

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE) SS

IN THE CIRCUIT OF THE 18TH JUDICIAL CIRCUIT
DUPAGE COUNTY, ILLINOIS

In the Matter of Court Operations)
From December 10, 2020 through) Administrative Order 20-44
December 24, 2020 Due to HVAC)
Project for the 505 Building)

WHEREAS, the County is working on an extensive HVAC project on the roof of the 505 building and it is anticipated to last through December 24, 2020; and,

WHEREAS, the HVAC project will adversely affect the heat and air circulation in the courthouse as follows:

- West side of the building without heat or air circulation from Thursday, December 10 through Wednesday, December 16 (**Phase I**); and,
- East side of the building without heat or air circulation from Thursday, December 17 through Wednesday, December 24 (**Phase II**); and,

WHEREAS, it is necessary to implement a plan to safely conduct court proceedings from December 10 through December 24, 2020.

NOW THEREFORE, THE COURT HEREBY FINDS AND ORDERS:

Phase I (Dec. 10 – Dec. 16) will impact the following courtrooms and locations:

4th Floor	3rd Floor	2nd Floor	1st Floor
4000	3000	2000	N/A
4002	3002	2002	
4004	3004	2004	
4006	3006	2006	
4010	Grand Jury	2008	
4012	Court Reporters	2010	
4014	ARC	2014	
4016	Arbitration Center	2016	
Crim. Div. Secretaries	Family Shelter	2018	
	Prob/ DST	2020	
		Law Library	
		Law Div. Secretaries	

1. The following 4th floor Felony and Misdemeanor courtrooms will be adjusted as follows:

- 4001- will handle bond court and orders of protection (4016 closed).
- 4003- } **See Rotation Schedule Below**
- 4005- }
- 4007- will handle courtroom 4007.
- 4015- will handle courtrooms 4001(except Dec. 11th), 4003, 4005.
- 4017- will handle courtrooms 3001A, 4015, 4017.
- 3001A- will handle courtroom 4001 on Dec. 11th.

Below is a tentative Rotation Schedule for Phase I:

Th/F	12/10 & 12/11:	Telander in 4003 (4004, 4010, 4012)
Th /F	12/10 & 12/11:	Mackay in 4005 (4000. 4002. 4006. 4014)
M/T	12/14 & 12/15	Athanikar in 4003 (4002, 4004, 4010, 4014)
M/T	12/14 & 12/15	Kinsella in 4005 (4000, 4006, 4012)
W	12/16	MacKay in 4003 (4002,4004,4010,4014)
W	12/16	Kinsella in 4005 (4000, 4006, 4012)

- Felony judges will reset cases currently scheduled from Dec. 10-16.
- Felony judges will not conduct Zoom proceedings from Dec. 10-16.

- Felony judges will be assigned to courtrooms 4003 and 4005 on a rotating schedule and will set in-person proceedings authorized under Administrative Order 20-36 (2nd Amendment) at a date and time in the judge's discretion.
- Misdemeanor judges will continue to conduct both Zoom and in-person proceedings as scheduled.
- CourtSmart is not available. The official record of proceedings for Felony and Misdemeanor matters will be produced by a court reporter or by utilizing the Zoom recording, respectively.
- Criminal division secretaries will work remotely.

2. The following 3rd floor Domestic Relations courtrooms will be adjusted as follows:

2001- will handle courtrooms 2001 and 2002.
 3003- will handle courtrooms 3003 and 3004.
 3009- will handle courtrooms 3006 and 3009.

- Domestic Relations judges assigned to courtrooms 2002, 3004 and 3006 will reset cases currently scheduled from Dec. 10-16. Any emergency or other matters will be heard in one of the open courtrooms.
- Domestic Relations secretaries will be present during Phase I.
- CourtSmart is not available. The official record of proceedings for Domestic Relations matters will be produced by a court reporter or by utilizing the Zoom recording, respectively

3. The following 3rd floor Juvenile/Specialty Courts courtrooms will be adjusted as follows:

3000- will be handled in courtroom 1000.
 3002- will be handled in courtroom 1000.

4. The following 2nd floor Law Division courtrooms will be adjusted as follows:

- Law Division judges will conduct court proceedings via Zoom from a location outside the courthouse.
- Law Division secretaries will work remotely.
- One Law division judge and one secretary will be present each day in the courthouse in the Chancery division to handle any emergency matters.
- CourtSmart is not available. The official record of proceedings for Law Division matters will be produced by a court reporter or by utilizing the Zoom recording, respectively.

5. The following 2nd floor Chancery Division courtrooms will be adjusted as follows:

- The judge assigned to courtroom 2004 will conduct court proceedings via Zoom from outside the courthouse.

