

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 99-1

Under:  
AO 99-1

pgs-1-4

**SUBJECT: PROCEDURES FOR REQUEST FOR USE OF PEN REGISTERS AND  
TRAP AND TRACE DEVICES PURSUANT TO 18 USC 3121 et. seq.**

1. DEFINITIONS:

(a) Pen register - a device which records or decodes electronic or other impulses which identify the numbers dialed or otherwise transmitted on the telephone line to which such device is attached.

(b) Trap and trace device - a device which captures the incoming electronic or other impulses which identify the originating number of an instrument or device from which a wire or electronic communication was transmitted.

2. APPLICATION:

A state investigative or law enforcement officer may apply to the court for an order authorizing installation and use of a pen register or trap and trace device. The application shall be in writing and signed under oath or affirmation.

The application, in substantially the same form as Appendix 1 of this Administrative Order, shall include (1) the identity of the officer making the application and law enforcement agency conducting the investigation and, (2) a certification by the applicant that the information likely to be obtained is relevant to an ongoing criminal investigation.

3. FILING:

(a) The style of the case in matters involving applications for use of pen registration and trap and trace devices shall be: In the Matter of the Judicial Supervision of the Use of Pen Registers and Trap and Trace Devices by \_\_\_\_\_

Police Agency

\_\_\_\_\_ and shall be given an MR case number.

\_\_\_\_\_ Agency's Case No.

4. SEALING:

(a) The Basic Record, consisting of the case file and record sheet, shall be sealed in accordance with the Supreme Court's Manual on Recordkeeping, Second Edition, Part 1, Section L.2.

(b) Case information maintained on an automated system including, but not limited to, the index and record sheet, shall be accessible only to the Circuit Clerk or specifically authorized deputy.

(c) The Circuit Clerk shall designate up to two deputy clerks, specifically appointed and authorized by the Clerk of the Court, to handle pen register and trap and trace device cases.

(d) The judge may direct a court reporter, or other designated person, to type the record sheet entry.

5. RECORD SHEET:

A record sheet with the style of the case shall be initialed with the judge's initials in each separate case and shall include the names of all persons (or aliases, if appropriate) present at the application hearing and a notation of documents presented to the court without indicating on the record sheet any confidential matters contained in the petition, application, or other documents. The issuing judge shall insure that all pleadings and motions for inspection of information obtained shall be noted on the record sheet together with the court's rulings thereon.

6. FINDINGS:

If the court finds the officer has certified that the information likely to be obtained is relevant to an ongoing investigation, it shall enter an ex parte order authorizing use of a pen register or trap and trace device.

7. ORDER:

(a) The order, in a form substantially the same as Appendix 2 of this Administrative Order, shall be signed by the court and placed in the sealed file. The judge shall place the application or petition, affidavits, consents, order and other appropriate documents in the case file folder, which shall then be sealed and stored in the Clerk's Office in accordance with paragraph 4 of this Administrative Order.

(b) The court's order shall direct that: (1) the order be sealed until otherwise ordered by the court, and (2) the person owning or leasing the line or who has been ordered to provide assistance not disclose the existence of the pen register, trap and trace device or the investigation to the subscriber or any other person unless otherwise ordered by the court.

8. SUBSEQUENT ACTIVITY:

Whenever any subsequent activity occurs in the case, the circuit clerk or designated deputy clerk, shall transmit the sealed file folder to the judge who issued the order or a judge acting in his stead. The judge will break the seal, conduct the business relating to the case, and have the case file resealed and returned to the Clerk's Office the same day. Before resealing the case file, the record sheet, whether made manually or on an automated system, shall be updated and placed in the file. The record sheet entry shall include not only the case activity that occurred, but the time and date the case file was unsealed and resealed by judicial order.

9. TIME AND EXTENSION OF ORDER:

The order may authorize use of a pen register or trap and trace device for a period of up to 60 days. Extensions may be granted for additional periods of up to 60 days upon application being made.

10. If the State's Attorney determines (1) that an emergency exists that involves (a) immediate danger of death or serious bodily injury or, (b) conspiratorial activities characteristic of organized crime, that require the installation and use of a pen register or trap and trace device before an order can be obtained with due diligence and, (2) there are grounds upon which an order could be issued, such device may be installed and use a pen register or trap and trace device without a court order if application is made and an order is entered within 48 hours thereafter.

11. JUDGE'S REPORT OF APPLICATION AND/OR ORDER AUTHORIZING INTERCEPTION OF COMMUNICATIONS

Pursuant to 18 USCS 2519 (1) in January of each year, any judge who has issued an order (or an extension thereof) under section 2518 [18 USCS 2519] that expired during the preceding year, or who has denied approval of an interception during that year, shall report , in the same form as noted in Appendix 3, to the Administrative Office of the United States Courts -

- (a) the fact that an order or extension was applied for;
- (b) the kind of order or applied for (including whether or not the order was an order with respect to which the requirements of sections 2518 (1) (b) (ii) and 2518 (3) (d) of this title did not apply by reason or section 2518 (11) of this title;
- (c) the fact that the order or extension was granted as applied for, was modified or was denied;

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Whenever any subsequent activity occurs in the case, the circuit clerk or designated deputy clerk, shall transmit the sealed file folder to the judge who issued the order or a judge acting in his stead. The judge will break the seal, conduct the business relating to the case, and have the case file resealed and returned to the Clerk's Office the same day. Before resealing the case file, the record sheet, whether made manually or on an automated system, shall be updated and placed in the file. The record sheet entry shall include not only the case activity that occurred, but the time and date the case file was unsealed and resealed by judicial order.

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- (c) the fact that the order or extension was granted as applied for, was modified or was denied;

(d) the period of interception authorized by the order, and number and duration of any extension of the order;

(e) the offense specified in the order or application, or extension of the order;

(f) the identity of the applying investigative or law enforcement officer and agency making the application and the person authorizing the application, and;

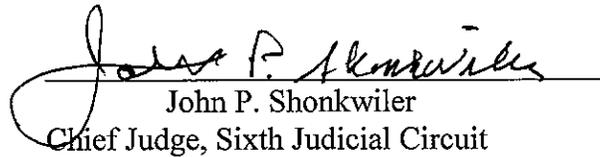
(g) the nature of the facilities from which or the place where communications were to be intercepted.

