

STATE OF ILLINOIS                    )  
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NINETEENTH JUDICIAL CIRCUIT      )

ADMINISTRATIVE ORDER 21-12  
NINETEENTH JUDICIAL CIRCUIT  
CIRCUIT COURT OF LAKE COUNTY

**PROCEDURES FOR CRIMINAL DIVISION CASES**

Consistent with the Order of the Illinois Supreme Court in M.R. 30370, dated May 20, 2020, which was adopted in response to the COVID-19 outbreak and the emergencies declared by the Federal Government and the State of Illinois and Administrative Order 21-11, in order to protect the health and safety of all litigants, the general public, judges and court partners, and further considering the factors outlined in Supreme Court Order M.R. 30370, as well as the *Supreme Court Guidelines for Resuming Illinois Judicial Branch Operations During the COVID 19 pandemic*,

IT IS HEREBY ORDERED that, Administrative Orders 20-10, 20-31 and 20-41 are vacated.

IT IS FURTHER ORDERED that, the following temporary procedures will apply in all cases assigned to the Criminal Division:

- 1. ALL PROCEEDINGS.** All proceedings will proceed remotely by Zoom unless ordered by Court to appear in person.
- 2. ZOOM COURT CALLS.** Scheduled court calls will have a Zoom link posted by courtroom, date and time at the following web location:  
<https://19thcircuitcourt.state.il.us/2163/Remote-Court-Hearings>.

A Nineteenth Judicial Circuit Zoom Instruction and Protocol Sheet can be found at the following link: <https://19thcircuitcourt.state.il.us/DocumentCenter/View/2812/Zoom-Instruction-and-Protocol-Sheet-51820>.

All parties are directed to read and follow the protocol during Zoom proceedings. Parties who believe that they cannot appear via Zoom, may file a motion requesting an in-person court appearance. The motion must set forth a good faith basis for the movant's request along with any proposed in-person or alternative procedure(s). Any in-person court appearance will take place only by order of the court.

3. **CONTENTS OF THE NOTICE AND MOTIONS.** Until further order of this court, any notice or motion placed on any Criminal Division call shall contain the following language: “Parties wishing to attend presentment of this motion shall not appear in person in the courtroom unless specially ordered to do so by the court”. The proceeding will be conducted by Zoom video and telephone conferencing. A Zoom link for this court call will be listed by courtroom, date and time at: <https://19thcircuitcourt.state.il.us/2163/Remote-Court-Hearings>.
  
4. **ZOOM LINK.** There will be a Zoom link for each morning and/or afternoon court session. Even if your case is scheduled at a later time than the initial start time of your court call, you can enter the court session at your scheduled time using the link in paragraph 3.
  
5. **AGREED ORDERS.** Agreed orders may be presented to the assigned Judge for their consideration by emailing the agreed order to the judge’s courtroom email address listed in the below table. Agreed orders need not be given a court date. The assigned Judge will enter the agreed order, if approved. For any agreed order to be given consideration by the assigned Judge, both the prosecution and the defense shall be included on any electronic transmission to the court. Failure to do so will result in the rejection of the agreed order.

