



C-205	<a href="mailto:CC205@lakecountyil.gov">CC205@lakecountyil.gov</a>	Judge Brodsky
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-301	<a href="mailto:CC301@lakecountyil.gov">CC301@lakecountyil.gov</a>	Judge Seneczko
C-302	<a href="mailto:CC302@lakecountyil.gov">CC302@lakecountyil.gov</a>	Judge Jasica
C-303	<a href="mailto:CC303@lakecountyil.gov">CC303@lakecountyil.gov</a>	Judge Salvi
C-304	<a href="mailto:CC304@lakecountyil.gov">CC304@lakecountyil.gov</a>	Judge Vorderstrasse
C-305	<a href="mailto:CC305@lakecountyil.gov">CC305@lakecountyil.gov</a>	Judge Melius
C-403	<a href="mailto:CC403@lakecountyil.gov">CC403@lakecountyil.gov</a>	Judge Cornell
C-404	<a href="mailto:CC404@lakecountyil.gov">CC404@lakecountyil.gov</a>	Judge Betar
T-512	<a href="mailto:CT512@lakecountyil.gov">CT512@lakecountyil.gov</a>	Judge Smith
T-612	<a href="mailto:CT612@lakecountyil.gov">CT612@lakecountyil.gov</a>	Judge Shanes

- 2. PRESENTMENT OF MOTIONS.** For any motion set for presentment the notice of motion shall contain the following language: “Parties wishing to attend the presentment of this motion shall not appear in person in the courtroom, unless specially ordered to do so by the court.” This proceeding will be conducted by Zoom video and telephone conferencing. A Zoom Meeting ID, Password and Link for this court call will be listed by courtroom, date and time at: <https://19thcircuitcourt.state.il.us/2163/Remote-Court-Hearings.>”

There will be a single Zoom ID, Password and Link for each morning or afternoon court session. Even if your case is scheduled at a time later than the initial start time of the court call, you can enter the court session at your scheduled time by using the Zoom Link and entering the meeting ID and Password into Zoom.

- 3. BENCH TRIALS.** Bench trials will be conducted remotely pursuant to the Nineteenth Judicial Circuit’s Zoom Bench Trial Protocol, which may be modified by standing order of the assigned judge. The remote appearance procedures in that Protocol will apply to all persons participating in bench trials, including the parties, counsel, and witnesses. Parties who can demonstrate good cause why they cannot proceed with a remote bench trial may file a motion with the court. Motions requesting a physical appearance or alternative bench trial procedure, with a proposed order, must be filed and courtesy copies submitted to the court either by regular mail or dropped off with court administration, at least 14 calendar days prior to the scheduled bench trial. The motion shall set forth the basis for the movant’s request along with the proposed alternative procedures. The parties can request a copy of this Protocol from the Clerk at any time, and it will be posted with each courtroom’s standing Orders on the website of the Nineteenth Judicial Circuit.

- 4. ARBITRATION HEARINGS.** All arbitration hearings will be conducted remotely pursuant to the Nineteenth Judicial Circuit's Zoom Bench Trial Protocol, which will be adopted by the court subject to the provisions set forth in Illinois Supreme Court Rule 90. Remote appearance procedures will apply to all persons participating in arbitration hearings, including the parties, counsel, and witnesses. The Arbitration Administrator will issue invitations for the hearing date and time to all parties and arbitration participants. The Arbitration Chair will serve as Zoom host. Parties who can demonstrate good cause why they cannot proceed with a remote arbitration hearing may file a motion with the court. Motions requesting a physical or other alternative hearing method must be filed and scheduled for hearing in C-304 at least 14 days prior to the scheduled arbitration. Courtesy copies with a proposed Order shall be delivered to the Court at least 7 days prior to the hearing. The motion shall set forth the basis for the movant's request along with the proposed alternative procedures. The Nineteenth Judicial Circuit's Zoom Bench Trial Protocol will be provided to the parties at least 7 days in advance of the scheduled arbitration date. The parties can request a copy of this protocol from the Clerk at any time, and it will be posted on the website of the Nineteenth Judicial Circuit.
- 5. PRE-TRIAL SETTLEMENT CONFERENCES.** Pre-Trial Settlement Conferences will be conducted remotely on Zoom. The plaintiff and the assigned insurance adjuster for the defendant shall also be present by Zoom. The parties shall electronically submit their pretrial settlement memoranda as required by Local Court Rule 2-3.01(E), by courtesy copy to the court, both electronically to the courtroom mailbox listed in Paragraph 1 of this Administrative Order, and by regular mail to the attention of the assigned judge in the courthouse.
- 6. AGREED ORDERS.** Civil Division Judges will continue to accept proposed agreed orders remotely until further order of Court. Proposed agreed orders should be submitted to the Clerk's Office by email to the courtroom email listed in paragraph 1.
- 7. ROUTINE MATTERS.** In the discretion of the assigned judge, Motions for Alias Summonses, Appointment of Special Process Server, or for Service by Special Order of Court pursuant to Section 2-203.1 of the Code of Civil Procedure may be submitted to the Clerk's Office by email to the courtroom email listed in paragraph 1 and may be ruled on off-call. Such motions must be supported by proper affidavits of non-service and must include a proposed order in Microsoft Word.
- 8. SPECIAL PROCEDURES IN SC, LM, AND AR CASES, AND FOR CITATIONS TO DISCOVER ASSETS, PETITIONS FOR RULES TO SHOW CAUSE, AND POST JUDGEMENT SUPPLEMENTAL PROCEEDINGS.**

- a. Effective on the date of this order, any newly filed SC, LM or AR case, and any Citation to Discover Assets, Petition for Rule To Show Cause, or Post Judgment Supplemental Proceeding (regardless of case designation) must contain the following language in the Summons, Citation, or Petition, in both English and Spanish:

“On the date indicated below, do not come to the courtroom. You must instead appear in court using Zoom video or telephone conferencing. This is to protect your safety, and the safety of others. Each scheduled court call will have a Zoom Meeting ID, Password and Link posted by courtroom, date and time at the following website:

<https://19thcircuitcourt.state.il.us/2163/Remote-Court-Hearings>.