ENTER: September 13, 1999

EFFECTIVE: October 1, 1999

AMENDED: April 24, 2012

EFFECTIVE: May 4, 2012

  
John P. Shonkwiler  
Chief Judge, Sixth Judicial Circuit

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT  
\_\_\_\_\_ COUNTY

*Have Not  
Located Appendix  
I  
on-line yet?*

IN THE MATTER OF THE APPLICATION FOR )  
AN ORDER AUTHORIZING THE INSTALLATION )  
OF A PEN REGISTER OR TRAP AND TRACE ) NO. \_\_\_\_\_ -MR- \_\_\_\_\_  
DEVICE ON )  
 )  
 )  
\_\_\_\_\_ )

**APPLICATION**

\_\_\_\_\_, of the \_\_\_\_\_,  
(Name of Applicant) (Law Enforcement Agency)

(hereinafter referred to as the "applicant"), hereby applies to the court for an order authorizing the installation and use of a pen register or trap and trace on telephone number \_\_\_\_\_.

In support of this application he states the following:

1. The applicant is a state investigative or law enforcement officer, and therefore, pursuant to Section 3122 of Title 18, United States Code, may apply for an order authorizing the installation and use of a pen register or trap and trace device.

2. The applicant certifies that the \_\_\_\_\_  
(Law Enforcement Agency)

\_\_\_\_\_ is conducting a criminal investigation of \_\_\_\_\_ and others in connection  
(Name of Subject of Investigation)

with possible violations of Illinois Statute \_\_\_\_\_

ILCS \_\_\_\_\_; that it is believed  
(Name of Offense)

that the subjects of the investigation are using telephone number \_\_\_\_\_, subscribed to in the name of \_\_\_\_\_, and located at \_\_\_\_\_, in furtherance of the subject offenses; and that the information likely to be obtained from the pen register or trap and trace device is relevant to the ongoing criminal investigation in that it is believed that this information will concern the aforementioned offenses.

3. Applicant states that he has reasonable cause based upon the following facts to believe that an individual is committing, has committed or is about to commit an offense and that relevant information may be obtained by use of such a device: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. The applicant requests that the court issue an order authorizing the installation and use of a pen register to register numbers dialed or pulsed from telephone number \_\_\_\_\_ or to install a trap and trace device to capture the numbers from which calls to \_\_\_\_\_ originated, to record the date and time of such dialings or pulsing, and to record the length of time the telephone receiver is off the hook for incoming or outgoing calls for a period of 60 days.

5. The applicant further requests that the order direct the furnishing of information, facilities and technical assistance necessary to unobtrusively accomplish the installation of the pen register by \_\_\_\_\_ with reasonable compensation  
(Service Provider)  
to be paid by the \_\_\_\_\_ for reasonable  
(Law Enforcement Agency)  
expenses incurred in providing such facilities and assistance.

6. The applicant further requests that the court order \_\_\_\_\_ to provide subscriber information,  
(Service Provider)  
including name and address, of all telephone numbers retrieved through use of this device, as well as the origin of incoming calls to include telephone number, name and address of the subscriber during the period of this order with reasonable compensation to be

paid by the \_\_\_\_\_ for reasonable expenses  
(Law Enforcement Agency)

incurred in providing such information.

WHEREFORE, it is respectfully requested that the court grant an order for a period of 60 days to begin at the time of the installation/activation of the device: (1) authorizing the installation and use of a pen register to record numbers dialed or pulsed from telephone number \_\_\_\_\_ and authorizing the installation of a trap and trace device to record numbers dialed or pulsed to number \_\_\_\_\_,

(2) directing \_\_\_\_\_ to forthwith furnish agents  
(Service Provider)

of the \_\_\_\_\_ with all information, facilities  
(Law Enforcement Agency)

and technical assistance necessary to accomplish the installation and use of the device unobtrusively and with minimum interference to the service presently accorded persons whose dialings or pulsings are the subject of the pen register, and (3) directing \_\_\_\_\_ to provide subscriber information,  
(Law Enforcement Agency)

including name and address, on all telephone numbers retrieved through the use of this device, as well as the origin of incoming calls to include telephone number, name and address of the subscriber during the period of this order with reasonable

compensation to be paid by the \_\_\_\_\_ for  
(Law Enforcement Agency)

reasonable expenses incurred in providing such information, and

(4) sealing this application and the court's order.

\_\_\_\_\_  
Applicant Date

Subscribed and sworn to before me \_\_\_\_\_.

Approved by:

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Date

Under;  
AO 99ORDE

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT  
\_\_\_\_\_ COUNTY

IN THE MATTER OF THE APPLICATION FOR )  
AN ORDER AUTHORIZING THE INSTALLATION )  
OF A PEN REGISTER OR TRAP AND TRACE ) NO. \_\_\_\_\_ -MR- \_\_\_\_\_  
DEVICE ON )  
 )  
 )  
\_\_\_\_\_ )

ORDER

This matter having come before the court pursuant to an application under Title 18, United States Code, Section 3122 by a state investigative or law enforcement officer, which application requests an order under Title 18, United States Code, Section 3123 authorizing the installation and use of a pen register or trap and trace device on telephone number \_\_\_\_\_, the court finds that the applicant has certified that the information likely to be obtained by such installation and use is relevant to an ongoing criminal investigation into possible violation of Illinois State Statutes, specifically \_\_\_\_\_ ILCS \_\_\_\_\_, \_\_\_\_\_ by the person(s) (Name of Offense) specified in the application, and that there is reasonable cause to believe that \_\_\_\_\_ is committing, has committed or is about to commit an offense and that relevant information is likely to be obtained.

IT APPEARING that the numbers dialed or pulsed from telephone number \_\_\_\_\_ subscribed to in the name of \_\_\_\_\_, and located at \_\_\_\_\_  
(Name of Subscriber) (Address)

\_\_\_\_\_, are relevant to an ongoing criminal investigation of the specified offenses.

