

MAY 28 2020

IN THE CIRCUIT COURT
THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS

CLERK OF CIRCUIT COURT #59
THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS

ADMINISTRATIVE ORDER 2020-M-14
Madison and Bond Counties

Resumption of Court Operations by the Third Judicial Circuit

This Order applies to the Courts within the Third Judicial Circuit. The Resident Circuit Judge of Bond County is authorized to issue local orders, rules or protocols, consistent herewith, and for the limited purpose of implementing the provisions of this order in that County.

WHEREAS, for those reasons mentioned in prior Third Circuit Administrative Orders entered in March, April and May of 2020, and reference therein to various Orders of the Illinois Supreme Court (M.R. 30370), all dealing with the COVID-19 pandemic, and after consultation with and input from the presiding judges in each judicial division and various local justice and governmental partners, including but not limited to, the Madison County Health Department, State's Attorney, Public Defender, County Administration, Sheriff's Department, Jury Commissioner, the Circuit Clerk's office, and Probation and Court Services, and;

WHEREAS, it is necessary and appropriate to update prior Administrative Orders, taking access to justice and public safety into account and upon considering guidance received from, but not limited to, the Illinois Supreme Court's May 20, 2020 Order M.R. 30370, *In re: Illinois Courts Response to COVID-19 Emergency*, effective June 1, 2020;

WHEREFORE, the undersigned, as Chief Judge of the Third Judicial Circuit, hereby Orders as follows:

General Procedures Applicable to all Courthouses

- Lawyers and parties must arrive promptly for hearings and leave after the hearing ends;
- Lawyers and named parties only are allowed to attend hearings depending on the type of hearing, and subject to the assigned judge's directive;
- Face coverings are required while in the courthouses, subject to possible exceptions for court personnel so they may carry out certain duties, and as directed by the judge of the respective courtroom;
- Social distancing must be maintained at all times within the courthouses;
- No one will be allowed to congregate inside or outside the courtrooms;
- Case management and status hearings should be conducted remotely, pursuant to divisional guidelines established by presiding judges, unless by leave of court;

- Avoid touching doorknobs, handrails, computers, copiers and other “high-touch” areas. Access to some computers and copiers will not be available during this time; and
 - Capacity limits will be in place for each courtroom.
-

1. **Courtrooms.** All courtrooms are reopened for limited court business as described herein, subject to the oversight of the Chief Judge and respective Presiding Judge in each Division.
2. **Limitations.** In-person access to courthouse for courtroom business will be allowed on a limited basis with restrictions on capacity, among other things, and permitted only upon adherence to the divisional rules or procedures as set out in the attached orders hereto.

Each courtroom is different and will have its own schedule as approved by its respective judge. The goal is to have a minimal number of members of the public in courtrooms or their environs at any time, complying with the safety precautions described herein. Large docket calls, in particular, are being re-arranged and organized in an effort to reduce the number of persons in the courtroom and allow for social distancing. Where appropriate, remote hearings should be conducted via phone and video conference pursuant to the rules and procedures prescribed by the assigned judge.

Spectator, non-litigant/non-attorney and guest appearances in the courthouse for court business is strongly discouraged.

Specific standing orders of individual judges concerning courtroom procedure may be in existence. If none, attorneys and self-represented litigants should communicate with the clerk and/or bailiff for each individual judge concerning matters of procedure and scheduling.

3. **Entry into the Courthouse.** The Madison County Sheriff’s Department is tasked with the responsibility to screen persons who enter the courthouse for everyone’s safety. Everyone entering the building is required to have a face covering or entry will be denied.

Individuals shall be denied entry to the courthouse if they:

- a. Have travelled, within the last 21 days, to any country designated by the United States Centers for Disease Control (CDC) as high risk locations for transmission of COVID-19; or
- b. Reside with or have close contact with anyone who has travelled to any country designated by the United States Centers for Disease Control (CDC) as high risk locations for transmission of COVID-19; or

- c. Have been directed to quarantine, isolate, or self-monitor at home by any medical provider; or
- d. Reside with or have close contact with anyone who has been directed to quarantine, isolate, or self-monitor at home by any medical provider; or
- e. Have been diagnosed with, or have had close contact with anyone diagnosed with COVID-19; or
- f. Have flu-like symptoms, including fever, cough, or shortness of breath.

Anyone turned away or refusing screening will be asked to leave his/her name, and contact address with security, so that this information can be passed along to the presiding judge or respective courtroom staff.

