

IN THE CIRCUIT COURT OF THE 15<sup>TH</sup> JUDICIAL CIRCUIT  
JO DAVIESS COUNTY, ILLINOIS  
ADMINISTRATIVE ORDER NO 2020-18

ADMINISTRATIVE ORDER FOR SUBMISSION OF PROPOSED ORDERS TO THE COURT  
IN JO DAVIESS COUNTY

As set out in Ill S Ct Rule 9, all documents, including proposed orders<sup>1</sup>, in civil cases are required to be electronically filed. This requirement has been in effect since 2018, but practice since has included presentation of numerous proposed orders in paper/hard copy, especially during court proceedings.

In consideration of the supreme court's 5-20-20 amended order M.R. 30370, its accompanying Guidelines for Resuming Illinois Judicial Branch Operations During the COVID 19 Pandemic, and the 15TH Judicial Circuit Chief Judge's order of same date, all of which heavily emphasize the need for courts to: maintain social distancing, reduce personal appearances in court, use remote hearings, encourage electronic exchange of things traditionally provided in paper/hard copy, and allow for e-signatures on documents; HEREAFTER, the presentation of paper/hard copy proposed orders in all types of cases, civil and criminal, in the trial court is strongly discouraged.

All proposed orders, whether agreed or the subject of a contested hearing, should be presented in the following order of preference and priority, and will receive the court's attention in the following order of preference and priority:

1. E-filed
2. E-mailed to Judge Kelly at [wkelly@jodaviess.org](mailto:wkelly@jodaviess.org) or Judge Ward at [kward@jodaviess.org](mailto:kward@jodaviess.org), with case number and party names in the subject line, cc to all parties
3. If you cannot, or will not, present your order in either of the foregoing ways you may leave your paper/hard copy proposed order in a physical inbox located in the courtroom. Any such proposed order shall not be handed to the judge or any court personnel.

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<sup>1</sup> See Ill S Ct R 2 for definitions (including "document", "writing", and "signature") and ELECTRONIC FILING PROCEDURES AND USER MANUAL FOR THE SUPREME COURT OF ILLINOIS (<http://efile.illinoiscourts.gov/documents/SupremeCourt-eFileIL-Policy-User-Manual.pdf>)

Any agreed order should clearly indicate that it is agreed.

DATED: June 2, 2020

William A Kelly, Presiding Judge

Kevin J Ward, Associate Judge

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