IT IS ORDERED, pursuant to Title 18, United States Code, Section 3123, that agents of the \_\_\_\_\_  
(Law Enforcement Agency)

may install and use a pen register to register numbers dialed or pulsed from telephone number \_\_\_\_\_, to record the length of time the telephone receiver in question is off the hook for incoming or outgoing calls for a period of 60 days; and

IT IS FURTHER ORDERED, pursuant to Title 18, United States Code, Section 3123(b)(2), that \_\_\_\_\_  
(Service Provider)

shall furnish agents of the \_\_\_\_\_  
(Law Enforcement Agency)

forthwith all information, facilities, and technical assistance necessary to accomplish the installation of the pen register unobtrusively and with minimum interference with the services that are accorded persons with respect to whom the installation and use is to take place; and

IT IS FURTHER ORDERED that, when requested to do so by agents of the \_\_\_\_\_, that \_\_\_\_\_  
(Law Enforcement Agency) (Service Provider)  
shall furnish subscriber information, including names and addresses, on all telephone numbers retrieved through the use of the pen register, as well as the origin of incoming calls to include telephone number, name and address of the subscriber during the period of this order; and

IT IS FURTHER ORDERED that \_\_\_\_\_  
(Service Provider)  
shall install a trap and trace or a Caller I.D. device, if not already installed, to the above described telephone number, and the \_\_\_\_\_ may use such trap and trace or Caller  
(Law Enforcement Agency)  
I.D. device to capture the incoming numbers of a wire or electronic communication, including telephones using call forwarding, for a period of sixty days, which period shall run concurrently with the use of the pen register device authorized herein.

IT IS FURTHER ORDERED that \_\_\_\_\_ be  
(Service Provider)  
compensated by the \_\_\_\_\_ for reasonable  
(Law Enforcement Agency)  
expenses incurred in providing technical assistance; and

IT IS FURTHER ORDERED, pursuant to Title 18, United States Code, Section 3123(d), that this order and the application be SEALED until otherwise ordered by the court, and that \_\_\_\_\_

\_\_\_\_\_ shall not disclose the existence of the (Service Provider)

pen register or the existence of the investigation to the listed subscriber or to any other person unless or until otherwise ordered by the court.

AUTHORIZATION BY THIS COURT is for sixty (60) days commencing on the date and time of the installation/activation of the above mentioned device.

ENTER: \_\_\_\_\_

FOR THE COURT:

\_\_\_\_\_  
Judge

*This is  
Not "ON-Line"*

**ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS**

**PART 1 (JUDGE'S REPORT)  
REPORT OF APPLICATION AND/OR ORDER  
AUTHORIZING INTERCEPTION OF COMMUNICATIONS**  
*(To be completed upon approval or denial of application pursuant to 18 U.S.C. 2519(1))*

**1. JUDGE AUTHORIZING OR DENYING THE APPLICATION**

Judge's Name:	County/Court/District/Jurisdiction:	State:
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**2. SOURCE - OFFICIAL MAKING APPLICATION**

Official's Name:	Title: <i>(i.e., AUSA, DA, etc.)</i>	Jurisdiction/Agency:
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**3. PROSECUTION OFFICIAL AUTHORIZING APPLICATION**

DAAG Name: <i>(Fed Cases Only)</i>	Prosecutor:	District/Jurisdiction:	Prosecutor Reference No.:	Telephone No.:
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**3A. LAW ENFORCEMENT AGENCY CONDUCTING THE WIRETAP**

Agency's Name: <i>(FBI, DEA, Sheriff, etc.)</i>	Contact Person:	Telephone No.:	Agency Reference No.:
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**4. OFFENSE (MOST SERIOUS)**

Description *(e. g., Narcotics, Gambling)*

**5. TYPE OF ORDER (Check Ordinary or Roving Order)**

- Ordinary *(Routine)* Specification Order
- Roving - Relaxed Specification Order under 18 U.S.C. 2518 (11)  
*(ALSO CHECK "NO LOCATION SPECIFIED" IN ITEM 8, BELOW)*

**6. DURATION OF INTERCEPT**

Order or Extension	No. of Days	Date of Application	Check One		Date Order Denied or Granted	Was this Order/Extension Granted with Modification or Amendment? <i>(Check only if "Yes")</i>
			Denied	Granted		
ORIGINAL REQUEST						<input type="checkbox"/> Modified/amended - DATE:
1 <sup>st</sup> Extension						<input type="checkbox"/> Modified/amended - DATE:
2 <sup>nd</sup> Extension						<input type="checkbox"/> Modified/amended - DATE:
3 <sup>rd</sup> Extension						<input type="checkbox"/> Modified/amended - DATE:
List additional extensions on separate sheet	<b>TOTAL NUMBER OF EXTENSIONS:</b>		<b>TOTAL DAYS AUTHORIZED:</b>			

**7. TYPE OF INTERCEPT (Check all that apply to this order/authorization)**

- WIRE INTERCEPT OF PHONE COMMUNICATIONS** - check device(s)
  - Cellular or mobile telephone
  - Standard Telephone *(land line)*
  - Other type of telephone communication device *(specify)* \_\_\_\_\_
- ORAL** - check device(s)
  - Microphone / Eavesdrop
  - Other type *(specify)* \_\_\_\_\_
- ELECTRONIC** - check device(s)
  - Computer *(including E-mail)*
  - Other electronic device *(specify)* \_\_\_\_\_
  - Digital pager
  - Fax machine
  - Text messaging

**8. LOCATION SHOWN IN INTERCEPT ORDER (Check all that apply to this order/authorization)**

- PERSONAL RESIDENCE** *(specify)* \_\_\_\_\_  
*(e.g., single family house, apartment, mobile home, rooming house, dormitory)*
- BUSINESS** *(specify)* \_\_\_\_\_  
*(e.g., store, office, restaurant, gym, hospital, school)*
- PUBLIC AREA** *(specify)* \_\_\_\_\_  
*(e.g., pay telephone, park, station, airport, library, street, cemetery)*
- PORTABLE DEVICE - CARRIED BY/ON INDIVIDUAL** *(specify)* \_\_\_\_\_  
*(e.g., cell phone, pager)*
- OTHER LOCATION** *(specify)* \_\_\_\_\_  
*(e.g., motel, prison, jail, vehicle, another specified location not listed)*
- NO LOCATION SPECIFIED IN ORDER** *(specify)* \_\_\_\_\_  
*(either "roving" as shown in item 5, or other circumstances. Describe.)*

Judge's signature:	Telephone No.:	Date:
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**INSTRUCTIONS**

When Part 1 (Judge's Report) is completed, do the following:

- (1) Send a copy to one of the following:
  - Mail - Administrative Office of the U.S. Courts, Attn: Statistics Division (WT), One Columbus Circle, NE, Washington, DC 20544
  - Fax - 202-502-1422
  - E-mail - SD-Wiretap@AO.USCOURTS.GOV
- (2) Provide the Form WT-2 to the official making the application
- (3) Retain a copy for the judge's files

Report Prepared By:	Telephone No. <i>(Area Code)</i>
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CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT

OLD

CIRCUIT ADMINISTRATIVE ORDER 99-1

**SUBJECT: PROCEDURES FOR REQUEST FOR USE OF PEN REGISTERS AND  
TRAP AND TRACE DEVICES PURSUANT TO 18 USC 3121 et. seq.**

1. DEFINITIONS:

(a) Pen register - a device which records or decodes electronic or other impulses which identify the numbers dialed or otherwise transmitted on the telephone line to which such device is attached.

