

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

IN THE CIRCUIT COURT OF THE TWELFTH JUDICIAL CIRCUIT
WILL COUNTY, ILLINOIS

ADMINISTRATIVE ORDER NO. 2020-16

**CIVIL DIVISION TEMPORARY PROCEDURES UNDER THE EXIGENT CIRCUMSTANCES
CREATED BY THE CORONAVIRUS (COVID-19)**

IT IS HEREBY ORDERED THAT pursuant to Administrative Order 2020-08 allowing civil cases to proceed by the electronic filing of documents and by permitting the establishment of electronic conferences in civil court matters, and during such times as court operations are reduced, the Civil Division sets forth the following procedures consistent with and subject to Administrative Order 2020-08 and any extension thereof:

1. **STATUS HEARINGS.** Effective immediately until further notice, the status hearings scheduled for cases on the mortgage foreclosure call (Judge Jarz - A311), arbitration call (Judge Petrunaro - A117), civil jury law division call (Judge Rickmon - A201), civil non-jury call (Judge Anderson - A236), small claims call (Judge Osterberger – Main courthouse 111), probate call (Judge Allen – RVJC - #2), and specially set cases before Judge O’Leary (A227) and Judge Rossi (A129) will be continued to a future status date, subject to the provisions below. The parties will be notified of the new date in due course by the Clerk’s office via e-mail or U.S. mail.

2. **PRETRIAL SETTLEMENT CONFERENCES.** Cases scheduled for pretrial/settlement conferences with Judge Powers (Main courthouse 462) will continue as scheduled, but will be conducted by remote videoconference call, subject to the procedures outlined below and the following:
 - A. Pretrial memoranda and e-mail addresses for all attorneys **must** be submitted one week in advance of the pretrial to Judge Powers by e-mail at jpowers@willcountyillinois.com. Failure to submit a pretrial memorandum or e-mail addresses will result in cancelling of the pretrial.
 - B. It is the responsibility of the attorneys to link their clients or any other representatives onto the remote videoconference call.
 - C. All attorneys must be present on the remote videoconference call at the designated time and place. Failure to be present on time will result in the call being terminated and the case being provided a future status date.

3. **EMERGENCY MOTIONS.** Emergency motions may be filed electronically and submitted through e-mail (with copies sent to all attorneys or self-represented litigant(s)) to the appropriate judge. Said judge will determine whether the motion qualifies as an emergency motion and may decide to schedule a hearing by telephone conference call or through remote videoconference call, subject to the procedures set forth below, as needed. Notice of any telephone conference call or remote videoconference call hearing will be provided to the parties if necessary. No parties shall appear in person unless notified to do so by order of the Court.

4. **CASE STATUS SETTINGS AND ALIAS SUMMONSES.** Attorneys and/or self-represented litigants who have matters set for any type of status before the Court through the pendency of this Order are encouraged to submit an agreed order setting forth the status of the case and setting a new future status date. Status orders may be submitted using the same method as submission of Agreed or Non-Contested Orders outlined below. Motions for alias summons or for service by special order of court pursuant to Section 2-203.1 of the Code of Civil Procedure (with the appropriate affidavits) may be submitted using the same method as submission of Agreed or Non-Contested Orders outlined below. A proposed order in Microsoft Word format must be included.
5. **RULE 218 CASE MANAGEMENT CONFERENCES.** Effective immediately until further notice, Rule 218 case management conferences will not be conducted in Court. The parties are encouraged to continue to engage in discovery pursuant to Supreme Court Rules, including Rule 206. Attorneys and/or self-represented litigants are encouraged to confer remotely and submit proposed agreed scheduling orders using the same method as submission of Agreed or Non-Contested Orders outlined below. These orders should be submitted at least 24 hours before the scheduled date. If no agreed or non-contested order is timely submitted, the Court may unilaterally set a schedule and subsequent case management order.
6. **AGREED OR NON-CONTESTED ORDERS ON HEARINGS OR DISPOSITIVE MATTERS.** Attorneys may submit agreed or non-contested orders, including briefing schedules on newly filed contested motions, via e-mail to the appropriate Judges at the following e-mail addresses, as long as the order is submitted at least 24 hours prior to the next court date. If no agreed or non-contested order is submitted, cases will be continued to a future date, and the parties will be notified of the new date in due course by the Clerk's office via e-mail or U.S. mail.

