

SIXTEENTH JUDICIAL CIRCUIT
SUPPLEMENTAL ADMINISTRATIVE ORDER – FAMILY DIVISION

Shirley R. Barnes
Clerk of the Circuit Court
Kane County, IL

JUN 25 2021

FILED 110
ENTERED

IN THE MATTER OF COVID-19)
FAMILY COURT PROCEDURES)

WHEREAS, the Coronavirus pandemic is ongoing and in order to protect the health and safety of the general public, Circuit Court judges and Circuit Court employees, and pursuant to Illinois Supreme Court 21(b) and the Court’s inherent authority; and

WHEREAS, the Supreme Court of Illinois entered Order M.R. 30370 on May 20, 2020, authorizing each Circuit Court to return to hearing court matters, whether in person or remotely, according to the schedule to be adopted for each county by the Chief Judge of each circuit. The Order recommends that Circuit Courts shall continue, to the extent possible, to allow for appropriate social distancing; and

WHEREAS, it is in the best interests of all of the above-named parties and individuals to limit the number of people in the Kane County courthouses to as few as needed to accomplish critical tasks; and

WHEREAS, the Presiding Judge of the Family Division and the Chief Judge of the Sixteenth Judicial Circuit have determined that additional temporary restrictions are necessary at this time,

IT IS HEREBY ORDERED that the following procedures will apply to all cases assigned to the Family Division, until further order of the Court:

Effective June 25, 2021:

1. All REMOTE (Zoom) appearances shall take place through each courtroom’s Zoom link on KaneCourt.org or Illinois16thjudicialcircuit.org.
2. The below provisions shall apply to all cases and matters scheduled in courtrooms 111, 113, 201, and 217:
 - a. All attorneys and litigants on cases and matters scheduled at 9 a.m. or 9:30 a.m. for status, case management, or presentment for a motion shall appear REMOTELY, unless granted leave of court, or court-ordered to appear in person.
 - b. All attorneys and litigants on cases and matters scheduled for a non-evidentiary hearing or pre-trial conference shall appear REMOTELY, unless granted leave of court, or court-ordered to appear in person. If attorneys have exhibits to present on a non-evidentiary hearing, those should be emailed to the judge at least 24 hours in advance.

- c. All attorneys and litigants on cases scheduled for evidentiary hearings and trials in the afternoons should appear IN PERSON, unless granted leave of court to appear remotely.
 - d. Attorneys and litigants may submit agreed orders and prove-ups, with all of the required documents including prove-up affidavits and certificates of dissolution, to the Kane County Circuit Court Clerk through the e-file system, using the designation “proposed order”. They will then be forwarded to the assigned judge for review. All other provisions of the temporary order regarding prove-ups remain in effect.
 - e. If self-represented litigants are instructed to email documents or exhibits to the court, they may send them to familydivision@16thcircuit.illinoiscourts.gov, with notice to all opposing parties.
3. The below provisions apply to all cases and matters scheduled in courtroom 101:
- a. Unless a matter has been set for hearing BY THE COURT or the Court has previously ordered a party to appear in person, all attorneys and litigants on child support and parentage cases scheduled in the morning or afternoons, with the exception of return dates for Emergency or Plenary Orders of Protection/Stalking No Contact Orders, should appear REMOTELY. Attorneys and litigants attending hearings that have been set BY THE COURT may appear in person without the necessity of a court order.
 - b. Normal procedures remain in effect for parties seeking to file an Emergency Petition for Order of Protection/Stalking No Contact Orders. Litigants should report to Room 149 to process their Emergency Petitions.
 - c. Attorneys and litigants on return dates for Emergency or Plenary Orders of Protection/Stalking No Contact Orders may appear IN PERSON without leave of court.
 - d. Parties who have scheduled **DNA testing** should appear IN PERSON at the Kane County Judicial Center on their scheduled court date.

Effective September 7, 2021:

- 1. For all cases and matters scheduled in courtrooms 111, 113, 201, and 217, the Kane County Circuit Court Clerk’s Office (“Clerk”) is directed to schedule status, emergency motions, and other motions filed by attorneys on Tuesday, Wednesday, and Thursday mornings only, except by order of court. The Clerk may set all initial case management and emergency motions only on Friday mornings. The Clerk shall not allow any matters to be scheduled on Mondays, except by order of court.

2. The Clerk shall prepare a stamp for all new divorce petitions with the following additional language (in italics):

*“By order of the Court, this case is hereby set for Case Management Conference on the date below; Failure to appear may result in the case being dismissed or an order of default being entered. __ (date) _____ (courtroom/judge) _____.
You may appear for this date through the Join Zoom Court link on KaneCourt.org.”*

June 25, 2021



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DocuSign

Elizabeth Flood, Presiding Judge

Family Division