(b) Trap and trace device - a device which captures the incoming electronic or other impulses which identify the originating number of an instrument or device from which a wire or electronic communication was transmitted.

2. APPLICATION:

A state investigative or law enforcement officer may apply to the court for an order authorizing installation and use of a pen register or trap and trace device. The application shall be in writing and signed under oath or affirmation.

The application, in substantially the same form as Appendix 1 of this Administrative Order, shall include (1) the identity of the officer making the application and law enforcement agency conducting the investigation, (2) a certification by the applicant that the information likely to be obtained is relevant to an ongoing criminal investigation, and (3) a statement of the facts and circumstances relied upon by the applicant to establish reasonable cause to believe an individual is committing, has committed or is about to commit an offense under Illinois law and that relevant information is likely to be obtained.

3. FILING:

(a) The style of the case in matters involving applications for use of pen registration and trap and trace devices shall be: In the Matter of the Judicial Supervision of the Use of Pen Registers and Trap and Trace Devices by \_\_\_\_\_

Police Agency

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Agency's Case No.

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(a) The Basic Record, consisting of the case file and record sheet, shall be sealed in accordance with the Supreme Court's Manual on Recordkeeping, Second Edition, Part 1, Section L.2.

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(c) The Circuit Clerk shall designate up to two deputy clerks, specifically appointed and authorized by the Clerk of the Court, to handle pen register and trap and trace device cases.

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A record sheet with the style of the case shall be initialed with the judge's initials in each separate case and shall include the names of all persons (or aliases, if appropriate) present at the application hearing and a notation of documents presented to the court without indicating on the record sheet any confidential matters contained in the petition, application, or other documents. The issuing judge shall insure that all pleadings and motions for inspection of information obtained shall be noted on the record sheet together with the court's rulings thereon.

6. FINDINGS:

If the court finds the officer has certified that the information likely to be obtained is relevant to an ongoing investigation and there is reasonable cause to believe that an individual is committing, has committed or is about to commit an offense and that relevant information is likely to be obtained, it shall enter an ex parte order authorizing use of a pen register or trap and trace device.

7. ORDER:

(a) The order, in a form substantially the same as Appendix 2 of this Administrative Order, shall be signed by the court and placed in the sealed file. The judge shall place the application or petition, affidavits, consents, order and other appropriate documents in the case file folder, which shall then be sealed and stored in the Clerk's Office in accordance with Paragraph 4 of this Administrative Order.

(b) The court's order shall direct that: (1) the order be sealed until otherwise ordered by the court, and (2) the person owning or leasing the line or who has been ordered to provide assistance not disclose the existence of the pen register, trap and trace device or the investigation to the subscriber or any other person unless otherwise ordered by the court.

8. SUBSEQUENT ACTIVITY:

Whenever any subsequent activity occurs in the case, the Circuit Clerk or designated deputy clerk, shall transmit the sealed file folder to the judge who issued the order or a judge acting in his stead. The judge will break the seal, conduct the business relating to the case, and have the case file resealed and returned to the Clerk's Office the same day. Before resealing the case file, the record sheet, whether made manually or on an automated system, shall be updated and placed in the file. The record sheet entry shall include not only the case activity that occurred, but the time and date the case file was unsealed and resealed by judicial order.

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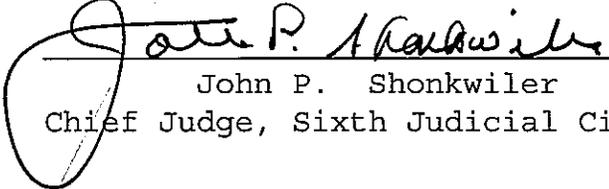
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with due diligence and, (2) there are grounds upon which an order could be issued, such device may be installed and use a pen register or trap and trace device without a court order if application is made and an order is entered within 48 hours thereafter.

ENTER: September 13, 1999

EFFECTIVE: October 1, 1999

  
\_\_\_\_\_  
John P. Shonkwiler  
Chief Judge, Sixth Judicial Circuit

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT  
\_\_\_\_\_ COUNTY

IN THE MATTER OF THE APPLICATION FOR )  
AN ORDER AUTHORIZING THE INSTALLATION )  
OF A PEN REGISTER OR TRAP AND TRACE ) NO. \_\_\_\_\_ -MR- \_\_\_\_\_  
DEVICE ON )  
\_\_\_\_\_ )

APPLICATION

\_\_\_\_\_, of the \_\_\_\_\_,  
(Name of Applicant) (Law Enforcement Agency)  
(hereinafter referred to as the "applicant"), hereby applies to the  
court for an order authorizing the installation and use of a pen  
register or trap and trace on telephone number \_\_\_\_\_.

In support of this application he states the following:

1. The applicant is a state investigative or law enforcement  
officer, and therefore, pursuant to Section 3122 of Title 18,  
United States Code, may apply for an order authorizing the  
installation and use of a pen register or trap and trace device.

2. The applicant certifies that the \_\_\_\_\_  
(Law Enforcement Agency)  
\_\_\_\_\_ is conducting a criminal investigation  
of \_\_\_\_\_ and others in connection  
(Name of Subject of Investigation)  
with possible violations of Illinois Statute \_\_\_\_\_  
ILCS \_\_\_\_\_; that it is believed  
(Name of Offense)



4. The applicant requests that the court issue an order authorizing the installation and use of a pen register to register numbers dialed or pulsed from telephone number \_\_\_\_\_ or to install a trap and trace device to capture the numbers from which calls to \_\_\_\_\_ originated, to record the date and time of such dialings or pulsing, and to record the length of time the telephone receiver is off the hook for incoming or outgoing calls for a period of 60 days.