- 4. **Court Date and Scheduling Inquiries.** It is a litigant's responsibility to know of his/her next court date and, if a self-represented litigant, to keep the Circuit Clerk advised of a current address, email address and phone number. Inquiries may be made by contacting your lawyer if you have one or by calling the clerk at (618) 692-6240 or referring to the following website:
https://www.co.madison.il.us/departments/circuit_clerk/court_records_search.php
- 5. **Grand Jury.** Grand Jury proceedings will resume September 3, 2020 in Madison County. Bond County Grand Jury proceedings will be determined by the Presiding Judge in consultation with the State's Attorney.
- 6. **Jury Trials.** Jury trials in Madison County will proceed only after the trial judge confers with the Chief Judge and the Chief Judge determines that proper distancing requirements and facilities limitations do not prevent the trial from proceeding safely. However, all jury trial requests are first subject to the respective divisional orders attached hereto, including continuances mandated by said orders. To the extent speedy trial implications are involved, any such continuance, per Supreme Court Order M.R. 30370 will be excluded from speedy trial computations and statutory time restrictions applicable to same shall be tolled until further Order of the Illinois Supreme Court.
- 7. **Probation and Court Services.** The Madison County Probation and Court Services Department will resume some office appointments for probation clients beginning June 1, 2020. Any person placed on probation beginning June 1, 2020 will need to report immediately to Room 29 on the ground floor of the Administration Building. Clients should not report to the Madison County Probation Department unless told to do so by a judge or probation officer. For questions or concerns, please call (618) 296-6255.

8. **Detention Home.** Visitation and access to the facility remains suspended, but remote contact with a detained family member may be arranged by calling Jon Volkmar at (618) 692-1002.
9. **Weddings.** Marriages and Civil Unions in Madison County will resume with limits placed on the number of ceremonies that may be performed on Fridays between 1:00 PM and 1:30 PM. Unless otherwise ordered, only the couple to the ceremony will be allowed in the courthouse.
10. **Law Library/Self-Help Center.** In Madison County, remote appointments may be scheduled with the law librarian at (618) 296-4900 and by email at lawlibrary@co.madison.il.us. Eventually, in-person appointments will resume after further assessment, planning and implementation of procedures. Visit our website to find additional information or assistance at https://www.co.madison.il.us/departments/circuit_court/law_library/index.php.
11. **Kid's Corner Supervised Parenting Time and Parenting Exchanges.** Supervised parenting time and exchanges shall resume, subject to the following guidelines:
 - a. All families will be screened prior to entering Madison County Kids' Corner. This will include taking each person's temperature and assessing symptoms. Any visitor showing symptoms of COVID-19 including cough, and/or fever of 100.4 or greater will be asked to leave the center.
 - b. All visitors over the age of two (2) will be required to wear a face covering. If you arrive at the Madison County Kids' Corner for Supervised Parenting Time and/or Parenting Exchanges without a mask on you will be asked to leave.
 - c. If you are sick with COVID-19, were recently exposed (within 14 days) to someone with COVID-19, or just do not feel well, please contact Kids' Corner to cancel the Supervised Parenting Time and/or Parenting Exchange for that day.
 - d. Practice social distancing by staying at least six feet (two meters) from other families at the center.
 - e. The number of people inside at one time may be limited.
12. **Children First Parenting Program.** The program may be completed online through August 31, 2020. To register for the Children First Parenting Education Program, call (618) 251-6214 between 9:00 a.m. and noon, Monday through Friday.
13. **Arbitration.** Please refer to Order Regarding Civil Jury & Non-Jury Trials, Arbitration Hearings, Motion Hearings and CMC Settings attached and incorporated herein.
14. **Foreclosure Mediation.** Intake, Pre-mediation and Mediation conferences are currently performed by remote means and are scheduled by Jennifer Dunham at the Madison County Foreclosure Mediation Center, 101 East Edwardsville Road,

Suite 203 Wood River, IL 62095. Phone: (618) 296-4760. Email: jedunham@co.madison.il.us

15. **Evictions.** Effective June 1, 2020, the Sheriff may fully resume evictions (as manpower permits) subject to the Cares Act Requirements, as set forth below:

The landlord shall affirmatively state in the complaint or in a supporting affidavit that the dwelling unit of which the plaintiff seeks possession is **NOT** a “covered dwelling” within the meaning of Section 4024(a) (1) of the CARES Act or Section 4024(a) (2) of the CARES Act. This requirement shall remain in effect until August 24, 2020 or further order of the court.

Similarly, landlords delayed by the stay of court proceedings may now file for an extension of time to execute eviction. Due to the unusual nature of the delay, extension motions will be considered without further hearing unless specially set by the Eviction Judge.

16. **E-Filing.** E-Filing requirements, for self-represented litigants only, remains suspended until further notice, as access to the clerk’s E-Filing terminals for self-represented litigants is limited. Such persons may file paper pleadings with the Circuit Clerk.

