

STATE OF ILLINOIS )  
NINETEENTH JUDICIAL CIRCUIT ) SS  
 )

FILED

MAY 28 2020

*Diane E. Winter*  
CIRCUIT CLERK

ADMINISTRATIVE ORDER 20-33

NINETEENTH JUDICIAL CIRCUIT  
CIRCUIT COURT OF LAKE COUNTY

**TEMPORARY PROCEDURES FOR THE SMALL CLAIMS  
AND LM CASES MEDIATION PROGRAM**

Consistent with the Order of the Illinois Supreme Court in M.R. 30370, the Nineteenth Judicial Circuit Administrative Order 20-30, and Local Rule 3-1.08, and in response to the COVID-19 outbreak and the emergencies declared by the State and Federal governments,

IT IS HEREBY ORDERED that, Local Rule 3-1.08(h) requiring the participants in Mediation to be physically present in the Courtroom is temporarily suspended and participation via Zoom Video or Telephone Conferencing is required.

IT IS FURTHER ORDERED that, once all necessary parties to a mediation and a mediator are available, the parties and the mediator will exchange email addresses, and then exit the Zoom courtroom. The Mediator will then host his or her own Zoom meeting and will invite the participants to join. At the conclusion of the mediation, the mediator will draft the appropriate Order(s) and Agreement. The necessary parties and the Mediator shall then re-join the Zoom courtroom and the Mediator will indicate to the Court that they are ready to be re-called.

A Zoom Information and Protocol Sheet can be found at the following link:  
[https://www.19thcircuitcourt.state.il.us/DocumentCenter/View/2812/Zoom-Instruction-and-Protocol-Sheet-51820](https://www.19thcircircuitcourt.state.il.us/DocumentCenter/View/2812/Zoom-Instruction-and-Protocol-Sheet-51820).

IT IS FURTHER ORDERED that, the Judge will sign the appropriate Order(s) and said Order(s) will be emailed to the necessary parties with the original to be filed with the Clerk of the Court.

DATED this 28<sup>th</sup> day of May, 2020.

ENTERED:

*Diane E. Winter*  
DIANE E. WINTER,  
Chief Judge