5. The applicant further requests that the order direct the furnishing of information, facilities and technical assistance necessary to unobtrusively accomplish the installation of the pen register by \_\_\_\_\_ with reasonable compensation (Service Provider) to be paid by the \_\_\_\_\_ for reasonable (Law Enforcement Agency) expenses incurred in providing such facilities and assistance.

6. The applicant further requests that the court order \_\_\_\_\_ to provide subscriber information, (Service Provider) including name and address, of all telephone numbers retrieved through use of this device, as well as the origin of incoming calls to include telephone number, name and address of the subscriber during the period of this order with reasonable compensation to be

paid by the \_\_\_\_\_ for reasonable expenses  
(Law Enforcement Agency)

incurred in providing such information.

WHEREFORE, it is respectfully requested that the court grant an order for a period of 60 days to begin at the time of the installation/activation of the device: (1) authorizing the installation and use of a pen register to record numbers dialed or pulsed from telephone number \_\_\_\_\_ and authorizing the installation of a trap and trace device to record numbers dialed or pulsed to number \_\_\_\_\_,

(2) directing \_\_\_\_\_ to forthwith furnish agents  
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(Law Enforcement Agency)

and technical assistance necessary to accomplish the installation and use of the device unobtrusively and with minimum interference to the service presently accorded persons whose dialings or pulsings are the subject of the pen register, and (3) directing

\_\_\_\_\_ to provide subscriber information,  
(Law Enforcement Agency)

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compensation to be paid by the \_\_\_\_\_ for  
(Law Enforcement Agency)

reasonable expenses incurred in providing such information, and

(4) sealing this application and the court's order.

\_\_\_\_\_  
Applicant Date

Subscribed and sworn to before me \_\_\_\_\_.

Approved by:

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Date

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT  
\_\_\_\_\_ COUNTY

IN THE MATTER OF THE APPLICATION FOR )  
AN ORDER AUTHORIZING THE INSTALLATION )  
OF A PEN REGISTER OR TRAP AND TRACE ) NO. \_\_\_\_\_ -MR- \_\_\_\_\_  
DEVICE ON )  
\_\_\_\_\_ )

ORDER

This matter having come before the court pursuant to an application under Title 18, United States Code, Section 3122 by a state investigative or law enforcement officer, which application requests an order under Title 18, United States Code, Section 3123 authorizing the installation and use of a pen register or trap and trace device on telephone number \_\_\_\_\_, the court finds that the applicant has certified that the information likely to be obtained by such installation and use is relevant to an ongoing criminal investigation into possible violation of Illinois State Statutes, specifically \_\_\_\_\_ ILCS \_\_\_\_\_ by the person(s) \_\_\_\_\_ (Name of Offense) specified in the application, and that there is reasonable cause to believe that \_\_\_\_\_ is committing, has committed or is about to commit an offense and that relevant information is likely to be obtained.

IT APPEARING that the numbers dialed or pulsed from telephone number \_\_\_\_\_ subscribed to in the name of \_\_\_\_\_, and located at \_\_\_\_\_  
(Name of Subscriber) (Address)

\_\_\_\_\_, are relevant to an ongoing criminal investigation of the specified offenses.

IT IS ORDERED, pursuant to Title 18, United States Code, Section 3123, that agents of the \_\_\_\_\_  
(Law Enforcement Agency)

may install and use a pen register to register numbers dialed or pulsed from telephone number \_\_\_\_\_, to record the length of time the telephone receiver in question is off the hook for incoming or outgoing calls for a period of 60 days; and

IT IS FURTHER ORDERED, pursuant to Title 18, United States Code, Section 3123(b)(2), that \_\_\_\_\_  
(Service Provider)

shall furnish agents of the \_\_\_\_\_  
(Law Enforcement Agency)

forthwith all information, facilities, and technical assistance necessary to accomplish the installation of the pen register unobtrusively and with minimum interference with the services that are accorded persons with respect to whom the installation and use is to take place; and

IT IS FURTHER ORDERED that, when requested to do so by agents of the \_\_\_\_\_, that \_\_\_\_\_ shall furnish subscriber information, including names and addresses, on all telephone numbers retrieved through the use of the pen register, as well as the origin of incoming calls to include telephone number, name and address of the subscriber during the period of this order; and

IT IS FURTHER ORDERED that \_\_\_\_\_ (Service Provider) shall install a trap and trace or a Caller I.D. device, if not already installed, to the above described telephone number, and the \_\_\_\_\_ (Law Enforcement Agency) may use such trap and trace or Caller I.D. device to capture the incoming numbers of a wire or electronic communication, including telephones using call forwarding, for a period of sixty days, which period shall run concurrently with the use of the pen register device authorized herein.

IT IS FURTHER ORDERED that \_\_\_\_\_ (Service Provider) be compensated by the \_\_\_\_\_ (Law Enforcement Agency) for reasonable expenses incurred in providing technical assistance; and

IT IS FURTHER ORDERED, pursuant to Title 18, United States Code, Section 3123(d), that this order and the application be **SEALED** until otherwise ordered by the court, and that \_\_\_\_\_

\_\_\_\_\_ shall not disclose the existence of the (Service Provider) pen register or the existence of the investigation to the listed subscriber or to any other person unless or until otherwise ordered by the court.

AUTHORIZATION BY THIS COURT is for sixty (60) days commencing on the date and time of the installation/activation of the above mentioned device.

ENTER: \_\_\_\_\_

FOR THE COURT:

\_\_\_\_\_  
Judge

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 99-2

**SUBJECT: CHILD SUPPORT DATA SHEET REQUIRED IN ALL DISSOLUTION OF MARRIAGE, ORDER OF PROTECTION, AND FAMILY CASES WHERE CHILD SUPPORT (OR CHILD SUPPORT AND MAINTENANCE) HAS OR MAY BE ORDERED**

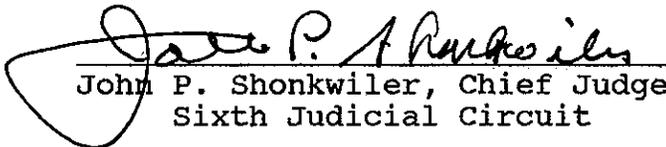
Pursuant to Public Act 91-212, parties in cases in which an order for support is entered or modified are required to disclose to the court certain information which is essential to facilitate statewide collection and disbursement of support payments, and such information is to be provided to the State Case Registry by the Circuit Clerk.

