

STATE OF ILLINOIS )  
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NINETEENTH JUDICIAL CIRCUIT )

FILED

MAR 18 2020

*Erica C. Winters*  
CIRCUIT CLERK

ADMINISTRATIVE ORDER 20-15

NINETEENTH JUDICIAL CIRCUIT  
CIRCUIT COURT OF LAKE COUNTY

**TEMPORARY PROCEDURES FOR CIVIL DIVISION CASES**

Consistent with the Order of the Illinois Supreme Court in M.R. 30370, dated March 17, 2020, which was 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 all cases assigned to the Civil Division of the Nineteenth Judicial Circuit, specifically including cases with the following case designations; L, MR, TX, TD, P, CH, SC, LM, AR, ED and MC.

IT IS FURTHER ORDERED that, all court hearings scheduled between March 17<sup>th</sup>, 2020 through and including April 17<sup>th</sup>, 2020 are hereby cancelled and will be automatically continued by the Clerk's Office. All parties of record will receive notice of the continued court date. Most cases will be continued for a period of 35 days, but there will be exceptions at the discretion of the assigned judge. Jury and bench trials will be continued to the following jury or bench trial date of the assigned judge. Progress calls will be continued to the following progress call date of the assigned judge.

IT IS FURTHER ORDERED that, Emergency matters of any type will still be heard. Any attorney or self-represented litigant wishing to have an emergency matter heard must contact the Clerk's Office by telephone to schedule the hearing. All emergency matters, whether contested or uncontested, may be heard by remote court appearance via CourtCall, the designated remote appearance vendor of the Nineteenth Judicial Circuit. All litigants are strongly encouraged to make remote appearances, rather than appear personally in court, in order to diminish the risk of infection. The Clerk's office will provide CourtCall information upon request. For those who do attend court in person, all emergency matters will be heard in Courtroom C-202, regardless of which judge is assigned to the case. Courtroom C-202 has been equipped with video-conferencing equipment, which can be utilized upon request.

IT IS FURTHER ORDERED that, the Civil Division will continue to accept proposed agreed orders. Proposed agreed orders should be submitted to the Clerk's Office by email at [cccivilfiling@lakecountyl.gov](mailto:cccivilfiling@lakecountyl.gov). Upon receipt, the Clerk's Office will forward the proposed agreed order to the assigned judge. If the assigned judge approves the agreed order, the Clerk will present the agreed order to the on-duty judge in the courthouse for signature. The Clerk will then email the signed order to the parties.

IT IS FURTHER ORDERED that, for any case which is being automatically continued as a result of this order, all 218 and briefing schedule deadlines are automatically extended 35 days without need for a separate order of any kind, agreed or otherwise. For cases not receiving an automatic continuance of deadlines, but where discovery has been impractical due to the current emergency, the parties may request relief from deadlines when normal court proceedings resume, or they may choose to submit a proposed agreed order pursuant to the above paragraph of this order.

IT IS FURTHER ORDERED that, Self-represented litigants seeking fee-waivers may apply without making a court appearance by using the procedure outlined above for agreed orders, i.e. the request should be submitted to the Clerk's Office by email, and the request will be routed for approval to the assigned judge. The order granting or denying the request will be emailed back to the self-represented litigant. Any litigant receiving a fee-waiver may use the CourtCall remote appearance service free of charge. Simply advise the CourtCall personnel that you have received a fee-waiver, and they will verify the fee-waiver with the Clerk's Office.

IT IS FURTHER ORDERED that, the Clerk of the Circuit Court may receive, for the duration of Administrative Order 20-11, Civil Division filings by mail or over the counter from Self-Represented Litigants seeking an exemption from electronic filing. All attorneys shall continue to electronically file as mandated by the Illinois Supreme Court.

IT IS FURTHER ORDERED that, Individuals, including judges, court staff, parties, attorneys, jurors and witnesses, should not enter any courthouse if they:

1. Have traveled, within the last 21 days, to any country designated by the United States Centers for Disease Control (CDC) as high-risk locations for transmission of COVID-19;

2. Reside or have close contact with anyone who has traveled to any country designated by the CDC as high-risk locations for transmission of COVID-19;
3. Have been directed to quarantine, isolate or self-monitor at home by any medical provider;
4. Have been diagnosed with, or have had close contact with anyone diagnosed with, COVID-19; or
5. Have flu-like symptoms including fever, cough or shortness of breath.

Dated this 18<sup>th</sup> day of March, 2020.

ENTERED:

  
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DIANE E. WINTER,  
Chief Judge