

STATE OF ILLINOIS )  
 ) SS  
NINETEENTH JUDICIAL CIRCUIT )

FILED

JUL 10 2020

ADMINISTRATIVE ORDER 20-42

NINETEENTH JUDICIAL CIRCUIT  
CIRCUIT COURT OF LAKE COUNTY

**AMENDED TEMPORARY PROCEDURES RE: EMAIL BOX PROCEDURES**

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 20-29, 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 20-30 through 20-32 are amended as follows:

1. The following Clerk of the Circuit Court email addresses used for scheduling certain court matters and submitting proposed agreed orders will no longer be available:
  - [cccivilfiling@lakecountyil.gov](mailto:cccivilfiling@lakecountyil.gov)
  - [ccriminalfiling@lakecountyil.gov](mailto:ccriminalfiling@lakecountyil.gov)
  - [ccjuvenilefiling@lakecountyil.gov](mailto:ccjuvenilefiling@lakecountyil.gov)
  - [ccmundeleinfiling@lakecountyil.gov](mailto:ccmundeleinfiling@lakecountyil.gov)
  - [ccparkcityfiling@lakecountyil.gov](mailto:ccparkcityfiling@lakecountyil.gov)
  - [ccroundlakefiling@lakecountyil.gov](mailto:ccroundlakefiling@lakecountyil.gov)
2. Counsel or Self-Represented Litigants may submit filings for **Criminal Division** and **Branch Court** courtrooms at the individual courtroom email addresses (ex. [ct110@lakecountyil.gov](mailto:ct110@lakecountyil.gov) or [cc403@lakecountyil.gov](mailto:cc403@lakecountyil.gov)). Acceptable documents include: Proposed Orders, Agreed Orders, Motions, Appearances, Plea Agreement documents, and Summary Suspension Petitions.
3. Counsel or Self-Represented Litigants may submit filings for **Civil and Family Division** courtrooms at the individual courtroom email addresses (ex. [cc101@lakecountyil.gov](mailto:cc101@lakecountyil.gov)). Acceptable documents include: Proposed Orders, Agreed Orders, and Courtesy copies.

4. Every email shall contain documents for one case only and shall describe the documents attached in the subject line, as applicable, as follows:
  - a. Agreed Order;
  - b. Proposed Order;
  - c. Motion;
  - d. Filing;
  - e. Plea Agreement/Sentencing Order Paperwork;
  - f. Courtesy Copies (Civil only); and
  - g. Exhibits.
  
5. Documents for a plea agreement shall be attached in a single email and shall include, if applicable,
  - a. Plea Agreement Order/Sentencing Order (Including any applicable exhibits);
  - b. Financial Sentencing Orders;
  - c. Trial Waiver;
  - d. Application and Order for Fee Waiver;
  - e. Amended Information/Indictment;
  - f. Custody Credit Order;
  - g. Probation/Public Service Referral;
  - h. Waiver of Right to be Physically Present;
  - i. Nolle Orders;
  - j. Restitution Orders; and
  - k. Criminal Order of Protection.
  
6. Failure to submit ALL documentation for each guilty plea may necessitate continuing the cause to a future date for entry of plea. All documents that are allowed to be emailed, as set forth above, must be emailed no later than 12:00 p.m. the business day prior to the court date.
  
7. No documents, other than those listed above, should be sent to the courtroom email boxes.
  
8. These procedures are in effect until further order.

Dated this 10<sup>th</sup> day of July, 2020.

ENTERED:

  
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DIANE E. WINTER,  
Chief Judge