Any party filing a petition initiating a Dissolution of Marriage (D), Order of Protection (OP) or Family (F) case in which support is requested, or in a petition to modify an existing order for support, and any party filing a response thereto, shall properly complete a "CHILD SUPPORT DATA SHEET," in substantially the same form as provided in Appendix 1 of this Administrative Order, and shall file such Data Sheet with the Circuit Clerk at the time of filing said petition. No final order shall be entered until such fully completed "CHILD SUPPORT DATA SHEET" has been filed.

THE CIRCUIT CLERK IS DIRECTED to provide a copy of this Administrative Order, together with the attached form "CHILD SUPPORT DATA SHEET," to the attorneys of record and pro se litigants, in pending Dissolution of Marriage (D), Order of Protection (OP), and Family (F) cases.

IT IS FURTHER ORDERED that in all pending Dissolution of Marriage (D), Order of Protection (OP), and Family (F) cases in which child support has been, or will be, requested, a properly completed "CHILD SUPPORT DATA SHEET" is to be filed with the Circuit Clerk by each attorney of record or pro se party in those cases within 15 days after receiving a copy of this Administrative Order from the Clerk.

Enter: September 24, 1999  
Effective: October 1, 1999

  
John P. Shonkwiler, Chief Judge  
Sixth Judicial Circuit

**CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT**

\_\_\_\_\_ COUNTY

\_\_\_\_\_  
Petitioner  
vs.

\_\_\_\_\_  
Respondent

CASE NO. : \_\_\_\_\_

FILE MARK

**CHILD SUPPORT DATA SHEET**

Pursuant to Administrative Order 99-2, Sixth Judicial Circuit, the following form must be completed and filed:

1. in new cases or when modifying an existing order, at time of filing petition or response:
2. in pending cases, within 15 days after receiving Child Support Data Sheet from Clerk. (Data Sheet mailed by Clerk \_\_\_\_\_.)

PETITIONER INFORMATION			RESPONDENT INFORMATION		
Last name	First	Middle In.	Last name	First	Middle In.
Complete <u>Residential</u> Address			Complete <u>Residential</u> Address		
Complete <u>Mailing</u> Address <i>(If other than above)</i>			Complete <u>Mailing</u> Address <i>(If other than above)</i>		
Date of Birth:			Date of Birth:		
Driver's License No. :			Driver's License No. :		
Social Security No. :			Social Security No. :		
Home Phone Number: ( )			Home Phone Number: ( )		
Employer(s) Name/Company			Employer(s) Name/Company		
Employer(s) Address:			Employer(s) Address:		
Employer(s) ID Number:			Employer(s) ID Number		
Work Phone Number: ( )			Work Phone Number: ( )		

**CHILD/CHILDREN INFORMATION**

LAST	FIRST	MIDDLE INITIAL	DATE OF BIRTH	SOCIAL SECURITY NUMBER
1.				
2.				
3.				
4.				
5.				

Submitted by: \_\_\_\_\_  Petitioner  Respondent Date \_\_\_\_\_  
(Print or type name)

Signature \_\_\_\_\_

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 99-3

**SUBJECT: GEOGRAPHICAL LIMITS ON SERVICE OF WARRANTS OF ARREST**

Pursuant to 725 ILCS 5/107-9(d)(8), unless otherwise ordered by the court issuing any warrant of arrest, the following geographical limits shall apply, and the below language included, on all warrants of arrest issued within the Sixth Judicial Circuit:

To be marked by issuing judge.

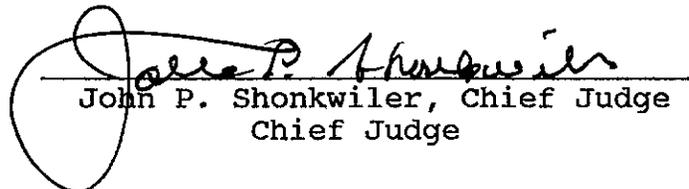
No geographical limits;

Geographical limits apply.

Any jurisdiction within the State of Illinois;

All areas in Illinois south of I-80 and north of I-64.

Enter: November 12, 1999  
Effective: January 1, 2000

  
\_\_\_\_\_  
John P. Shonkwiler, Chief Judge  
Chief Judge

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 99-4

**SUBJECT: COURT-ANNEXED MEDIATION**

**I. GENERAL:**

A. A Court-Annexed Mediation program of civil cases is hereby established within the Sixth Judicial Circuit in counties of the circuit wherein the presiding judge has filed an order with the Office of Chief Judge adopting the provisions of this Administrative Order.

Mediation under this order involves a confidential process by which a neutral mediator, selected by the parties or appointed by the court, assists the litigants in reaching a mutually acceptable agreement. The role of the mediator is to assist in identifying the issues, reducing misunderstanding, clarifying priorities, exploring areas of compromise, and finding points of agreement as well as legitimate points of disagreement. Any agreement reached by the parties shall be based on the autonomous decisions of the parties and not the decisions of the mediator. It is anticipated that while an agreement may not resolve all of the disputed issues, the process can reduce points of contention. Parties and their representatives are required to mediate in good faith but are not compelled to reach an agreement.

**II. ACTIONS ELIGIBLE FOR COURT ANNEXED MEDIATION:**

A. Referral by Judge or by Stipulation

Except as hereinafter provided, the judge to whom a matter is assigned may order any contested civil matter asserting a claim having a value, irrespective of defenses or set-offs, in excess of \$30,000 referred to mediation. In addition, the parties to any such matter may file a written stipulation to mediate any issue between them at any time. Such stipulation shall be incorporated into Order of Referral.

B. Exclusions from Mediation

Except as otherwise set forth in II.A. above, the presiding judge of a county in the Sixth Judicial circuit adopting the provisions of this Administrative Order may specify matters to be excluded from mediation upon petition of all parties and approval of the court.

**III. SCHEDULING OF MEDIATION:**

A. Conference Hearing Date

Unless otherwise ordered by the court, the first mediation conference shall be held within eight (8) weeks of the Order of Referral.

