

THE HONORABLE STEPHANIE D. SALTOUROS
STANDING ORDER
2ND MUNICIPAL DISTRICT
5600 OLD ORCHARD RD., SKOKIE, IL 60077
CALENDAR 2, ROOM 106
CIVIL COURT CALL
847-470-7669

Zoom Meeting ID No. 999 5924 9595 Zoom Meeting Password: 565680

COVID-19 COURTROOM PROCEDURES

- 1. CIVIL NO CONTACT ORDERS, CIVIL ORDERS OF PROTECTION, FIREARMS RESTRAINING ORDERS, STALKING NO CONTACT ORDERS:**
 - a.** Notwithstanding a related case pending elsewhere in the court, all petitions for emergency protective orders filed at the 2nd Municipal District shall be heard at the 2nd Municipal District; all completed petitions for emergency protective orders may be emailed by petitioners, advocates or attorneys to the 2nd Municipal District. All completed petitions for emergency protective orders filed by 3:00 p.m. shall be heard that day. At the time of the initial filing, petitioners, advocates or attorneys must provide the clerk with a phone number and/or email address so the clerk may contact them with instructions on how to appear remotely in court to have their matter heard.
 - b.** Notwithstanding the provisions of § 1(a) herein, completed petitions for emergency orders filed in person in the 2nd Municipal District after 3:00 p.m. shall be heard on the day they are filed, if the petition is filed during the circuit clerk's regular business hours;
 - c.** A petition shall be considered complete only if it is accompanied by the following documents and information:
 - i. Domestic Violence Coversheet (Form CCDV 0601)**
 - (1) Petitioner's and Respondent's names
 - (2) dates of birth of both parties (if known to Petitioner), placed in caption by the name
 - (3) Attorney/Pro Se information section completed
 - ii. Summons/Alias Summons (Form SU-502.2)**
 - (1) Petitioner's and Respondent's names

- (2) dates of birth of both parties, placed in caption by the name
 - (3) Respondent's USPS address
 - iii. **Protective Order Information Sheet** (Form CCCR 0100)
 - iv. **Petition for Protective Order** (Form CCG N800 A, CCG 0807, CCG 0812, or OP-P403.1)
 - (1) Petitioner's and Respondent's names
 - (2) dates of birth of both parties (if known to Petitioner), placed in caption by the name
 - (3) additional affidavit attached, if necessary
 - (4) Attorney/Pro Se information section completed
 - v. **Emergency Protective Order** (Form CCG N801 A, CCG 0806, CCG 0813, or OP-E404.2)
 - (1) Petitioner's and Respondent's names
 - (2) dates of birth of both parties (if known to Petitioner), placed in caption by the name
 - (3) Attorney/Pro Se information section completed
 - vi. **Certification of Exemption from E-filing for Pro Se Litigants** (Form EW-C 3401.3). Petitioner information section completed
- d. Advocate agencies assisting with the remote filing of petitions, in accordance with 750 ILCS 60/227.1 and 740 ILCS 22/204(b), may provide the court with the following additional information with the petition to facilitate communication with the court:
- e. Advocate's Google phone number;
 - ii. Petitioner's email address;
 - iii. Whether the petitioner needs an interpreter; and
 - iv. Language to be interpreted for Petitioner, if any
- i. Advocate agencies assisting with the remote filing of petitions shall provide the petitioners they assist with the (Zoom) videoconference and teleconference contact numbers and information and instructions on how to connect to the hearing;
- j. Notwithstanding the 3:00 p.m. deadline in section 1(a) above, petitions prepared by advocates staff on-site at the 2nd Municipal District shall be promptly printed in the courthouse office of the advocate agency and filed with the circuit clerk;
- k. Petitioners appearing for initial petitions for emergency protective orders or other emergency motions may appear either

in person or remotely;

- I. Unless otherwise required by the interests of justice, as determined by the judge presiding, remote proceedings shall be held for the following:
 - i. status hearings;
 - ii. hearings on motions;
 - iii. default and uncontested matters;
 - iv. for good cause shown, upon waiver of physical appearance by both parties, and at the discretion of the judge presiding, contested evidentiary hearings;

IT IS FURTHER ORDERED that, when participating in proceedings conducted by videoconference, self-represented litigants and other participants without access to the internet or a telephone may make use of the spaces and equipment provided by the court in the 2nd Municipal District for participation in court proceedings by videoconference.

This order shall supersede all previous orders and protocols.

Effective 10/6/21

Judge Stephanie D. Saltouros