17. **Divisional Orders.** Attached hereto and incorporated herein by reference are orders as follows:

- a. Order Regarding Criminal Felony Matters;
- b. Order Regarding Civil, Jury and Non-Jury Trials, Arbitration Hearings, Motion Hearings and CMC Settings;
- c. Order Regarding Family Division Special Settings, Motion Hearings and All CMC Settings;
- d. Associate Judge Civil Dockets;
- e. Courtroom 103 Traffic/Misdemeanor/Ordinance Dockets; and
- f. Alton Traffic/Misdemeanor/Municipal Ordinance Dockets.

18. **Effective Date.** This order is effective June 1, 2020, supersedes previous Third Judicial Circuit administrative orders referenced above, and may be extended, supplemented or modified. For updates on these and other matters involving the Third Judicial Circuit operations, please visit:

https://www.co.madison.il.us/departments/circuit_court/index.php

The Clerk of the Circuit Court is to notify all parties of record by posting on its website and emailing attorneys and by other appropriate means. This order shall be filed in the Office of the Circuit Clerk of Madison County, Illinois and that said order be made available to the members of the bar and public.

ENTER: May 28, 2020


William A. Mudge, Chief Judge

**IN THE CIRCUIT COURT
FOR THE THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS**

ORDER REGARDING CRIMINAL FELONY MATTERS

Consistent with the administrative orders previously entered by Chief Judge Mudge and the Illinois Supreme Court, and subject to future Administrative Orders, the following shall apply to all criminal felony matters effective June 1, 2020, and until further Order:

All persons entering the Criminal Justice Center must wear a mask at all times, observe appropriate social distancing and comply with room capacity limitations.

Attorneys should confirm any special setting (e.g. motion to suppress, sentencing, etc.) with the assigned Judge at least one week in advance.

Jury Trial Dockets:

Cases will remain on the docket as currently set. Attorneys shall NOT have out-of-custody Defendants physically appear at the Courthouse unless directed to do so by the Court. Defendant's not represented by counsel should appear in person. Attorneys may appear personally, but are encouraged to discuss cases with the State in advance and minimize in person visits to the Criminal Justice Center.

A change of plea hearing must be scheduled with the Court in advance. The Court may accept a change of plea via Zoom. Attorneys wishing to conduct a plea via Zoom must have all paperwork completed, signed and provided to the Court in advance of the scheduled hearing.

Probation Revocation Dockets:

Defendants not in custody are not required to appear in Court. In custody matters will remain set on Wednesday morning at 9:00 a.m. However, the Court will conduct uncontested hearings throughout the week at agreed upon times via video. Contested in custody hearings will be conducted in open court and will be scheduled by the court upon request.

Preliminary Hearings for Defendants in Custody:

Although these cases will remain set as scheduled, the Court will conduct hearings throughout the week at mutually agreed upon times. The Court encourages attorneys to avail themselves of this scheduling flexibility in order to minimize the number of persons entering the Courthouse on the scheduled date.

Waivers of preliminary hearing will be conducted via closed circuit video with the Madison County Jail. Contested preliminary hearings will be conducted in open Court and will be scheduled by the Court upon request.

Preliminary Hearings for Defendant's Not in Custody:

These cases are currently set on a particular day at 9:00 a.m. Due to the number of cases scheduled, social distancing and capacity limits require that the cases be rescheduled in thirty minute intervals. Therefore, the Clerk will issue advance notice indicating the exact time a Defendant should appear.

Defendants represented by counsel who agree to waive their right to personally appear in open Court, may waive a preliminary hearing via Zoom video conferencing. In order to limit the number of persons physically present in the Courthouse, attorneys are strongly encouraged to consider appearing for preliminary hearing waivers via Zoom. Attorneys interested in this option should contact Judge Schroeder.

Bond Motions:

Prior to preliminary hearing, motions to modify bond will continue to be heard by the Judge conducting video first appearances. Motions filed after preliminary hearing will be specially set by the assigned Judge. The Defendant will appear via closed circuit video with the Madison County Jail. Attorneys may appear in person or by telephone. If appearing by phone, the attorney must notify the Judge in advance of the hearing.

IN THE CIRCUIT COURT
THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS

FILED
MAY 18 2020

CLERK OF CIRCUIT COURT #89
THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS

ORDER REGARDING CIVIL, JURY & NON-JURY TRIALS,
ARBITRATION HEARINGS, MOTION HEARINGS and CMC SETTINGS

Consistent with Chief Judge Mudge's Administrative Orders 2020-M-7 (March 16, 2020) and, 2020-M-13 (May 1, 2020), and subject to future Administrative Orders, the following shall apply to all Civil Jury and Non-Jury cases assigned to Judges Ruth, Smith, Threlkeld or Dugan:

Civil Jury Trials:

No Civil Jury Trials shall be conducted until August 1, 2020 and all Civil Jury Trials presently set to begin prior to August 1, 2020 are hereby CONTINUED.

