

**IN THE CIRCUIT COURT OF COOK COUNTY  
COUNTY DEPARTMENT, COUNTY DIVISION**

**ADMINISTRATIVE ORDER 2020-1**

**Subject: County Division Procedures: COVID-19 Emergency**

In light of the global coronavirus pandemic, and in order to protect the health and safety Timothy C. Evans, Chief Judge of the Circuit Court of Cook County entered General Administrative Order 2020-1, effective March 17, 2020, ordering that all matters are to be rescheduled and continued for a period of 30 days from the originally scheduled court date. Judges and employees of the Circuit Court of Cook County will be working remotely and conducting business telephonically or via videoconference for a period of 30 days from the effective date of the Administrative Order. In light of the foregoing, effective March 17, 2020,

All County Division matters are to be continued for 30 days with the following exceptions:

**Mental Health Cases** will continue to be scheduled and heard as usual. The mental health Case Management Call (CMC) is held Monday – Thursday at 11:00 a.m. The venue and scheduling of individual hearings will be determined at the CMC call. The parties are encouraged to consider videoconferencing.

Civil Asset Forfeiture Preliminary Hearings will be heard on Mondays and Wednesdays at 1:30 p.m. in Room 1703. No other Civil Asset Forfeiture matters shall be heard, except as an Emergency Motion.

The County Division will have one Duty Judge available to hear emergency matters each day in **Courtroom 1703**. The Duty Judge will hear all emergency matters by video, telephone conference or in person. **Courtroom 1706** may be used for videoconferencing.

Each day the Duty Judge will handle any emergency cases and motions scheduled for that day, regardless of the calendar to which the case is assigned. The assigned duty judge can use his or her discretion to communicate with the judge assigned to the case prior to hearing an emergency motion to obtain any relevant information about the case that is needed to effectively and fairly rule on an emergency motion.

Emergency Motions must be an emergency, defined as “a sudden and unforeseen circumstance that may cause injury, loss of life, or damage to property and that requires an urgent response and remedial action.

The following are presumed to be Emergency matters:

1. Contagious Disease cases (Petition for Involuntary Isolation or Quarantine)
2. Emergency Election Matters
3. Waiver of Parental Notification

4. Emergency Adoption matters (e.g. Abandoned Baby, Newborn in need of custody order, out of State adopting parent. Note: final judgments and consents are not emergency matters)

Emergency motions must be filed with the clerk, through the e filing system or in person if an exemption, by 10:00 a.m. in order to be heard the following day. The Duty Judge may determine: (1) whether it should be heard as an emergency; (2) how the hearing shall be conducted; e.g. video, teleconference or in person; and whether to grant the motion without a hearing.

A courtesy copy of the emergency matter must be sent by noon on the day of filing to [CJCAL3@cookcountyil.gov](mailto:CJCAL3@cookcountyil.gov). The courtesy copy will be forwarded to the scheduled duty judge. Questions can be emailed to the above address or call the office of the Presiding Judge of the County Division 312-603-6194 or 312-603-2492.

**Daily Duty Judge Schedule:**

10:00 a.m. Emergency Matters and Motions

11:00 a.m. Mental Health Case Management Call (Monday – Thursday)

12:00 a.m. Waiver of Parental Notification – COPN cases (call the office of the Presiding Judge to schedule)

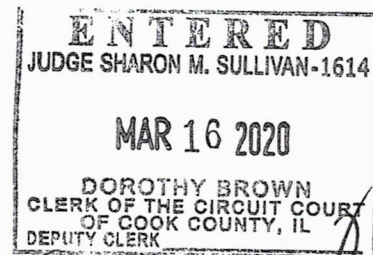
1:30 p.m. Civil Asset Forfeiture – Preliminary Hearings only (Monday and Wednesday)


The Court may issue further Orders regarding this matter as necessary to address the circumstances arising from the pandemic.

This Order shall be spread upon the records of this court.

Dated this 16<sup>th</sup> day of March, 2020

ENTERED:



  
\_\_\_\_\_  
Judge Sharon M. Sullivan  
Presiding Judge, County Division