

IN THE SIXTEENTH JUDICIAL CIRCUIT
GENERAL ORDER 21-22
Effective November 3, 2021

Theresa E. Barreiro
Clerk of the Circuit Court
Kane County, IL
NOV - 3 2021
FILED 17
ENTERED _____

IN THE MATTER OF)
SUPERSEDING LOCAL COURT RULE)
ARTICLE 1.15, GENERAL POWERS:)
COURT REPORTING SERVICES)

WHEREAS, by a majority vote of the Sixteenth Judicial Circuit Court Judges, the current version of Article 1.15, General Powers: Court Reporting Services, has been updated.

IT IS HEREBY ORDERED that the attached Article 1.15 of the Local Court Rules titled Court Reporting Services, is adopted in and for the Sixteenth Judicial Circuit, effective October 27, 2021, and supersedes the prior version of Article 1.15.

Entered this 3rd day of November 2021.



Clint Hull, Chief Judge

A true copy of the original of this document is on file in my office
Attest: 11-3 2021
Theresa E. Barreiro
Circuit Court Clerk, Kane County, Illinois
By: *Theresa E. Barreiro*
Deputy Clerk

Kane County Local Rule

1.15 COURT REPORTING SERVICES

(a) EMPLOYEES

- (1) The number of court reporter employees designated to serve the Circuit shall be determined by Court Reporting Services.
- (2) The Chief Judge shall appoint employees to vacant court reporter positions, consistent with Supreme Court Rule 46 and the Administrative Regulations for Court Reporting Services in the Illinois Courts of July 1, 2021, as amended. Said employees shall serve at the pleasure of the Chief Judge.
- (3) The Chief Judge, or the Court Reporting Supervisor (CRS) under the direction of the Chief Judge, shall assign all such court employees to their duties, consistent with Supreme Court Rule 46, the Administrative Regulations for Court Reporting Services in the Illinois Courts of July 1, 2021, and general administrative powers.

(b) ELECTRONIC RECORDING

- (1) Electronic recording systems are installed and in use in several courtrooms in this Circuit located in the Kane County Courthouse (100 South 3rd Street, Geneva, Illinois).
- (2) Court Reporting Services employees shall be the only persons trained, assigned to operate, and produce transcripts from the electronic recording system.
- (3) All digital recordings, court reporter notes, and related storage media are the property of the Circuit Court of the 16th Judicial Circuit and will be stored as such.
- (4) Any spoken words in the courtroom that are not part of a court proceeding are not intended recordings and may not be used or played back in any way except in the following instances:
 - (A) During the court proceeding at the direction of the judge presiding over the matter;
 - (B) By a court reporting services employee for the purpose of preparing a transcript of the official record;
 - (C) At the direction of the Presiding Judge.
 - (D) In all other instances, the contents of the electronic recordings shall be disseminated by transcript only.

(c) TRANSCRIPTS

- (1) A request for a transcript may be obtained by calling the Court Reporter Supervisor within the Office of the Chief Judge or submitting completed Transcript Request form. (**this is a link to our online order form on the online version of the rules.)
- (2) All transcripts generated, whether from stenographic notes or electronic recording, shall be prepared and certified by qualified official Court Reporting Services employees pursuant to relevant statute, regulation, and rule.

Kane County Local Rule

- (3) Unless specifically authorized by court order to the contrary, only a transcript certified by one of the official Court Reporting Services employees of this Circuit is the Official Record. A transcript prepared by a court-authorized freelance court reporter shall be considered the Official Record upon approval of the court. The Official Record shall be given preference for use in all courtrooms and as a part of the Record on Appeal for any case from this Circuit.