Arbitration Hearings:

Starting in June, Arbitration Hearings will be conducted via Zoom videoconference. Arbitrators and litigants with cases set in June should consult with the Arbitration Administrator with any questions regarding the hearings.

Arbitration First Appearances/CMCs and AR Non-Jury trials for June and July will be addressed by further order of the Court.

Motion Hearings:

All Motions which are set to be heard prior to August 1, 2020 shall be conducted remotely via telephone or video conferencing, unless the presiding judge shall allow the motion to be heard in-person in accordance with social distancing and protective gear requirements as ordered by the Chief Judge. After August 1, 2020, motion hearings may be held remotely or in-person at the discretion of the assigned judge, subject to Administrative Orders that may hereafter be entered.

For those motions not automatically set by the Court, a request for hearing on a motion shall be made by sending to the assigned judge or their clerk, via email, a written request for a hearing date. Such requests shall specify the motions to be presented and whether a court-reporter is required.

Case management Conferences: In lieu of the regularly scheduled monthly case management dockets and until further Administrative Order of the court, parties shall adhere to the following:

- All Case Management Conferences scheduled in May, June, and July are hereby cancelled.
- In those cases where a Jury Trial or Non-Jury Trial has been continued by the assigned Judge or Administrative Order and has not been reset, the lead counsel for each party shall within sixty (60) days of this Order personally confer for the purpose of selecting a new trial date and send to the assigned judge, via email, in Word format, a proposed order containing the requested new trial date. Jury Trial dates for 2020; 2021, and 2022 are available at:
https://www.co.madison.il.us/departments/circuit_clerk/court_schedules.php
- In those cases where no Case Management Order has been entered, the lead counsel for each party shall, within sixty (60) days of this Order personally confer for the purpose of selecting discovery deadlines and cut-off dates, expert and opinion disclosure, and a trial date and send to the assigned Judge, via email, in Word format, a proposed Case Management Order for approval. Forms for Case Management Orders may be found at:
https://www.co.madison.il.us/departments/circuit_clerk/Forms_Instructions.php
- For any new case filed, within sixty (60) days of Defendant(s) having filed an answer, the lead counsel for each party shall personally confer for the purpose of selecting discovery deadlines and cut-off dates, expert and opinion disclosure, and a trial date and send to the assigned Judge, via email, in Word format, a proposed Case Management Order for approval. Forms for Case Management Orders may be found at:
https://www.co.madison.il.us/departments/circuit_clerk/Forms_Instructions.php

The Clerk of the Circuit Court is to notify all parties of record, that it be filed in the Office of the Circuit Court of Madison County and be made available to all members of the public by posting on the Circuit Clerks website and emailing to all attorneys on the master list of attorneys maintained by the Circuit Clerk.

Entered: May 18, 2020

S/Judge Dennis R. Ruth
druth@3rdcircuit.illinoiscourts.gov
Clerk: Brooke Toner
Ph: 618-296-4405
betoner@co.madison.il.us

S/Judge Sarah D. Smith
ssmith@3rdcircuit.illinoiscourts.gov
Clerk: Brooke Toner
Ph: 618-296-4405
betoner@co.madison.il.us

S/Judge Chris P. Threlkeld
cthrelkeld@3rdcircuit.illinoiscourts.gov
Clerk: Lydia King
Ph: 618- 296-4508
lmking@co.madison.il.us

S/Judge David W. Dugan
ddugan@3rdcircuit.illinoiscourts.gov
Clerk: Theresa Carney
Ph: 618- 296-4977
tkcarney@co.madison.il.us

**IN THE CIRCUIT COURT
THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS**

**ORDER REGARDING FAMILY DIVISION SPECIAL SETTINGS,
MOTION HEARINGS AND ALL CMC SETTINGS**

WHEREAS, on May 20, 2020 the Illinois Supreme Court entered Order #30370, directing all courts to minimize the exposure to and the impact of the 2019 Novel Corona virus on judicial operations. Based upon this guidance the Family Division, Third Judicial Circuit will take the following precautions until further order of the court and subject to future Administrative Orders, the following shall apply to all Family cases assigned to Judges Schuette, Jumper, Foster, Julian or Armouti:

ALL CASE MANAGEMENT CONFERENCES:

FOR ALL CURRENT CASES:

All Case Management Conferences scheduled in June and July are hereby cancelled.

In those cases where a Motion or Final Hearing was continued by the assigned Judge or by Administrative Order and has not been re-scheduled, counsel for each party shall within **thirty (30)** days of this Order personally confer for the purpose of selecting a new hearing date and send to the assigned judge, via email an email requesting a new special setting or final hearing date.