At least ten (10) days prior to the conference, each side shall present to the mediator a concise, written summary of the case containing a list of issues as to each party and the names and addresses of all participants in the mediation. If the attorney filing the summary wishes its contents to remain confidential, the attorney should advise the mediator in writing at the same time the summary is filed. The summary shall include the facts of the occurrence, opinions on liability, all damages and injury information, and any offers or demands regarding settlement.

**B. Notice of Date, Time and Place**

Within 28 days after the Order of Referral, the mediator shall notify the parties in writing of the date, time and place of the mediation conference.

**C. Motion to Dispense with Mediation**

A party may move, within 14 days after the Order of Referral, to dispense with mediation if:

1. The issue to be considered has been previously mediated between the same parties pursuant to this Administrative Order;
2. The issue presents a question of law only;
3. The order violates Sec. II.B. of this Administrative Order; or
4. Other good cause is shown.

**D. Motion to Defer Mediation**

Within 14 days of the Order of Referral, any party may file a motion with the court to defer the proceeding. The movant shall set the motion to defer for hearing prior to the scheduled date for mediation. Notice of the hearing shall be provided to all interested parties, including any mediator who has been appointed. The motion shall set forth, in detail, the facts and circumstances supporting the motion. Mediation shall be tolled until disposition of the motion.

**IV. MEDIATION RULES AND PROCEDURES:**

**A. Appointment of the Mediator**

1. Within 14 days of the Order of Referral, the parties may agree, upon stipulation, that the court designate:

- a. A certified mediator; or
- b. A mediator who does not meet the certification requirements of these rules but who, in the opinion of the parties and upon review by and approval of the presiding judge, is otherwise qualified by training or experience to mediate all or some of the issues in the particular case.

2. If the parties cannot agree upon a mediator within 14 days of the Order of Referral, the plaintiff's attorney (or another attorney agreed upon by all attorneys) shall so notify the court within 7 days of the expiration of the period to agree on a mediator. The court shall then appoint a certified mediator selected by rotation or by such other procedures as may be adopted by order of the presiding judge in the county of the circuit adopting the provisions of this Administrative Order.

3. Unless fully disclosed and waived by the parties, a mediator must not have an interest in the outcome of the litigation, must not have been retained or employed by any of the parties or attorneys involved in the litigation within the last five (5) years, or be related to any of the parties or attorneys in the litigation as set forth under the provisions of Supreme Court Rule 63C(1)(e).

#### B. Compensation of the Mediator

The mediator shall be compensated by the parties at a per hour rate to be determined by the presiding judge of the county within the Sixth Judicial Circuit participating in the Court-Annexed Mediation Program.

#### C. Disqualification of a Mediator

Any party may move to enter an order disqualifying a mediator for good cause. If the court rules that mediator is disqualified from hearing a case, an order shall be entered setting forth the name of a qualified replacement. Nothing in this provision shall preclude mediators from disqualifying themselves or refusing any assignment. The time for mediation shall be tolled during any periods in which a motion to disqualify is pending.

#### D. Interim or Emergency Relief

A party may apply to the court for interim or emergency relief at any time. Mediation shall continue while such a motion is pending absent a contrary order of the court or a decision of the

mediator to adjourn pending disposition of the motion.

E. Sanctions for Failure to Appear

If a party fails to appear at a duly noticed mediation conference without good cause, the court upon motion shall impose sanctions, including an award of mediator and attorney fees and other costs, against the party failing to appear. If a party to mediation is a public entity, that party shall be deemed to appear at a mediation conference by the physical presence of a representative with full authority to negotiate on behalf of the entity and to recommend settlement of the appropriate decision-making body or the entity. Otherwise, unless stipulated by the parties, or by order of the court, a party is deemed to appear at a mediation conference if the following persons are physically present:

1. The party or its representative having full authority to settle without further consultation; and

2. The party's counsel of record, if any; and

3. A representative of the insurance carrier for any insured party who is not such carrier's outside counsel and who has full authority to negotiate and recommend settlements to the limits of the policy or the most recent demand, whichever is lower without further consultation.

F. Adjournments

The mediator may adjourn the mediation conference at any time and may set times for reconvening the adjourned conference. No further notification is required for parties present at the adjourned conference.

G. Counsel

The mediator shall at all times exercise authority of the mediation process and procedures. Counsel shall be permitted to communicate privately with their clients.

H. Communication with Parties

The mediator may meet and consult privately with either party and his/her representative during the mediation session.

I. Completion of Mediation

Mediation shall be completed within seven (7) weeks of the first mediation conference unless extended by order of the court or by stipulation of the parties.

J. Agreement

If an agreement is reached, it shall be reduced to writing and signed by the parties and their counsel, if any, at the conclusion of the mediation.

K. Lack of Agreement

If the parties do not reach an agreement as to any matter as a result of mediation, the mediator shall report the lack of an agreement to the court without comment or recommendation.

L. Imposition of Sanctions

In the event of any breach or failure to perform under the agreement, the court, upon motion, may impose sanctions, including cost, attorney fees, or other appropriate remedies including entry of judgment on the agreement.

M. Discovery

Discovery may continue throughout mediation.

N. Confidentiality of Communications

All oral or written communications in a mediation conference, other than executed settlement agreements, shall be exempt from discovery and shall be confidential and inadmissible as evidence in the underlying cause of action unless all parties agree otherwise. Evidence with respect to alleged settlement agreements shall be admissible in proceedings to enforce the settlement. Subject to the foregoing, unless authorized by the parties, the mediator may not disclose any information obtained during the mediation process.

O. Forms

The following documents, in substantially the same form as in Appendices A, B, C and D of this Administrative Order shall be used in conjunction with court-annexed mediation:

1. Order of Referral to Court-Annexed Mediation (Appendix A);
2. Confidentiality Agreement and Non-representation Acknowledgement (Appendix B);
3. Memorandum of Agreement (Appendix C);
4. Mediation Held/No Agreement Resulted (Appendix D).

## V. MEDIATOR QUALIFICATIONS

### A. General Requirements

The presiding judge in each county of the Sixth Judicial Circuit adopting the provisions of this Administrative Order shall maintain a list of mediators who have been certified by the presiding judge and who have registered and been accepted for appointment.

