

STATE OF ILLINOIS     )  
  ) SS.  
COUNTY OF WILL        )

IN THE CIRCUIT COURT OF THE TWELFTH JUDICIAL CIRCUIT  
WILL COUNTY, ILLINOIS

ADMINISTRATIVE ORDER NO. 2020-19

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FAMILY COURT REMOTE PROCEEDING PROCEDURE UNDER THE EXIGENT  
CIRCUMSTANCES CREATED BY THE CORONAVIRUS (COVID-19)

**IT IS HEREBY ORDERED THAT** pursuant to Administrative Order 2020-08 and 2020-17 permitting the establishment of remote proceedings, in order to facilitate proper social distancing to safeguard the health and welfare of the public as well as to help alleviate congestion in the court house, and until further notice the Domestic Relations Division (Family/Non-Support and Divorce calls), hereinafter referred to as the Family Court will participate in remote proceedings subject to the following conditions:

1. **Court Proceedings to be conducted via Zoom audio-video conferencing.** “Remote proceedings” as used in this Administrative Order shall refer to Zoom audio-video communication conferences with the Family Court Judges. All currently scheduled status, case management conferences, hearings, pre-trials, trials, and prove-ups will proceed on the date and time as previously scheduled via Zoom unless otherwise ordered by the assigned judge.

The Zoom meeting ID number and password for each judge is listed below and will always remain the same:

Judge Archambeault (Rm 313): ID No. 951 2005 0302; Password 313  
Judge Dow (Rm 312): ID No. 958 2123 0845; Password 753923  
Judge Ewanic (Rm 308): ID No. 955 6908 6067; Password 011645  
Judge Garcia (Rm 307): ID No. 756 136 6153; Password 307DG  
Judge Kennison (Rm 306): ID No. 972 3796 2180, Password 578874  
Judge Lund (Rm 301): ID No. 860 206 7112; Password 301301  
Judge Nash (Rm 300): ID No. 984 7035 0576; Password 574662

Individuals without access to a computer with camera or cell phone with camera may access Zoom from a landline telephone by dialing one of the below United States dial-in numbers:

+1 312 626 6799  
+1 929 436 2866  
+1 301715 8592

+1 669 900 6833  
+1 253 215 8782  
+1 346 248 7799

Requests for scheduling cases filed after entry of this Administrative Order shall include in the Notice of Motion that the movant seeks to present the motion via Zoom at 9:00 a.m. and shall contain the assigned judge's meeting ID number and Password.

2. **Platform.** While the Family Court is willing to consider other platforms and reserves the right to use another platform at any time, all remote proceedings shall be conducted utilizing the "Zoom" platform ([www.zoom.us](http://www.zoom.us)).
3. **Procedures for All Remote Proceeding.** The following are the required procedures for all remote proceedings:
  - a. The Judge shall initiate and/or host the remote proceeding.
  - b. The parties and/or their attorney shall be present and available at the appointed time and date of the remote proceeding or the same may be conducted without their presence and participation of the absent party or the matter may be stricken and reset for a future status date (if missed court date is prior to June 1, 2020).
  - c. The official court record of the proceedings shall be recorded by the electronic Will County court reporting system. Other than the official court record there shall be NO broadcasting, recording or transcription of any kind of the court proceeding by any participant. The Court however reserves the right to arrange for live streaming of the proceeding via Youtube as it deems appropriate.
  - d. Within one (1) business day following the remote conference, unless directed by the Judge, the Plaintiff's attorney shall draft and electronically submit to the other attorney/party and the Court a proposed order indicating (1) a remote proceeding via videoconference or telephone conference call via Zoom was held; (2) the result of said conference; and (3) scheduling any necessary future date(s).

General Zoom instructions and admonishments may be found on the Will County Circuit Clerk's website and/or will be provided to the parties by their assigned judge upon scheduling a remote proceeding.