In those cases where *no* final hearing/trial date has been scheduled:

1. For Dissolution of Marriage cases without Minor Children:

The lead counsel for each party shall, within **sixty (60)** days of this Order personally confer for the purpose of selecting discovery deadlines and cut-off dates, expert and opinion disclosure, and a trial date and send to the assigned Judge, via email, a proposed order requesting a final hearing/trial date.

2. For Cases Involving Minor Children and Allocation of Parental Responsibilities:

In accordance with Supreme Court Rule 922, all allocation of parental responsibility proceedings shall be resolved within 18 months of service of the Petition or the Complaint to final order. Within **thirty (30)** days of this Order, counsel (and any GAL, or other representative for the child) shall confer for the purpose of selecting mediation dates, discovery deadlines, cut-off dates, expert and opinion disclosure and a final trial date within the 18 months as required by the Supreme Court and shall submit said order to the assigned judge.

If the parties are unable to meet the 18 month deadline, the parties (including any GAL, or other representative for the child) shall present to the court in writing the reasons for such delay. At the time the court may consider whether there is sufficient justification per Supreme Court Rule 922 to find good cause for the extension.

In cases where both parties are Self-Represented, the Court will reschedule any cancelled Case Management Conferences.

FOR ALL NEW CASES FILED AND OPENED AFTER THE ENTRY OF THIS ORDER:

1. For Dissolution of Marriage cases without Minor Children:

Upon receipt of proof of service on the Respondent or an Entry of Appearance by Respondent, the assigned judge shall schedule the Initial Case Management Conference. The Initial CMC order shall indicate the date and time of the setting and shall indicate whether the CMC shall occur either in person, via telephone conference or via video conference. At the Initial Case Management Conference the parties shall identify all contested and uncontested issues. In addition, pursuant to Local Court Rule 2.05 the parties shall file Financial Affidavits along with all supporting documentation. The parties have a continuing duty to update this information and supplement this information to the opposing party. This information will also be filed with the Clerk of the Circuit Court.

A copy of the Case Management Order can be found at:

https://www.co.madison.il.us/document_center/CircuitClerk/Family%20CMC%20Order.docx

A Final Case Management date will be scheduled at the Initial Case Management Conference. During this Final Case Management Conference the parties will confirm that all discovery is complete and the parties are ready to proceed with final hearing/trial on all pending matters. The parties shall obtain a trial date from the assigned judge during the Final Case Management Conference.

A copy of the Final Case Management Order can be found at:

https://www.co.madison.il.us/document_center/CircuitClerk/Family%20Final%20CMC%20Setting%20Order.docx

2. For Cases Involving Minor Children and Allocation of Parental Responsibilities:

In accordance with Supreme Court Rule 922, all allocation of parental responsibility proceedings shall be resolved within 18 months of service of the Petition or the Complaint to final order. Upon receipt of proof of service on the Respondent, or on Entry of Appearance by

Respondent, the assigned judge shall schedule the Initial Case Management Conference. The Initial CMC shall be conducted within 90 days after service on the Respondent in accordance with Illinois Supreme Court Rule 904. This notification shall indicate the date and time of the setting and shall indicate whether the CMC shall occur either in person, via telephone conference, or via video conference.

In cases involving Allocation of Parental Responsibilities, during the Initial Case Management Conference the parties shall identify all contested and uncontested issues to include temporary parenting time, child support, and whether a Guardian Ad Litem for the minor child(ren) should be appointed. The parties shall also be ordered to mediation, given deadlines for completing Children's First as well as the deadlines for submission of proposed parenting plans. Pursuant to Local Court Rule 2.05 the parties shall submit Financial Affidavits along with all supporting documentation. The parties have a continuing duty to update this information and supplement this information to the opposing party. This information will also be filed with the Clerk of the Circuit Court.

A copy of the Case Management Order can be found at:

https://www.co.madison.il.us/document_center/CircuitClerk/Family%20CMC%20Order.docx

A Final Case Management date will be scheduled during the Initial Case Management Conference. During this Final Case Management Conference the parties will confirm that all discovery is complete and the parties are ready to proceed with final hearing/trial on all pending matters. The parties shall obtain a trial date (within 18 months from service on Respondent) from the assigned judge during the Final Case Management Conference.

