Tap "call using internet audio."
8. Tap anywhere on the screen to make the header bars appear.

Procedure for using Zoom on a landline or phone without Zoom app:

1. Dial one of the below US dial-in numbers:

	<u>+1 312 626 6799</u>
	<u>+1 929 436 2866</u>
United States of America	<u>+1 301 715 8592</u>
	<u>+1 669 900 6833</u>
	<u>+1 253 215 8782</u>
	<u>+1 346 248 7799</u>

2. When prompted, input the assigned judge’s meeting ID as listed above, followed by the pound key (#).
3. When prompted, input the assigned judge’s password as listed above, followed by the pound key (#).

The Judge may mute participants until their case is called.

Failure to appear whether through the Zoom call or in person, may result in a default being entered against you.

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

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

ADMINISTRATIVE ORDER NO. 2020- 21

CIVIL DIVISION PROCEDURES FOR REMOTE COURT MATTERS
UNDER THE EXIGENT CIRCUMSTANCES CREATED BY THE CORONAVIRUS (COVID-19)

THIS ORDER IS EFFECTIVE JUNE 1, 2020

1. WHEREAS, the COVID-19 pandemic has resulted in deaths and illness to thousands of individuals around the world prompting Federal and State Declarations of Emergency;
2. WHEREAS, the health and safety of the public, Court employees and all others doing business in the judicial facilities in the Twelfth Judicial Circuit is of paramount importance to the Court;
3. WHEREAS, all health and safety requirements must be carefully tailored to respect the Constitutional rights and responsibilities of litigants and those impacted by litigation;
4. WHEREAS, the Court should continue to employ all reasonable measures to reduce the need for large gatherings in order to protect the public, Court employees and those doing business in the Court facilities in the Twelfth Judicial Circuit;
5. WHEREAS, the Chief Judge has administrative authority to enter Orders setting forth the docket and schedules of cases pursuant to Supreme Court Rule 21;
6. WHEREAS, on May 20, 2020, the Supreme Court amended its Order of March 17 and further provided written guidelines to be followed by the Chief Judge as Court facilities and services begin to resume;
7. WHEREAS, the Chief Judge of the Twelfth Judicial Circuit has issued Administrative Orders 2020-08, 2020-09, 2020-10, 2020-11, 2020-12, 2020-13, 2020-14, 2020-15, 2020-16, 2020-20;

IT IS HEREBY ORDERED THAT pursuant to Administrative Order 2020-08 allowing civil cases to proceed by the electronic filing of documents and by permitting the establishment of electronic conferences in civil court matters, and during such times as court operations are reduced, the Civil Division sets forth the following procedures consistent with Administrative Order 2020-08 and 2020-20. To the extent that there is a conflict with any prior Administrative Orders, this Administrative Order supersedes the same.

1. STATUS HEARINGS. Effective immediately until further notice, the status hearings scheduled for cases on the mortgage foreclosure call (Judge Jarz - A311), arbitration call (Judge Petrungaro - A117), civil jury law division call (Judge Rickmon - A201), civil non-jury call (Judge Anderson - A236), small

claims call (Judge Osterberger – Main courthouse 111), cases before Judge O’Leary (A227) and Judge Rossi (A129), and the probate call (Judge Allen or Judge Pavich – RVJC Room 002) will be conducted by remote hearing as set forth in Administrative Order 2020-20, Remote Appearances in Civil Matters and the accompanying Remote Court Call Instructions.