You should attend court by clicking on this link and entering the Meeting ID and Password. If you fail to attend court by Zoom, you may be defaulted. A **Zoom Instruction and Protocol Sheet** can be found in both English and Spanish at the following website:

<https://19thcircuitcourt.state.il.us/DocumentCenter/View/2812/Zoom-Instruction-and-Protocol-Sheet-51820>.”

“Por motivos de su propia seguridad y la de los demás, las comparecencias en el juzgado se están realizando únicamente por medio de video y teleconferencias vía Zoom. Ninguna audiencia se está llevando a cabo en persona.

La fecha, la hora, el código de identificación de la reunión en Zoom (ID), la contraseña (Password) y la liga de enlace (Link) en que Ud. deberá comparecer estarán indicadas por juzgado y lo encontrará en el siguiente sitio web: <https://19thcircuitcourt.state.il.us/2163/Remote-Court-Hearings>

El horario y enlaces para todas las audiencias judiciales se publicarán en esa página.

Para comparecer, Ud. debe de hacer clic en el enlace que le corresponda a su audiencia en particular.

Las comparecencias son obligatorias y su incumplimiento estará sujeto a las consecuencias judiciales correspondientes.

Las instrucciones sobre cómo utilizar Zoom, las puede encontrar en inglés y/o en español, en la siguiente liga de enlace:

[https://19thcircuitcourt.state.il.us/DocumentCenter/View/2813/Spanish\\_Zoom-Instruction-and-Protocol-Sheet-51820.](https://19thcircuitcourt.state.il.us/DocumentCenter/View/2813/Spanish_Zoom-Instruction-and-Protocol-Sheet-51820)”

- b. Parties who believe they have good cause why they cannot appear via Zoom may contact the Circuit Clerk’s Office to request an in-person hearing at **847-377-3209**.
- c. In any SC, LM, or AR case, or for any Citation to Discover Assets or Rule to Show Cause, if the plaintiff wishes to seek a default order, contempt order or body attachment on any court date that has been re-scheduled by this or any prior Administrative Orders due to COVID-19 health emergency, the Plaintiff shall have the burden of proving to the Court that the defendant has been provided with the Zoom information contained in the paragraph 8(a) above. Plaintiff may provide such notice to the defendant by mailing it to the address shown on the defendant’s appearance, or, where no appearance has yet been filed, to the address where process was served on the defendant, and any known email address. The notice must specify the date, time and courtroom for the required Zoom appearance and must contain the Zoom notification language specified in paragraph 8(a) above, in both English and Spanish. Unless it reasonably appears to the Court that the defendant has received such notice, the Court will set a new court date, and plaintiff will be required to notify the defendant of both the new court date, and the Zoom information specified herein.
- d. Local Rule 3-1.08(h) requiring the participants in Mediation to be physically present in the Courtroom is suspended and participation via Zoom Video or Telephone Conferencing is permitted.

**9. MOTIONS FOR DEFAULT JUDGMENT AND ORDERS APPROVING SALE IN MORTGAGE FORECLOSURE CASES.** In any Mortgage Foreclosure case, if the Plaintiff seeks a default judgment or order approving sale, the Plaintiff shall have the burden of proving to the Court that the Defendant has been provided with the Zoom notification contained in paragraph 8(a) of this Administrative Order, in both English and Spanish. Plaintiff may provide such notice to the defendant by mailing it to the address shown on the defendant’s appearance, or, where no appearance has yet been filed, at the address where process was served on the defendant, and any known email address. The notice must specify the date, time and courtroom for the required Zoom appearance and must contain the Zoom information language specified in the paragraph 8(a) above, in both English and Spanish. Unless it reasonably appears to the Court that the defendant has received such notice, the court will set a new court date, and plaintiff will be

required to notify the defendant of both the new court date, and the Zoom notification specified herein.

- a. Courtesy copies of any Motion for a Default Judgment or Motion for an Order Approving Sale in a Mortgage Foreclosure case must be submitted at least 14 days in advance to the courtroom email box for the assigned judge listed in Paragraph 1 of this Administrative Order, and must also be mailed to the courthouse by regular mail, addressed to the attention of the assigned judge. Emailed courtesy copies shall not be submitted in one bulk attachment; rather, each filing must be a separate attachment, properly identified and labeled. A proposed order must be included in Microsoft Word format as a separate attachment properly labeled.
- b. Local Rule 7-2.09(B) requiring in person participation in a Foreclosure Mediation is suspended and participation via Zoom Video or Telephone Conferencing is permitted.

IT IS FURTHER ORDERED that, self-represented litigants seeking fee-waivers may apply without making a court appearance by using the procedure outlined above for agreed orders, i.e. the request should be submitted to the Clerk's Office by email, and the request will be routed for approval to the assigned judge. The order granting or denying the request will be emailed back to the self-represented litigant.

IT IS FURTHER ORDERED that, the Clerk of the Circuit Court may receive, for the duration of this Administrative Order, Civil Division filings by mail or over the counter from Self-Represented Litigants seeking an exemption from electronic filing. All attorneys shall continue to electronically file as mandated by the Illinois Supreme Court.

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

ENTERED:



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DIANE E. WINTER,  
Chief Judge