A copy of the Final Case Management Order can be found at:

https://www.co.madison.il.us/document_center/CircuitClerk/Family%20Final%20CMC%20Setting%20Order.docx

**UNTIL FURTHER ADMINISTRATIVE ORDER THERE WILL BE NO OTHER CMCS
SCHEDULED OTHER THAN THE INITIAL CASE MANAGEMENT CONFERENCE
AND THE FINAL CASE MANAGEMENT CONFERENCE.**

MOTION HEARINGS/SPECIAL SETTINGS:

All Motions which are set to be heard prior to August 1, 2020 shall be conducted remotely via telephone or video conferencing, unless the presiding judge shall allow the motion to be heard in-person in accordance with social distancing and protective gear requirements as ordered by the

Chief Judge. After August 1, 2020, motion hearings may be held remotely or in-person at the discretion of the assigned judge, subject to Administrative Orders that may hereafter be entered.

For those cases not previously rescheduled by the court, a request for hearing on a motion shall be made by sending to the assigned judge via email a request, to obtain a new hearing date. Such requests shall specify the motions to be presented, a list of any exhibits and/or witnesses and whether a court-reporter or interpreter is required. Further, the request must specify the time required to hear said motion. Email addresses, telephone numbers of all parties/counsel and witnesses shall be included in the motion. In those cases where self-represented parties are involved only the Judges public email address shall be used.

CONTINUANCES/FAILURE TO COMPLY:

Pursuant to Illinois Supreme Court Rule 901, parties, witnesses, and counsel shall be held accountable for participating in all scheduled final hearings in all family cases. Continuance shall not be granted in allocation of parental responsibility cases except for good cause shown and may only be granted if the continuance is consistent with the health, safety and best interests of the child.

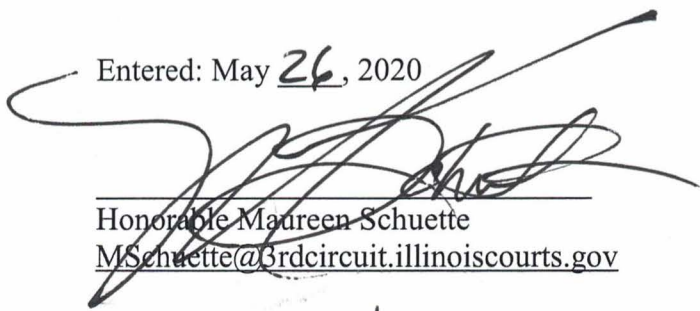
In cases that do not involve minor children or issues involving allocation of parental responsibilities, continuances will be granted if agreed by the parties and/or for good cause shown. The party requesting the continuance must detail the reasons for the continuance as well as whether the opposing party objects to the continuance.

Any party or attorney subject to the jurisdiction of this court, required by this order to participate and comply with any case management order, who without good cause fails to abide by this or any case management order entered shall be subject to the sanctioning power of the court, including, but not limited to those sanctions authorized under Illinois Supreme Court Rule 219(c) such as criminal or civil contempt, dismissal of their cause of action, imposition of attorneys fees and/or imposition of monetary sanctions.

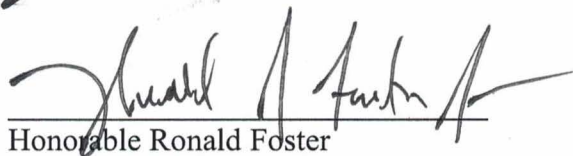
This administrative order applies to all cases within the Family Division whether a party is represented by counsel or is self represented.

The Clerk of the Circuit Court is to notify all parties of record, that it be filed in the Office of the Circuit Court of Madison County and be made available to all members of the public.

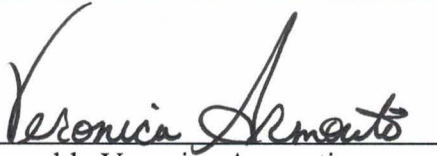
Entered: May 26, 2020



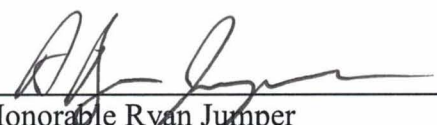
Honorable Maureen Schuette
MSchuette@3rdcircuit.illinoiscourts.gov




Honorable Ronald Foster
RFoster@3rdcircuit.illinoiscourts.gov



Honorable Veronica Armouti
VArmouti@3rdcircuit.illinoiscourts.gov



Honorable Ryan Jumper
AJumper@3rdcircuit.illinoiscourts.gov



Honorable Barry Julian
BJulian@3rdcircuit.illinoiscourts.gov

IN THE CIRCUIT COURT FOR THE THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS

Petitioner,)
)
Vs.) No. _____
)

Respondent.)

INITIAL CASE MANAGEMENT CONFERENCE SETTING ORDER

This case is hereby set for **Initial Case Management Conference** on:

_____ at _____ a.m./p.m.

_____ This matter will be conducted via Zoom Conference.
_____ This matter will be conducted via Telephone Conference.
_____ This matter will be conducted in the Judge's Courtroom.