2. **PRETRIAL SETTLEMENT CONFERENCES.** Cases scheduled for pretrial/settlement conferences with Judge Powers (Main courthouse 462) will continue as scheduled by remote hearing, subject to the following:
 - A. Pretrial memoranda must be submitted one week in advance of the pretrial to Judge Powers by email at jpowers@willcountyillinois.com. Failure to submit a pretrial memorandum will result in cancelling of the pretrial.
 - B. All attorneys must be present on the remote hearing at the designated time and place. Failure to be present on time will result in the call being terminated.
3. **EMERGENCY MOTIONS.** Emergency motions may be filed electronically and submitted through EFile IL (with all counsel or self-represented litigant(s) sent via email) The judge will determine whether the motion qualifies as an emergency motion and may decide to schedule a remote hearing as set forth in Administrative Order 2020-20, Remote Appearances in Civil Matters and the accompanying Remote Court Call Instructions.
4. **CASE STATUS SETTINGS AND ALIAS SUMMONSES.** Attorneys and/or self-represented litigants who have matters set for any type of status are encouraged to submit an agreed order setting forth the status of the case and setting a new status date. Status orders may be submitted through EFile IL. Motions for alias summons or for service by special order of court pursuant to Section 2-203.1 of the Code of Civil Procedure (with the appropriate affidavits) may be submitted using the same method as submission of Agreed or Non-Contested Orders outlined below. A proposed order must be included.
 - a. Civil Jury Law Division case status settings and alias summonses (Judge Rickmon – A201): Attorneys and/or self-represented litigants on cases filed in 2018, 2019 and 2020 are required to confer in advance and submit Orders through EFile IL. Only if the parties are unable to agree to an Order, should they appear in Court through the remote hearing.
5. **RULE 218 CASE MANAGEMENT CONFERENCES.** Effective immediately until further notice, Rule 218 case management conferences will be conducted by remote hearing, as set forth in Administrative Order 2020-20, Remote Appearances in Civil Matters and the accompanying Remote Court Call Instructions. Attorneys and/or self-represented litigants are encouraged to confer remotely in advance and submit proposed agreed scheduling orders using the same method as submission of Agreed or Non-Contested Orders outlined below. These orders should be submitted at least 24 hours before the scheduled court date.
 - a. Civil Jury Law Division Rule 218 Case Management Conferences (Judge Rickmon – A201): Attorneys and self-represented litigants on cases filed in 2018, 2019 and 2020 are required to confer in advance and submit Orders through EFile IL. Only if the parties are unable to agree to an Order, should they appear in Court through the remote hearing.

6. AGREED OR NON-CONTESTED ORDERS. Agreed or non-contested orders, including briefing schedules on newly filed contested motions may be submitted through EFile IL as long as the order is submitted at least 24 hours prior to the next court date.

a. Orders submitted through EFile IL MUST

- (1) be marked "AGREED" or "NON-CONTESTED";
- (2) identify the attorney/party presenting the order;
- (3) provide a brief recitation of the status of the case;
- (4) include a new court date; and
- (5) be provided by the filing party to all attorneys and/or self-represented litigant(s).

NOTE: simply because the attorneys or parties are in agreement, that does not mean the Court will automatically sign the order. The Court will make any modifications or additions it deems proper.

7. CONTESTED MOTIONS. On contested motions, the following procedures are applicable:

- A. **Hearing by Remote Call.** The case shall proceed on the currently scheduled time and date by remote hearing, subject to the procedures set forth in Administrative Order 2020-20, Remote Appearances in Civil Cases and the accompanying Remote Court Call Instructions.
- B. **Failure to Appear.** If any attorney or self-represented litigant fails to timely appear for the contested motion by remote hearing, the matter may be stricken and/or reset for status.
- C. **Ruling on Briefs.** The parties are encouraged to agree to waive oral argument on contested motions. The parties are directed to submit an Agreed Order through EFile IL waiving oral argument at least 24 hours in advance of the scheduled hearing date. The Court will thereafter rule by mail, or in its discretion, reschedule the matter for hearing.

8. SUBMISSION OF ORDERS. Orders are required to be submitted by the end of the business day through EFile IL.

9. REMOTE APPEARANCES IN CIVIL MATTERS. The procedures set forth in Administrative Order No. 2020-20, Remote Appearances in Civil Matters, and the accompanying Remote Court Call Instructions remain in full force and effect for all civil matters commencing Monday, June 1, 2020 and until further order of Court.

10. SUMMONS ISSUANCE – RESPONSIBILITY TO INFORM OF REMOTE APPEARANCE IN CIVIL MATTERS. Anyone initiating a lawsuit and/or serving summons shall inform the defendant that they are to appear by remote hearing and shall provide a copy of the Administrative Order No. 2020-20, Remote Appearances in Civil Matters and the accompanying Remote Court Call Instructions.

11. FAILURE TO APPEAR. Failure to appear, whether through the Zoom call or in person, may result in a default judgment or a dismissal for want of prosecution.

12. It is intended that this Administrative Order shall comply with applicable law, Supreme Court Rules, and Local Circuit Court Rules, and will be consistent with the mandates, directives, and guidelines from the Illinois Supreme Court.

13. This Order is effective June 1, 2020, and shall remain in effect until further Order of Court.

DATED THIS 27th DAY OF may, 2020.



Richard C. Schoenstedt, Chief Judge

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