

**IN THE CIRCUIT COURT OF COOK COUNTY
COUNTY DEPARTMENT, COUNTY DIVISION**

ADMINISTRATIVE ORDER 2020-3

SUBJECT: COUNTY DIVISION PROCEDURES: COVID-19

This Order is entered in response to the COVID-19 pandemic and in conjunction with General Administrative Order 2020-01 (amended April 3, 2020) entered by Chief Judge Timothy C. Evans on April 3, 2020. This Order supersedes County Division Administrative Order 2020-1.

IT IS HEREBY ORDERED:

1. All County Division matters, except emergency matters are continued and reset till after May 17, 2020.
 - a. All matters with pending court dates will be automatically rescheduled by the Clerk of the Circuit Court. The Clerk is sending postcard notices of new court dates.
 - b. Non-emergency matters e-filed during this time should be scheduled for a date after May 17, 2020.
2. Beginning April 13, 2020 all emergency matters will be heard remotely by zoom video conferencing or telephone. There will be no in person hearings.
 - a. **Definition of "Emergency"**: Emergency matters are defined as a sudden and unforeseen circumstance that may cause injury, loss of life, or damage to property and that require an urgent response and remedial action.
 - b. **Presumed Emergency Matters**: The following cases are presumed emergency: Mental Health, Contagious Disease, Waiver of Parental Notification, Abandoned Baby and Adoption matters: newborn in need of custody order and out of state parent adoption.
 - c. **Procedures for scheduling an emergency motion by video or telephone.**
 1. Email: Attorneys or litigants may email cjcal3@cookcountyl.gov to schedule an emergency motion, writ, or hearing with the court administrator. The movant should attach a courtesy copy of the emergency motion and notice of emergency motion and any relevant filings to the email.
 2. Telephone: Attorneys or litigants may contact the Court Administrator at 312-603-2492 to schedule an emergency motion. If the emergency motion, writ or hearing is scheduled over the

telephone courtesy copies should be sent by email to cjcal3@cookcountyil.gov.

- d. Notice of Emergency Motions: All emergency motions should be noticed a minimum of twenty-four (24) hours in advance of presentation except for good cause shown. All emergency motions must be filed by 10:00 am in order to be heard the following day. A courtesy copy must be sent by noon on the day of filing to cjcal3@cookcountyil.gov. The courtesy copy will be forwarded to the duty judge or other judge scheduled to hear the matter.
- e. Duty Judge: Each day the duty judge will hear any emergency motions and cases scheduled for that day, regardless of the calendar to which the case is assigned. The assigned duty judge can use his or her discretion to communicate with the judge assigned the case to obtain any relevant information needed to effectively and fairly rule on any emergency motion.

f. Time of Calls:

10:00 a.m. Monday – Friday: Emergency motions

11:00 A.M. Monday – Thursday: Mental Heal Case Management Call

The CMC call has a fixed zoom meeting id number. At the CMC call individual cases ready for hearing will be scheduled. No hearings will be held at the hospitals, all hearings will be done via zoom conferencing.

1:30 P.M. Monday & Wednesday – Civil Asset Forfeiture Preliminary Hearings

- g. Instructions for Connecting to Remote Emergency Proceedings: Instructions on connecting to the remote proceeding will be provided by email to the attorneys and litigants prior to the hearing. Counsel are responsible for having email addresses of any witnesses and they should be provided to the court at the time of the request for hearing.

Date: April 13, 2020

ENTER: 

Judge Sharon M. Sullivan
Presiding Judge, County Division