- CourtSmart is not available. The official record of proceedings for Chancery Division matters will be produced by a court reporter or by utilizing the Zoom recording, respectively.

6. The matters below will be impacted and adjusted during Phase I (Dec.10-Dec.16) as follows:

- There will be no Grand Jury conducted on Tuesday, Dec. 10 or Thursday, Dec. 15.
- Due to the HVAC project and non-jury weeks, there will be no jury trials conducted from December 7 through December 31, 2020.
- CourtSmart will not be available.
- The ARC will be closed; municipal prosecutors must Zoom from another location. Zoom stations will be set up in the Annex rooms of the 503 building.
- Arbitration Center will be closed. All scheduled Arbitration hearings will proceed via Zoom, beginning November 17, 2020.
- Family Shelter Service office will be closed; advocates will work remotely.
- Court Reporters office will be closed; court reporters may use the Jury Commission.
- Law Library will be closed; Zoom stations for self-represented litigants will be set up in the Annex rooms in the 503 building.

Phase II (Dec. 17 – Dec. 24) will impact the following courtrooms and locations:

4th Floor	3rd Floor	2nd Floor	1st Floor
4001	3001A	2001	1001
4003	3001B	2003	1003
4005	3003	2005	
4007	3005	2007	
4015	3007	2009	
4017	3009	2011	
	Domestic Rel. Secretaries	Chief Judge's Office	
	CASA	Chancery Secretaries	
		Law Library	

1. The following 4th floor Felony and Misdemeanor courtrooms will be adjusted as follows:

4000- will handle courtrooms 3001A, 4015, 4017
4002- will handle courtrooms 4001(except Dec. 18th), 4003, 4005
4004 } See Rotation Schedule below
4006 }
4010- will handle courtroom 4007
4012- will handle MICAP room 4001 on Dec. 18th.

Below is a tentative Rotation Schedule for Phase II.

Th	12/17	MacKay in 4004 (4004, 4010, 4012, 4014)
Th	12/17	Kinsella in 4006 (4000, 4006, 4002)
F	12/18	Walsh in 4004 (4004, 4010, 4012, 4014)
F	12/18	Kinsella in 4006 (4000, 4006, 4002)
M/T	12/21 & 12/22	Walsh in 4004 (4002, 4004, 4012, 4014)
M/T	12/21 & 12/22	McGimpsey in 4006 (4000, 4006, 4010)
W/Th	12/23 & 12/24	Athanikar in 4004 (4002, 4004, 4012, 4014)
W/Th	12/23 & 12/24	McGimpsey in 4006 (4000, 4006, 4010)

- Felony judges will reset cases currently scheduled from Dec. 17-24.
- Felony judges will not conduct Zoom proceedings from Dec. 17-24.
- Felony judges will be assigned to courtrooms 4004 and 4006 on a rotating schedule and will set in-person proceedings authorized under Administrative Order 20-36 (2nd Amendment) at a date and time in the judge's discretion.
- Misdemeanor judges will continue to conduct both Zoom and in-person proceedings as scheduled.

2. The following 3rd floor Domestic Relations courtrooms will be adjusted as follows:

- Domestic Relations judges assigned to courtrooms 2001, 3001B, 3003, 3005, 3007 & 3009 will reset cases currently scheduled from Dec. 17-24. Any emergency or other matters will be heard in courtroom 3006. Judges will be assigned into courtroom 3006 on a rotating basis.
- On December 17th and 18th, courtroom 2002 will be open and will handle courtroom 2001.
- Domestic Relations secretarial staff will work remotely.

3. The following 2nd floor Law Division courtrooms will be adjusted as follows:

- Law Division judges will conduct court proceedings via Zoom from either a courtroom or other location inside the courthouse.

- Law Division secretaries will be present.
- 2014- will handle traffic courtroom 1001.
- 2018- will handle traffic courtroom 1003.

4. The following 2nd floor Chancery Division courtrooms will be adjusted as follows:

- Chancery Division judges will conduct court proceedings via Zoom from a location outside the courthouse.
- Chancery Division secretaries will work remotely.
- One Chancery Division judge and one secretary will be present each day in the courthouse in the Law division to handle any emergency matters.

5. The following 1st floor Traffic Division courtrooms will be adjusted as follows:


1001- will be handled in courtroom 2014.
1003- will be handled in courtroom 2018.

6. The matters below will be adjusted during Phase II (Dec. 17-Dec. 24) as follows:

- The Chief Judge's Office will relocate to the Arbitration Center.
- CASA offices will be closed.

IT IS FURTHER ORDERED that the Court may issue further orders, as necessary, to address any changing circumstances involving the HVAC project.

ENTER:


Daniel P. Guerin
Chief Judge

Dated: November 2, 2020
Wheaton, Illinois