Judge Allen	judgeallen@willcountyillinois.com
Judge Anderson	judgeanderson@willcountyillinois.com
Judge Jarz	judgejarz@willcountyillinois.com
Judge Osterberger	judgeosterberger@willcountyillinois.com
Judge Petrunaro	judgepetrunaro@willcountyillinois.com
Judge Powers	jpowers@willcountyillinois.com
Judge Rickmon	judgerickmon@willcountyillinois.com
Judge Rossi	judgerossi@willcountyillinois.com

- Orders submitted by e-mail MUST
 - (1) be marked "AGREED" or "NON-CONTESTED";
 - (2) identify the attorney presenting the order;
 - (3) provide a brief recitation of the status of the case; and
 - (4) include a new court date, if the case is not dismissed.
- The e-mail MUST be sent to all attorneys, self-represented litigant(s), and if applicable, the Guardian Ad Litem.
- The subject line should read: AGREED ORDER or NON-CONTESTED followed by the case number (*e.g.*, AGREED ORDER case 20-CH-20 or NON-CONTESTED ORDER case 20-CH-20).
- NOTE: The Court is not under any obligation to sign a proposed agreed order and may make any modifications or additions it deems proper.

7. **CONTESTED MOTIONS ALREADY SCHEDULED FOR HEARING.** On contested motions already scheduled for hearing, the following procedures are applicable:

- A. Hearing by Remote Videoconference Call or Telephone Conference Call.** On cases where ALL parties are represented by attorneys, the case shall proceed on the currently scheduled time and date by remote videoconference call or, at the Court's discretion, by telephone conference, subject to the procedures set forth below. In a probate matter, if a Guardian Ad Litem has been appointed in the case, the Court will determine whether the G.A.L. need be present for argument on the call.
- B. Failure to Appear.** If any attorney fails to provide valid contact information or fails to timely appear for the remote videoconference call or telephone conference call, the matter will be stricken and will be reset for a future status date.
- C. Ruling on Briefs.** The parties may and are encouraged to agree to rest on the written pleadings. The attorneys are directed to submit an Agreed Order waiving oral argument at least 24 hours in advance of the scheduled hearing date. The Court will thereafter rule by mail or, in its discretion, reschedule the matter for hearing.
- D. Courtesy Copies.** Courtesy copies shall be submitted by e-mail at least seven (7) days in advance of any hearing date (or if no hearing date, when briefing is completed). All submissions must include a valid e-mail address and telephone number.

8. REMOTE VIDEOCONFERENCE OR TELEPHONE CONFERENCE CALL PROCEDURES:

- A.** All parties must be represented by an attorney.
- B.** It is the responsibility of the movant attorney (and if none, the Plaintiff's attorney) to obtain e-mail addresses or telephone numbers of all attorneys (and if required the G.A.L.) and submit the same to the Court by e-mail at least one (1) week in advance. Failure to provide valid e-mail addresses or telephone numbers may result in the hearing being rescheduled for a future date.
- C.** The Court shall provide information by e-mail regarding the appropriate platform and instructions for accessing the remote call to the attorneys. A link will be submitted to the attorneys at the e-mail address provided to the Court.
- D.** Remote videoconference calls and telephone conference calls may not always be subject to recording through the Court's electronic recording system. Therefore, if an attorney wishes to have a transcript of said proceeding, it is their obligation, with due notice to the other attorneys, to request the Court's permission to include a court reporter on the conference call.
- E.** Unless authorized by the Court, no recording shall be made of any remote videoconference call or telephone conference call.
- F.** Within two (2) business days following the remote call, the movant attorney (and if none, the Plaintiff's attorney) shall draft and electronically submit to the other attorneys and the Court a proposed order indicating (1) a remote videoconference or telephone conference call hearing was held; (2) the result of said hearing; and (3) scheduling a subsequent status date.

9. It is intended that these procedures and protocol comply with applicable law, Supreme Court Rules and local Circuit Court Rules, and will remain consistent with any mandates and directives from the Illinois Supreme Court and Administrative Order No. 2020-08.
10. This Order is effective immediately.

DATED THIS 21st DAY OF APRIL, 2020.



Richard C. Schoenstedt, Chief Judge

Circuit Clerk (Original)
Judges
State's Attorney
Public Defender
Will County Bar Associations