Be prepared to identify all contested and uncontested issues. Pursuant to local Rule 2.05 BOTH parties shall fill out and complete a Financial Affidavit and attach all supporting documents. Parties are admonished of their requirement to update this information prior to any court hearing as well as if there has been a substantial change in their financial circumstances. Failure to comply with this Local Court Rule can be grounds for sanctions.

A Final Case Management order will be scheduled at the Initial Case Management Conference.

If you have children under the age of 18, you must file a Children First Parenting Education Program Certificate of Completion before a divorce or separation will be granted. To register for the Children First Parenting Education program, call (618) 251-6214 between 9am and noon, Monday through Friday.

You are required to attend these conferences. If you are not represented by an attorney you are required to notify the Madison County Clerk's office in writing of your email address and telephone number at least 7 days prior to the above date.

Failure to attend a conference or failure to contact the Clerk and provide in writing your email address and telephone number as provided herein, may result in you being found in default. Pursuant to Local Court Rules and Illinois Law, you are prohibited from recording (audio or video) this or any other court proceeding.

DATE

JUDGE

IN THE CIRCUIT COURT FOR THE THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS

Petitioner,
Vs. _____
Respondent.

)
)
)
)
)
)
)

No. _____

CASE MANAGEMENT ORDER

Case called for Initial Case Management Conference. Both parties appear and identified contested issues in this matter. The court being duly advised of the nature and any complexities in this case hereby sets this case for a Final Case Management Conference on _____, _____, at _____ a.m./p.m. to obtain a final hearing/trial date.

_____ This matter will be conducted via Zoom Conference.
_____ This Matter will be conducted via Telephone Conference.
_____ This matter will be conducted in the Judge's Courtroom.

THE FOLLOWING MATTERS SHALL BE COMPLETE BEFORE THE FINAL CASE MANAGEMENT CONFERENCE:

_____ Expert witnesses and Expert reports must be disclosed and exchanged by this date.

_____ Lay witnesses shall be disclosed by this date.

_____ Children's First shall be completed and a Certificate filed by this date.

_____ Mediation shall be completed by this date.

_____ Proposed Parenting Plan (Joint or Individual) **MUST** be filed by this date.

_____ A Guardian Ad Litem will be appointed, if necessary by this date.

_____ All Proposed Child Support Calculations shall be efiled with the Clerk by this date.

_____ All Proposed Maintenance Calculations shall be efiled with the Clerk by this date.

_____ All Real Estate Appraisals shall be completed and exchanged by this date.

_____ All Retirement/Pension Plans Statements shall be exchanged by this date.

_____ All Business and Property Evaluations shall be completed and exchanged by this date.

_____ All Discovery shall be completed and will be closed on that date and time.

_____ : Other: _____

You are required to attend these conferences. If you are not represented by an attorney you are required to notify the Madison County Clerk's office in writing of your email address and telephone number at least 7 days prior to the above date.

Failure to attend a conference or failure to contact the Clerk and provide in writing your email address and telephone number as provided herein, may result in you being found in default. Pursuant to Local Court Rules and Illinois Law, you are prohibited from recording (audio or video) this or any other court proceeding.

Petitioner/Petitioner's Attorney

Respondent/Respondent's Attorney

DATE

JUDGE

Petitioner,
Vs.

Respondent.

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No. _____

No. _____

trial or hearing ALL parties must submit a list of proposed previously disclosed witnesses and a list of exhibits. The attorneys/self-represented litigants are to exchange their position statements, proposed previously disclosed witness lists, and exhibits list PRIOR to trial/hearing.

DATE

JUDGE

IN THE CIRCUIT COURT THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS

ASSOCIATE JUDGE CIVIL DOCKETS

[Civil Appearances/Citations/Evictions/Foreclosure/Probate/Misc. Civil]

Consistent with Illinois Supreme Court Order #30370 entered May 20, 2020, and the Third Judicial Circuit's Administrative Order 2020-M-14, the following are effective immediately:

All uncontested and walk-through matters are to be done remotely by email, conference call, or Zoom, as directed by the Court.

Limited Dockets to begin 6/15/2020, with many matters (excluding foreclosure and probate) to be handled simultaneously by Judges Chapman and Harrison in two courtrooms. Limits on the number of persons allowed in the courtroom, consistent with health department recommendations, will apply to all proceedings.

Only parties or required witnesses are to come into the courthouse. Counsel must minimize the number of persons present. Anyone appearing at court must comply with all safety and social distancing protocols, including face coverings.

Court reporting will only be available upon special request and court approval.
All exhibits to be e-filed prior to any hearing.

Citations (Post-Judgment)

Limited Dual Docket will be set Wednesdays at 1:00 PM for an abbreviated period.