C-206	<a href="mailto:CC206@lakecountyil.gov">CC206@lakecountyil.gov</a>	Judge Johnson
C-207	<a href="mailto:CC207@lakecountyil.gov">CC207@lakecountyil.gov</a>	Judge Collins
C-405	<a href="mailto:CC405@lakecountyil.gov">CC405@lakecountyil.gov</a>	Judge Slavin
T-020	<a href="mailto:CT020@lakecountyil.gov">CT020@lakecountyil.gov</a>	Judge Novak
T-120	<a href="mailto:T120@lakecountyil.gov">T120@lakecountyil.gov</a>	Judge Potkonjak
T-121	<a href="mailto:T121@lakecountyil.gov">T121@lakecountyil.gov</a>	Judge Rozenberg
T-510	<a href="mailto:CT510@lakecountyil.gov">CT510@lakecountyil.gov</a>	Judge Fix
T-511	<a href="mailto:CT511@lakecountyil.gov">CT511@lakecountyil.gov</a>	Judge Mathews
T-512	<a href="mailto:CT512@lakecountyil.gov">CT512@lakecountyil.gov</a>	Judge Smith
T-610	<a href="mailto:CT610@lakecountyil.gov">CT610@lakecountyil.gov</a>	Judge Booras
T-611	<a href="mailto:CT611@lakecountyil.gov">CT611@lakecountyil.gov</a>	Judge Stride
T-612	<a href="mailto:CT612@lakecountyil.gov">CT612@lakecountyil.gov</a>	Judge Shanes
T-710	<a href="mailto:CT710@lakecountyil.gov">CT710@lakecountyil.gov</a>	Judge Rossetti
T-711	<a href="mailto:CT711@lakecountyil.gov">CT711@lakecountyil.gov</a>	Judge Bishop
T-712	<a href="mailto:CT712@lakecountyil.gov">CT712@lakecountyil.gov</a>	Judge Levitt
T-812	<a href="mailto:CT812@lakecountyil.gov">CT812@lakecountyil.gov</a>	Judge Strickland
North Branch	<a href="mailto:NorthBranch@lakecountyil.gov">NorthBranch@lakecountyil.gov</a>	
Park City A	<a href="mailto:ParkCityA@lakecountyil.gov">ParkCityA@lakecountyil.gov</a>	Judge Haxall
Mundelein	<a href="mailto:Mundelein@lakecountyil.gov">Mundelein@lakecountyil.gov</a>	Judge Kennedy

**6. PLEA AGREEMENTS.** All negotiated plea agreements shall be presented before the assigned judge on their scheduled day. All paperwork SHALL be submitted to the courtroom email listed above 3 business days prior to the court date. (If this procedure is not followed, the plea will not go forward.)

**7. COURT FORMS.** All necessary forms will be available in PDF fillable format and will be available at the Nineteenth Judicial Circuit website, the Circuit Court of Lake County website, or the Lake County Bar Association website. Forms can also be accessed by clicking on the following link:

<http://19thcircuitcourt.state.il.us/1256/Court-Forms>

**8. PUBLIC DEFENDER.** The Lake County Public Defender's Office will be appointed to all unrepresented defendants prior to the Bond Hearing. These appointments are for the purpose of the Bond hearing only and will terminate immediately.

**9. TRIALS.** All trials in the Criminal Division are continued until further Order. The continuances occasioned by this Order serve the ends of justice and outweigh the best interests of the public and defendants in a speedy trial. Therefore, such continuances shall be excluded from speedy trial computations contained in section 103-5 of the Code of Criminal Procedure of 1963 (725 ILCS 5/103-5 (West 2018)) and section 5-601 of the Illinois Juvenile Court Act (705 ILCS 405/5-601 (West 2018)). Statutory time restrictions in section 103-5 of the Code of Criminal Procedure of 1963 and section 5-601 of the Juvenile Court Act shall be tolled until further order of this Court. This provision also applies when a trial is delayed when the court determines proper distancing and facilities limitations prevent the trial from proceeding safely. The judge in the case must find that such limitations necessitated the delay and shall make a record thereof.

**10. PLEAS BY AFFIDAVIT.** Pursuant to 625 ILCS 5/6-601 and 735 ILCS 5/1-109, all statutorily permitted petty offenses can be resolved by the filing of the following forms and documents:

- a. An Affidavit form which can be located at:  
<http://19thcircuitcourt.state.il.us/1256/Court-Forms>
- b. A Waiver of Trial form;
- c. A Waiver of Right to be Physically Present form.
- d. A separate order listing all terms and conditions of the fully negotiated plea; and an accurate Financial Sentencing Order and Cost sheet.

Any plea by Affidavit presented without those items will be rejected as incomplete. Pleas by Affidavit do not require a court date. Pleas by Affidavit may be presented

to the court in the same fashion as an Agreed Order, provided both the defense and prosecution are included on any electronic transmission of the agreed order to the Court. Failure to do so will result in the rejection of the agreed order.

Dated this 20<sup>th</sup> day of April, 2021.

ENTERED:

A handwritten signature in cursive script that reads "Diane E. Winter". The signature is written in black ink and is positioned above a horizontal line.

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DIANE E. WINTER,  
Chief Judge