


**IN THE CIRCUIT COURT  
OF THE SEVENTH JUDICIAL CIRCUIT  
STATE OF ILLINOIS**

 Clerk of the  
Circuit Court

**Sangamon County Administrative Order 2021-4  
Sangamon County Courthouse Procedures for COVID-19 Coronavirus**

**WHEREAS**, The Sangamon County Courts will take all reasonable measures to minimize personal contact to prevent the spread of the COVID-19 coronavirus.

**Whereas**, The Sangamon County Courts have suspended traffic court proceedings for all first appearances scheduled for traffic citations, to the exclusion of offenses related to citations issued for Driving Under the Influence, as of November 19, 2020 pursuant to Sangamon County Administrative Order 2020-20 and with the exception of court authorized Saturday appearances that were implemented to address the growing backlog of traffic cases that had accumulated since the suspension was imposed.

**Whereas**, Sangamon County has another need to minimize physical appearances at court hearings that is developing due to planned renovations that will be undertaken at the courthouse beginning in the fall of 2021.

**Whereas**, the planned renovations to the county complex will necessarily involve restricting access to elevators that are the only available source for courthouse visitors to access the courtrooms, all of which are currently located on the 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> floors of the courthouse, and the restricted access to the elevators is anticipated to last for several weeks during the construction process.

**Whereas**, offering remote attendance for eligible traffic offenders will greatly serve to minimize the amount of people who would otherwise be required to physically attend traffic court hearings scheduled Monday through Thursdays in Sangamon County.

**Whereas**, traffic citations, conservations citations, and civil ordinance citations that are punishable by a fine only may be processed through remotely held court sessions in Sangamon County subject to the limitations and exclusions, and pursuant to the procedures established, as set forth herein.

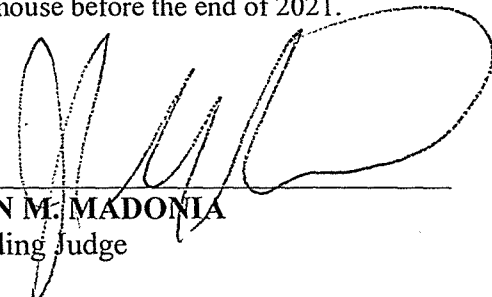
**WHEREFORE, IT IS HEREBY ORDERED**, that:

- 4.1 **Effective Dates.** The effects of Sangamon County Administrative Order 2020-20 shall terminate at the close of business on March 26, 2021. Beginning March 29, 2021, traffic citations will be processed as contemplated by all applicable Illinois Supreme Court Rules with eligible traffic offenders being permitted to attend traffic court remotely though the ZOOM video conferencing platform.
- 4.2 **Limitations, Eligibility and Exclusions.** The ability to attend traffic court remotely is limited to the initial appearance assigned to the defendant by the issuing officer that is included on the citation, or any date thereafter continued by the court that is classified as a first appearance in the circuit clerk system. All traffic defendants cited for traffic, conservation, or civil ordinance violations that are punishable by a fine only are eligible to appear remotely to resolve the citations, except for traffic citations where the offender that was issued the citation is alleged to be involved in a traffic accident. Additionally, any defendant cited for violations that are punishable with a possible sentence of incarceration are prohibited from appearing remotely. Defendant(s) requesting a trial to resolve their citation(s) shall be required to physically appear in court to contest the evidence in their case.
- 4.3 **Process.** Any eligible defendant who elects to satisfy an appearance in traffic court by attending virtual court held remotely via ZOOM is required to register by email with the Sangamon County Circuit Clerk no later than 24 hours before the scheduled appearance. All

registration information for virtual traffic court can be found at [www.sangamoncircuitclerk.org/virtual-traffic-court-vc101](http://www.sangamoncircuitclerk.org/virtual-traffic-court-vc101). The ZOOM traffic court sessions are scheduled Monday through Thursday at 9:00 a.m. and 2:00 p.m. Registered defendants shall be logged into the virtual courtroom prior to the start of each session, and shall be logged in using their legal name as it appears on the citation(s). Each defendant shall be appropriately dressed in attire suitable for a court appearance. Defendants will be individually unmuted at the time of their virtual appearance before the judge and provided an offer to resolve their citation(s) through recommendations of the assistant state's attorney prosecuting the case(s). Dispositions will be immediately processed by the clerk and on line payments can be made for any fines and costs imposed immediately at the conclusion of the hearing. Any cases requiring evidence to be contested shall be reset to a date and time convenient for trial to resolve the citations at an in-person court session.

Every session of remote traffic court will have a corresponding component that allows for any defendant who has been issued a traffic citation to physically appear to answer the charges on the date and time they were summoned to appear. Each Monday through Thursday at 8:30 a.m. and 1:30 p.m., traffic court will be held for all defendants who choose to physically appear on their charges, for those who wish to have a trial on their charges, and for those who were otherwise ineligible for appearing remotely based upon the nature of the citations issued. Unless otherwise stated upon entry to the courthouse, all in-person traffic court sessions shall be held in Courtroom 6C. All eligible defendants are strongly encouraged to attend virtual traffic court on the date of your appearance in order to help minimize the number of people in the courthouse as concerns about COVID-19 persist and as construction is expected to impact movement within the courthouse before the end of 2021.

ENTERED THIS <sup>12</sup> 25<sup>th</sup> DAY OF March, 2021.



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JOHN M. MADONIA  
Presiding Judge