Civil Appearances (Evictions/Small Claims)

Multiple Dual Dockets will be set Wednesdays at 1:30 PM, 2:30 PM, and 3:30 PM.

Evictions

Multiple Dual Dockets will be set Thursdays at 1:00 PM, 2:00 PM, and 3:00 PM.

Foreclosure

Limited Single Docket will be set Tuesdays at 1:00 PM (in one of the large courtrooms).

The Foreclosure Mediation docket will proceed remotely by phone or other remote means approved by the presiding judge.

Probate

Contested and default matters to be done by special setting or limited dockets (on Monday and Tuesday) as designated by the Court. Counsel may contact the Probate Clerk or Probate Judge for settings. The Clerk will also provide notice as the court directs.

All high-risk individuals (including alleged disabled adults) and minors will be allowed to appear remotely or waive their presence, if desired.

IN THE CIRCUIT COURT
THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS

**COURTROOM 103 TRAFFIC/MISDEMEANOR/ORDINANCE
DOCKETS**

In order to address the back-log of Traffic/Misdemeanor/Ordinance dockets, it is anticipated that dockets and to comply with recommended health and safety guidelines, there will be four calls, at least initially, on each docket as follows:

- a. 9:00am to 10:30am
- b. 10:30am to 12:00pm
- c. 1:00pm to 2:30pm
- d. 2:30pm to 4:00pm

The number of litigants admitted into the Courtroom for each call shall be limited to 10. Litigants will be sit six (6) feet apart from each other and only every other bench row will be occupied. Tape shall clearly mark designated seating. Anyone not complying with the designated seating pattern will be removed from Courtroom.

The doors will close ten (10) minutes after the call begins with Security turning away any late arrivals. They shall be advised that new notices will be sent.

This Order is subject to revision at any time.

IT IS SO ORDERED.

Enter: 20 May 2020

Philip B. Alfeld

JUDGE

IN THE CIRCUIT COURT THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS

ALTON TRAFFIC/MISDEMEANOR/MUNICIPAL ORDINANCE DOCKETS

Consistent with Illinois Supreme Court Order #30370 entered May 20, 2020, and the Third Judicial Circuit's Administrative Order 2020-M-14, the following are effective immediately in all Alton Traffic/Misdemeanor/Municipal Ordinance dockets:

1. Everyone in the Courtroom shall wear masks at all times.
2. Anyone refusing to wear a mask or removes it while in the Courtroom will be removed from the courtroom.
3. Only clerks are permitted in the Deputy Clerk's area. Copies of documents, upon request to the Judge, shall be disbursed at lobby window or emailed.
4. No one shall be admitted to chambers without Judge's permission.
5. No congregating around bench or counsel tables.
6. Attorneys shall check-in with the Deputy Clerk at lobby window upon arrival and before entering Courtroom.
7. Attorneys shall not form a line, as in the past, to speak with a prosecutor. Attorneys shall be called by prosecutor in order of check-in.
8. Attorneys shall maintain a distance of six feet from each other and from everyone else.
9. Attorneys shall not be permitted to use Courtroom computers.
10. All orders shall be left at designated location for entry by Court.
11. No motions shall be heard without Court's approval prior to docket.
12. Attorneys shall negotiate in good faith with prosecutors prior to docket.
13. Attorneys shall advise clients that only the client shall be admitted into the Courtroom. If someone accompanies the client, that person shall remain in their vehicle. There is no room in the Police Department lobby for these persons.

14. It is anticipated that, at least initially, there will be calls at 9:00am to 10:30am, 10:30am to 12:00pm, 1:00pm to 2:30pm and 2:30pm to 4:00pm. Attorneys shall appear only at the call whereupon they have cases set. The number of litigants admitted into the Courtroom for each call shall be limited to 24 persons. Litigants will be seated six feet apart from each other with only every other bench row being occupied. Tape shall clearly mark designated seating. Anyone not complying with the designated seating pattern will be removed from Courtroom.
15. The doors will close fifteen minutes after the call begins with Security turning away any late arrivals. They shall be advised that new notices will be sent.
16. Attorneys shall conduct their business expeditiously, have minimum interaction with others and leave the Courtroom as soon as possible.

ALTON MUNICIPAL ORDINANCE INSPECTORS AND ATTORNEYS

1. Only *one* municipal inspector shall be permitted in the Courtroom at a time. Inspectors may no longer occupy the table within the Courtroom previously utilized.
2. All other inspectors shall wait to be summoned by Municipal Attorney at a designated location within the Alton Police station.
3. The inspectors and/or Municipal attorneys are encouraged to negotiate with the litigants *prior* to Court appearances.
4. This Order is subject to revision at any time. IT IS SO ORDERED.

Enter: 20 May 2020

Philip B. Alfeld
JUDGE