

IN THE SIXTEENTH JUDICIAL CIRCUIT
GENERAL ORDER 23-10
Effective June 1, 2023

Theresa E. Barreiro
Clerk of the Circuit Court
Kane County, IL

MAY 22 2023

FILED 22
ENTERED _____

IN THE MATTER OF)
SUPERSEDING LOCAL COURT RULE)
ARTICLE 1.15, GENERAL POWERS:)
COURT REPORTING SERVICES, AND)
AMENDING GENERAL ORDER 21-22)

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;

WHEREAS, where applicable, electronic recording systems are installed and in use in courtrooms both at the Kane County Courthouse (100 South 3rd Street, Geneva, Illinois) and the Kane County Judicial Center (37W777 IL Rte 38, St. Charles, Illinois).

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 June 1, 2023, and supersedes the prior version of Article 1.15.

Entered this 22nd day of May 2023, and effective June 1, 2023.



Clint Hull, Chief Judge

A true copy of the original of this document is on file in my office

Attest: May 22nd 20 23

Theresa E. Barreiro
Circuit Court Clerk, Kane County, Illinois

By: Theresa E. Barreiro /22
Deputy Clerk

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 Services Supervisor 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) and the Kane County Judicial Center (37W777 IL Rte 38, St. Charles, Illinois).
2. Court Reporting Services employees shall be the only persons trained, assigned to operate, and produce transcripts from the electronic recording systems.
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.
5. 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 Reporting Services Supervisor within the Office of the Chief Judge or by submitting a completed [Transcript Request form](#).
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.
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.