4. **Evidentiary and Non-Evidentiary Hearings.** The manner in which a remote hearing will be conducted (via audio-video or telephone) remains within the discretion of the judge assigned to the individual case. The parties shall use their best efforts to have all exhibits exchanged and ready to be presented at the time of hearing, unless otherwise ordered by the assigned judge.
5. **Pre-Trials.** This Administrative Order supersedes and replaces the procedures for remote pre-trials set forth by Administrative Order No. 2020-13. Remote pre-trials maybe set by agreement of the parties or by the filing of a motion by either party and shall be conducted as follows:

- a. Both parties must be represented by an attorney of record;
  - b. In filing a motion for pre-trial the movant shall provide no less than four (4) proposed dates and times for the proposed pre-trial and contain the names and contact information for each of the attorneys;
  - c. With the Motion the attorneys shall provide a proposed Order for the Judge to complete and enter with the date, time and Zoom ID number and password for the pre-trial conference. The Order shall also contain each attorney's contact/email information for scheduling purposes;
  - d. The parties shall submit pre-trial memorandums, financial affidavits (dated not more than six (6) months prior to the date of the pre-trial conference) and support calculations (where necessary) no less than seven (7) days in advance of the scheduled pre-trial conference, unless agreed otherwise by the parties and approved by the Judge.
  - e. Only the Judge, attorneys of record, GAL, child representative or attorney for the child shall be present and participate during the pre-trial conference and each participating attorney shall take all necessary reasonable precautions to ensure the privacy of the pre-trial conference.
6. **Prove-ups.** This Administrative Order supersedes and replaces the procedures for remote prove-ups set forth by Administrative Order No. 2020-14. A Remote prove-up maybe set by agreement of the parties or by the filing of a motion by either party and shall be conducted as follows:
- a. Agreed prove-ups- may be scheduled by contacting the assigned judge via email (both attorneys or opposing side to be copied-in) with a proposed agreed Order for the Judge to approve. The email should contain no less than four (4) proposed dates and times for the remote prove-up. The Order shall contain the contact/email information for each attorney and/or party. The Judge will select a date, enter the Order with the Zoom ID number and password and notify the parties of the same.
  - b. All other requests for prove-ups may be made via Motion filed electronically with the Clerk's office (with copies sent electronically to all attorneys/parties of record) and courtesy copy to the assigned judge. The Notice of Motion shall comply with the procedures outlined above for scheduling cases and request hearing instantner. The Motion shall contain no less than four (4) proposed dates and times for the remote prove-up. Upon hearing the Motion, the Judge will select a future date to conduct the prove-up in accordance with the procedures set forth herein.
  - c. Within one (1) business day of a scheduled prove-up, the Plaintiff shall submit to the judge via email the following proposed documents: Judgment for Dissolution

of Marriage, Marital Settlement Agreement and Allocation Judgement, if necessary, both fully executed and dated, along with the four-part Vital Records Certificate and any further documents necessary to effectuate the terms of the parties' agreement. Failure to timely submit all of your properly completed documents may result in cancellation and rescheduling of the prove-up.

- d. There is no requirement that both parties be represented by counsel in order to conduct a prove-up.
7. Effective June 1, 2020, if you are unable to use Zoom, whether by computer with camera, cell phone with camera or telephone, you must then appear at the courthouse and participate in Zoom on a designated computer terminal, if available. If none are available, you must then appear in the designated courtroom in the courthouse on the date and time your case is scheduled to be heard. Failure to appear whether remotely or in person, may result in a default judgment being entered against you.
8. Any Orders of Protection scheduled before Judge Carney in Rm 100 are exempt from this Administrative Order. All such cases assigned to be heard by Judge Carney in Rm 100 will proceed on the dates and times currently scheduled and all parties must appear in person.
9. This procedure supersedes and replaces Administrative Order 2020-13 and 2020-14. It is intended that these protocols and procedures comply with all applicable law, Supreme Court Rules and local Circuit Court Rules, and remain consistent with any mandates and directives from the Illinois Supreme Court and the Governor of the State of Illinois as it relates to the COVID-19 pandemic, including, but not limited to the Governor's Executive Order 2020-10 and 2020-18 and Administrative Order No. 2020-08 and 2020-17.
10. This Order is effective immediately.

DATED THIS 19 DAY OF MAY, 2020

ENTER: 

Circuit Clerk (Original)  
Judges  
State's Attorney  
Will County Bar Associations