

STATE OF ILLINOIS )  
 ) SS  
NINETEENTH JUDICIAL CIRCUIT )

FILED

MAR 26 2020

CLERK

ADMINISTRATIVE ORDER 20-21

NINETEENTH JUDICIAL CIRCUIT  
CIRCUIT COURT OF LAKE COUNTY

**TEMPORARY PROCEDURES FOR OPENING OR CLOSING UNCONTESTED  
DECEDENT'S ESTATES WITHOUT FORMAL COURT APPEARANCE**

Consistent with the Order of the Illinois Supreme Court in M.R. 30370, dated March 17, 2020, and incorporating Administrative Orders 20-11 and 20-15, which were adopted in response to the COVID-19 outbreak and the emergencies declared by the State and Federal governments,

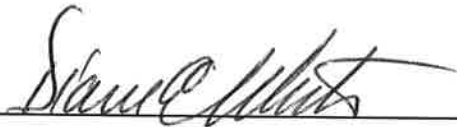
IT IS HEREBY ORDERED that, the following temporary procedures will apply to Petitioners seeking to Open or Close an Uncontested Decedent's Estate without formal court appearance:

1. Courtesy copies shall be sent to the court at [CC201@lakecountyil.gov](mailto:CC201@lakecountyil.gov) accompanied by a cover letter which references the name of the estate, the number of the case, a detail of the documents attached, and the specific action requested.
2. For Petitions for Opening an Uncontested Decedent's Estate, copies of the following documents shall be attached:
  - a. Copy of the Petition for Probate and for Letters including Exhibit A;
  - b. Copy of the previously filed original Last Will and Testament, if any, and the date of filing;
  - c. Affidavit of Heirship;
  - d. Waiver of Notices;
  - e. Any other relevant and previously filed document for the court's review and consideration;
  - f. Proposed Order Declaring Heirship;
  - g. Proposed Oath of Office and Bond; and
  - h. Proposed Order Appointing Representative of Decedent's Estate.

3. For Petitions for Closing an Uncontested Decedent's Estate, copies of the following documents shall be attached:
  - a. Copy of the Petition for Probate and for Letters including Exhibit A;
  - b. Copy of the previously filed original Last Will and Testament, if any, and the date of filing;
  - c. Order of Heirship;
  - d. Order Appointing Representative of Decedent's Estate;
  - e. Notice to Heirs and Legatees or Waiver of Notice Appearance for Letters of Office and Consent;
  - f. Receipt Consent and Waiver on Closing of Decedent's Estate;
  - g. Proof of Publication;
  - h. Final Report of Independent Representative; and
  - i. Proposed Order of Discharge.
4. Documents bearing designation of "Proposed" shall not be filed with the Clerk of court unless approved by the Court.
5. Upon receipt, the Clerk's Office will forward the submitted documents, and the proposed orders to the assigned judge. If the assigned judge approves the proposed orders, the Clerk will present the proposed order to the on-duty judge in the courthouse for signature.
6. The Clerk will then email the executed orders. Original Letters of Office will also be issued and mailed within seven (7) days.
7. In the event the assigned judge does not approve the proposed orders, the Clerk will notify the attorney by email or telephone within seven (7) days with further instructions/directions.

DATED this 26<sup>th</sup> day of March, 2020.

ENTER:

  
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DIANE E. WINTER,  
Chief Judge