

STATE OF ILLINOIS
NINETEENTH JUDICIAL CIRCUIT

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NOV 5 - 2020

ADMINISTRATIVE ORDER 20-46

NINETEENTH JUDICIAL CIRCUIT
CIRCUIT COURT OF LAKE COUNTY

IT IS HEREBY ORDERED that, Administrative Order 17-19 is vacated.

IT IS FURTHER ORDERED that, the Policy on Local Approval for Issuance of e-Citation, a copy of which is attached, and may be updated as necessary, is hereby adopted as the policy of the Circuit Court of Lake County and is effective immediately.

DATED this 5th day of November, 2020.

ENTERED:

Diane Winter

DIANE E. WINTER,
Chief Judge

Policy on Local Approval for Issuance of e-Citations

Section 1.00: Public Policy

Effective June 2017, the Illinois Conference of Chief Circuit Judges extended approving authority of local law enforcement agencies seeking authorization to issue electronically produced citations to the circuit courts.

Therefore, the Nineteenth Judicial Circuit has established this policy to govern the authorization and updating process that will be applied to all Lake County local law enforcement agencies seeking the issuance of electronically produced citations.

Interested departments must submit their request in writing to the Chief Judge of Lake County, 18 N. County Street, Waukegan, IL, 60085.

Section 2.00: Definitions

- (a) "e-Citation" is defined as an electronically produced ticket, uniform citation, or civil law citation issued by a local law enforcement agency.
- (b) "e-Citation" does not include the electronic transfer of data between agencies, offices, or organizations.

Section 3.00: Requirements for Requests

Original Requests must include:

- (a) name of vendor
- (b) physical samples of each copy of the citations that identify the name of the requesting municipality
 - All samples of electronic citations and civil law citations must be in compliance with the standards as set forth by the Conference of Chief Judges on July 15, 2020 and as amended from time to time.

Section 4.00: Request Processing and Updating

- (a) Upon receipt of an original request and samples, the Office of the Chief Judge together with the Office of the Circuit Court Clerk shall review the samples for compliance and issue a joint letter of approval or rejection to the requesting agency no later than (21) days after receipt.

- a. Upon notice by the Illinois Conference of Chief Circuit Judges that an update and/or change has occurred to the citations forms, any local law enforcement agency already issuing electronically produced citations at the time notice is received, shall provide updated samples of their forms to the Office of the Chief Judge no later than (30) days before the effective date of the update and/or change.
 - i. Upon receipt of updated samples, the Office of the Chief Judge together with the Office of the Circuit Court Clerk shall review the samples for compliance and issue a joint letter of approval or rejection to the requesting agency no later than (21) days after receipt.
 - ii. If updated samples are not provided in a timely manner, approval for issuance of e-Citations will automatically be rescinded.