

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT – CRIMINAL DIVISION**

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**UPDATED PROCEDURES FOR ASSIGNMENT CALL,
CONTINUANCE DATES AND EMERGENCY BOND HEARINGS
(Effective 04-15-20)**

Pursuant to the Chief Judge’s General Administrative Order 2020-01 entered March 13, 2020 and as amended on March 30, 2020; All cases are continued, by Order of Court, to the date indicated in the attached continuance schedule. Private attorneys and defendants are not required to appear in court during the period covered by the Chief Judge’s Administrative Orders. If a case needs to be heard on an emergency basis prior to the administrative continuance date, an emergency motion may be filed to advance the matter. It shall be the responsibility of the moving party to provide proper notice to the opposing party and the appropriate writ to the sheriff or IDOC, if necessary.

IT IS HEREBY ORDERED:

Effective April 15, 2020, matters in the Criminal Division will proceed as follows:

1. Beginning Wednesday, April 15, 2020 at 9:00 a.m., the Presiding Judge's Assignment Call heard in courtroom 101 will be held online utilizing the Zoom application.
2. No one will be allowed in courtroom 101 for the court call.
3. No arraignments will be held in Courtroom 101 nor in Courtrooms 504/506. All cases will be continued to the date indicated in the administrative continuance date schedule.

4. Cases set for assignment/arraignment to a judge in the Leighton Criminal Court Building will be assigned a judge and the defendant will be required to return to the assigned courtroom on the administratively set continuance date. Suburban cases set for assignment in Courtroom 101 will not be assigned a judge and those defendants will return to Courtroom 101 on the administratively set continuance date for assignment.
5. Cases on the regular calls for courtrooms in the Leighton Criminal Court Building (that are not also set for an emergency motion) will no longer be heard in Courtrooms 504/506. All such matters will be continued "Order of Court" to the administratively set continuance date by the judge sitting in Courtroom 101.
6. Courtrooms 504 and 506 will only hear emergency motions.
7. Attorneys are discouraged from appearing in person for emergency motions. Attorneys should appear via Zoom to present their emergency motion or watch the YouTube Live Stream of the proceedings for continuance dates.
8. All emergency motions must contain a Notice of Motion, as well as the Emergency Motion pleading. The Notice of Motion should set out the specific name and manner of notice to all counsel of record, including the email address used for each attorney. If the attorney wishes to appear remotely via Zoom, underneath the words NOTICE OF MOTION, please type "Remote Hearing Requested".
9. In addition to opposing counsel, an email of the Notice and the Motion should be sent in pdf format to: criminalfelonyservices@cookcountycourt.com. Counsel can convert the Word document to PDF format by using the SAVE AS PDF option or by using the SAVE AS feature in Microsoft Word and then selecting PDF file type.

10. Emergency motions seeking a next-day or same day hearing must be filed in person in the Clerk's Office, with proper notice to opposing counsel.
11. Once the emergency motion is filed, counsel will be notified if the requested date is available and given the exact date/time for the hearing.
12. The Clerk's Office has launched an online portal that allows attorneys to search criminal case information. Licensed lawyers with a Cook County Attorney Code can register for access to the portal by going to the following link page: cookcountyclerkofcourt.org/attyportal.
13. The assigned judge or designated judicial staff will act as host or co-host of the remote hearings via Zoom.
14. For security purposes, the judge will be using the "Waiting Room" function within Zoom. Please wait in the queue until the judge admits you into the session for your particular case. If you are admitted prior to your case and the judge is hearing another matter, please wait patiently with your volume muted until the judge or court staff addresses you.
15. The judge and court reporter must be able to hear each individual talking. Please be mindful of your surroundings and background noise. All participants must conduct themselves with the same dignity and respect required in the physical courtroom.
16. When logging into Zoom all attorneys should type in their full proper name. The State's Attorney's office may use the designation "CCSAO" and the Public Defender's Office may use the designation "CCPDO" (or nomenclature) when several attorneys in the same office are using the same Zoom login. Individual assistant state's attorneys and assistant public defenders not appearing with a group should place "ASA" or "APD" respectively before their full name.

17. The proceedings in Courtrooms 101, 504 and 506 may be viewed by attorneys and the public via YouTube Live Stream on the Circuit Court's YouTube channel. The live stream URL can be found at the circuit court's website: www.cookcountycourt.org.
18. After the remote hearings have concluded, the YouTube videos will be immediately deleted and will no longer be available online.
19. **WARNING: RECORDING, VIDEO/AUDIO TAPING, PHOTOGRAPHING OR OTHERWISE REPRODUCING, SAVING OR DISTRIBUTING THE REMOTE ZOOM/YOUTUBE FEEDS IS STRICTLY PROHIBITED, UNLESS SPECIFICALLY ALLOWED PURSUANT TO AN EXTENDED MEDIA COVERAGE ORDER.**

Dated: April 14, 2020

ENTERED:



Hon. LeRoy K. Martin, Jr.
Presiding Judge
Criminal Division