

COVID-19 FAQs

The above Administrative Orders outline the new procedures due to the COVID-19 pandemic for the period between March 17 and May 29. Although these orders are currently in place, the situation is constantly changing, and there are new and unexpected challenges arising daily. Administrative Orders will be amended or added as needed to address this dynamic situation. Please return to this page frequently to review any new or amended orders.

The following are frequently asked questions regarding the changes in procedure:

GENERAL QUESTIONS

Q: Are marriages still being performed?

A: No, marriages and civil unions will not be performed during this period.

Q: What if I was ordered to attend: Mediation, Children First, Traffic Safety School, Victim Impact Panel, or Public Service Employment?

A: All non-essential meetings and gatherings, including the above, are cancelled during this period.

COURT CASES:

Q: What happens to previously scheduled hearings and trials between March 17 and May 29?

A: All court hearings (with some exceptions below) are cancelled and will be automatically continued by the Court.

Q: How will I find out my rescheduled court date?

A: The Clerk of the Circuit Court sends notices with the rescheduled dates. If you do not receive notice of a continued date, you should contact the Clerk of the Circuit Court at **(847) 377-3380** or **(847) 377-3209**.

Q: What precautions are being taken within the courthouse for those who have to attend hearings in-person?

A: Courtrooms are being limited to necessary people only in accordance with CDC guidelines, and hearings are remote whenever possible. Masks are required in the courthouse as of May 1st.

CORONAVIRUS DISEASE 2019
(COVID-19)

You can help prevent the spread of respiratory illnesses with these actions:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose & mouth.
- Practice social distancing by putting space between yourself & others.
- Wash hands often with soap & water for at least 20 seconds.

 cdc.gov/coronavirus

316159-A March 25, 2020 8:00 AM

The infographic features a teal background with a white illustration of hands being washed under a faucet. The text is presented in white and yellow boxes. The CDC logo is in the bottom left, and the website URL is in a yellow box at the bottom right.

Q: Where are my in-person cases being heard?

A: Each division has a designated courtroom to hear matters:

- Civil Division cases will be heard in Courtroom C-202

- Criminal Division will be heard in Courtroom T-110
- Problem Solving Courts will be heard in Courtroom T-812
- Family Division cases will be heard in Courtroom C-105
- Juvenile Division cases will be heard at the Depke Center in Vernon Hills

CRIMINAL CASES

Q: Can I appear remotely for my criminal hearing?

A: Bond hearings are being held remotely whenever possible. For all other types of hearings, contact your attorney or the Clerk of Courts **(847) 377-3380** or **(847) 377-3209**.

CIVIL CASES

Q: Can I appear for my family or civil hearing remotely?

A: Yes, CourtCall is the designated remote appearance vendor of the 19th Judicial Circuit. The CourtCall number to schedule an appearance is **(888)-882-6878**. If you have a fee-waiver, the CourtCall remote appearance will be free of charge.

Q: How much does a remote appearance using CourtCall cost without a fee waiver?

A: It depends on the type of case and hearing. Contact CourtCall at **(888)-882-6878**.

Q: How can I apply for a fee-waiver?

A: Fee waivers can be e-filed or emailed to cccivilfiling@lakecountyil.gov

The fee waiver application and order forms can be found here:

- Application: <https://www.lakecountycircuitclerk.org/docs/default-source/divorce-family/fee-waiver-application.pdf>
- Order: [https://www.lakecountycircuitclerk.org/docs/default-source/divorce-family/order-re-waiver-of-court-fees-171-492-\(rev-12-17\).pdf](https://www.lakecountycircuitclerk.org/docs/default-source/divorce-family/order-re-waiver-of-court-fees-171-492-(rev-12-17).pdf)

Q: The parties in my family or civil case are in agreement; are we able to submit a proposed agreed order for the judge's review?

A: Yes, proposed agreed orders should be submitted to the Clerk's Office via email at cccivilfiling@lakecountyil.gov. The Clerk's Office will forward the proposal to the assigned judge. If the assigned judge approves of the proposed agreed order, it will then be presented to the on-duty judge at the courthouse for signature. The Clerk's Office will then email the signed order to the parties.

Q: I have a previously scheduled contested motion; can I still submit my motion for consideration and ruling?

A: Yes, any contested motion that was scheduled to be heard between March 17 and May 29 can be submitted via email at cccivilfiling@lakecountyil.gov for a decision. See Administrative Order 20-27 for the procedure and necessary paperwork. If the court determines that an oral argument is necessary, the parties will be contacted by the Clerk of Court to schedule a remote hearing via CourtCall.

Q: Will the Lake County Sheriff's Department proceed with foreclosure sales and the execution of eviction orders?

A: No, foreclosure sales and the execution of eviction orders are ceased until further order of the court.

FAMILY

Q: The Covid-19 pandemic has disrupted my scheduled parenting time; should I return to court to address this?

A: Court ordered parenting time is not changed because of the “Stay at Home Order.”

- Parents are expected act in good faith and make changes that are in the best interest of the child.
- Any changes should be confirmed in writing.
- Changes to parenting are NOT considered emergencies unless: there is an imminent and substantial threat to a child’s health or safety, AND you have enough facts to support this claim of emergency.

Q: I am representing myself in a divorce case; can I schedule a remote prove-up hearing?

A: No, at this time remote access prove-ups are limited to cases in which each party is represented by an attorney.

PROBATE

Q: A loved one has passed away (decedent), and their estate needs to be opened or closed; can this be accomplished remotely?

A: Yes, but only if the estate is uncontested

Q: What is the process to open or close an uncontested decedent’s estate without formal court appearance?

A: See attached Administrative Order 20-21 for an outline of these procedures

Q: Is it possible to handle petitions for a guardian of a disabled adult remotely?

A: Yes, a petition needs to be filed with the Clerk of Courts who will then assign a hearing date. You may obtain the hearing date by calling the Clerk of Courts **(847) 377-3380 or (847) 377-3209**. It is then your responsibility to schedule an appearance via CourtCall for that date (see CourtCall FAQ). For a list of forms necessary prior to the court date, see Administrative Order 20-28, section B, paragraph 3.