

4. Upon receipt, the Clerk's Office will forward the filing and the proposed order to the judge for review. If the judge approves the order, the order will be entered, and the Clerk will email the signed order to the parties.
5. Even where an order is agreed, or uncontested, the Court reserves the right to require additional documentation, to require a hearing, or to deny the proposed order.
6. In the event the judge does not approve the order, the Clerk will notify the parties, and will provide further instruction, as appropriate.

B. PETITIONS FOR APPOINTMENT OF A GUARDIAN OF A DISABLED ADULT.

1. The Court may hear *Petitions for Appointment of a Guardian of an Adult with Disabilities* (including *Petitions for Appointment of Temporary Guardian*) (hereafter, a "Petition for Guardianship") via Zoom, consistent with the requirements described herein.
2. Upon filing of a Petition for Guardianship, the Clerk of the Court will assign the matter a date and time for initial hearing via Zoom. Petitioner may obtain the hearing date by phone from the Clerk of the Court at 847-377-3260. Petitioner shall send Notice of the assigned Zoom hearing date and serve the Respondent with Summons as required by 755 ILCS 5/11a-10(e) and (f). The assigned hearing date must take into account the time required for Notice and service of Summons pursuant to 755 ILCS 5/11a-10(e) and (f), except in cases of emergency supported by affidavit pursuant to Local Rule 2-1.05.
3. Prior to the initial Zoom hearing date courtesy copies of the following shall be submitted via email to cc201@lakecountyil.gov:
 - a. Cover letter referencing the name of the Estate, case number, date of hearing (if any), detail of the documents attached, and summary of the action requested;
 - b. Petition for Appointment of Guardian;
 - c. Physician's Report;
 - d. Proposed Order Appointing Plenary Guardian;
 - e. Proposed Order Appointing Temporary Guardian, if appropriate;
 - f. Notice to all persons required by 755 ILCS 5/11a-10(f);
 - g. Summons Served on Respondent pursuant to 755 ILCS 5/11a-10(e); and
 - h. Other documents as appropriate including, but not limited to: Statement of Right to Petition for Discharge; Order to Notify State Police; and Order Waiving Presence.

4. In a hearing conducted via Zoom, and upon submission of appropriate affidavit, the Court may, in its discretion, waive the appointment of a guardian ad litem pursuant to 755 ILCS 5/11a-10(a).
5. Upon appointing a guardian ad litem, or upon petition of any party, the Court may, in its discretion, order that the guardian ad litem's interview with Respondent or any other interested person be completed via two-way video conference if:
 - a. No appeared party or the Respondent objects to the guardian ad litem completing the proposed interview via video conference; and,
 - b. Video conferencing technology is reasonably available to the guardian ad litem and any other persons participating in the interview.
 - c. During the interview of Respondent, the guardian ad litem must read the *Statement of Guardian Ad Litem to Respondent* to Respondent; and, within one day of completing the video conference interview with Respondent, the guardian ad litem must mail a copy of the *Statement of Guardian Ad Litem to Respondent* to the address at which Respondent is presently residing.
 - d. The guardian ad litem's report should state whether any interview was conducted via video conference and confirm that the foregoing requirements were met. The guardian ad litem shall have the authority to determine who may, or may not, be present for the interview, and may report to the Court if any person refuses to comply with the guardian ad litem's request.
6. Hearing on appointment of a Plenary Guardian may be held by Zoom if the Court: after confirming that all notice requirements pursuant to 755 ILCS 5/11a-10 (e) and (f) have been satisfied; and after considering any objections; and the recommendation of the guardian ad litem; finds that holding the hearing by Zoom is in the best interests of the alleged disabled.
7. Hearing on appointment of a Plenary Guardian may not be held by Zoom if the Court: after considering the objections of any party; and the recommendations of the guardian ad litem; and the totality of other circumstances; determines that a full and fair hearing cannot be held by Zoom pursuant to 755 ILCS 5/11a-11.5.
8. Hearings on appointment of a temporary guardian may be held via Zoom in the discretion of the Court.

C. PETITIONS TO OPEN OR CLOSE AN UNCONTESTED DECEDENT'S ESTATE WITHOUT FORMAL COURT APPEARANCE.

1. Courtesy copies shall be sent to the court at CC201@lakecountyiil.gov accompanied by a cover letter which references the name of the estate, the

number of the case, a detail of the documents attached, any pending court or scheduled court dates, 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. Orders submitted for the Court's consideration shall be considered "Proposed" and shall not be filed with the Clerk of Court unless approved.

5. Upon receipt, the Clerk's Office will forward the submitted documents, and the proposed orders to the judge. If the judge approves the proposed orders, they will be entered, and the Clerk will return the executed orders by email within 7 days.

6. Original Letters of Office will also be issued and mailed within seven (7) days.

7. In the event the 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.

D. COURTESY COPIES AND QUESTIONS.

1. **All courtesy copies**, except those specifically described above, and except guardian ad litem reports which may be submitted to the court's email CC201@lakecountyil.gov, **shall be delivered to the Clerk's Office, or Court Administration by regular mail, or hand delivery, and not to the court's email address.**
2. All questions for the Probate Clerk shall be called in to 847-377-3260.

E. SELF-REPRESENTED LITIGANTS.

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.

IT IS FURTHER ORDERED that, the Clerk of the Circuit Court may receive 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.

Dated this 14th day of April, 2022.

ENTERED:

Elizabeth M. Rochford,
Associate Judge