For certification in major civil cases, an applicant must:

1. Complete a minimum of 16 hours mediation training, in a program approved by the circuit court, during the one (1) year period prior to application or reapplication for certification as a mediator; and

2. Be a retired judge, or licensed to practice law in the State of Illinois, with at least seven (7) years of practice in Illinois, and be actively practicing in the State of Illinois for twelve (12) consecutive months immediately preceding application or reapplication for certification as a mediator under these rules;

3. Submit a completed application in a form prescribed by the presiding judge in the county of this circuit adopting the provisions of this Administrative Order, which shall include educational background, areas of practice, years of practice. By making an application to become certified under these Rules, the applicant shall be deemed to have consented to disclosure of the information submitted in connection with his or her application; as well as the nature of cases mediated, number of cases mediated and number of cases settled, and other pertinent information regarding the applicant's qualifications to attorneys or parties involved in litigation to be mediated as well as any other persons to whom disclosure is deemed appropriate by the circuit court.

### B. Continuing Responsibilities as a Certified Mediator

In each case, the mediator shall comply with this general order regarding mediation and such other general standards as may, from time to time, be established and promulgated in writing by the court.

### C. Decertification of Mediators

The presiding judge of a county within the Sixth Judicial Circuit which has adopted the provisions of this Administrative Order may decertify a mediator previously certified under the provisions of this Order for any of the following reasons:

1. Revocation or suspension of mediator's license to practice law in the State of Illinois;

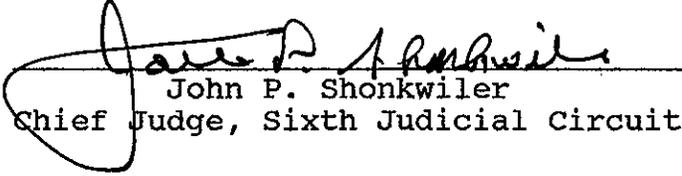
2. Failure or refusal of the mediator to comply with the provisions of this Administrative Order governing mediation or any general standards issued by the presiding judge regarding mediation;

3. Other unprofessional conduct by the mediator that interferes with the ability of the circuit court to provide appropriate mediation services; or

4. The request of the mediator to be decertified.

Enter: November 12, 1999

Effective: December 1, 1999

  
John P. Shonkwiler  
Chief Judge, Sixth Judicial Circuit



of all participants in the mediation shall be disclosed to the mediator in the summary prior to the session.

d. All discussions, representations, and statements made at the mediation conference shall be privileged consistent with the Confidentiality Agreement to be signed on behalf of each party prior to the commencement of the first mediation conference. The Confidentiality Agreement shall be made a part of the court record in the case.

e. The mediator shall be compensated by the parties at the rate of \$ \_\_\_\_\_ per hour unless otherwise agreed in writing, and each party shall bear the cost proportionately.

f. The mediator shall have no power to compel or enforce settlement agreements and shall not render legal advice to any party. Upon settlement being reached, the attorneys shall reduce the agreement to writing at the conclusion of the mediation.

2. The plaintiff's attorney (or another attorney agreed upon by all attorneys) shall be responsible for obtaining a mediator and scheduling the mediation conference within 14 days of this Order of Referral. The parties shall attempt to agree upon a mediator. A date and time for mediation convenient to all shall be obtained from the mediator.

3. If the parties cannot agree on a mediator within 14 days of the Order of Referral, the responsible attorney shall notify the court within seven days of the expiration of the 14-day period, and the court shall appoint a certified mediator selected by rotation.

4. Mediation shall be completed within seven weeks of the first mediation conference unless extended by order of the court or by stipulation of the parties.

5. This cause is set for status \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ .m.

\_\_\_\_\_  
Judge

Dated: \_\_\_\_\_

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT  
\_\_\_\_\_ COUNTY

COURT-ANNEXED MEDIATION

\_\_\_\_\_  
Plaintiff(s),  
vs. \_\_\_\_\_ NO. \_\_\_\_\_  
\_\_\_\_\_  
Defendant(s).

CONFIDENTIALITY AGREEMENT AND  
NON-REPRESENTATION ACKNOWLEDGEMENT

IT IS HEREBY AGREED by and between the mediation participants' ATTORNEY \_\_\_\_\_, and \_\_\_\_\_, Mediator, that all matters discussed during any and all mediation sessions shall be confidential and shall not be disclosed by the participants or the mediator in any court of law. It is further acknowledged by the parties to this lawsuit that the Mediator, \_\_\_\_\_, and the mediator's law firm, \_\_\_\_\_, are not representing any party to this lawsuit and are not affording or providing any legal advice to any such party.

Dated:

\_\_\_\_\_  
, MEDIATOR  
\_\_\_\_\_  
\_\_\_\_\_

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT  
\_\_\_\_\_ COUNTY

COURT-ANNEXED MEDIATION  
MEMORANDUM OF AGREEMENT

Date \_\_\_\_\_

Case No. \_\_\_\_\_

IN THE MATTER OF MEDIATION BETWEEN:

\_\_\_\_\_

and

\_\_\_\_\_

We, the undersigned, having participated in a mediation session on \_\_\_\_\_, \_\_\_\_\_, and being satisfied that the provisions of the resolution of our dispute are fair and reasonable, hereby agree to abide by and fulfill the following:

\_\_\_\_\_  
, MEDIATOR

\_\_\_\_\_

\_\_\_\_\_

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT  
\_\_\_\_\_ COUNTY

COURT-ANNEXED MEDIATION  
MEDIATION HELD/NO AGREEMENT RESULTED

Date \_\_\_\_\_

Case No. \_\_\_\_\_

IN THE MATTER OF MEDIATION BETWEEN:

\_\_\_\_\_

and

\_\_\_\_\_

ATTORNEY \_\_\_\_\_, and \_\_\_\_\_,  
Mediator, appeared for mediation \_\_\_\_\_, for their scheduled  
mediation.

The parties appeared in a good faith effort to attempt  
mediation of the dispute that exists between them.

The dispute was not resolved through mediation.

\_\_\_\_\_  
, MEDIATOR

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 99-5

**SUBJECT: USE OF UNIFORM ORDER FOR CHILD SUPPORT**

WHEREAS, the wide-spread use of automation in this State for child and spousal support enforcement has mandated the need for commonality in the collection of data, and

WHEREAS, the Clerks of the Circuit Courts of this State are directed to provide certain information on each new or modified support order to the Illinois Case Registry, and

WHEREAS, federal mandates have caused this State to require its Circuit Courts to include specific information in new and modified orders for support, and

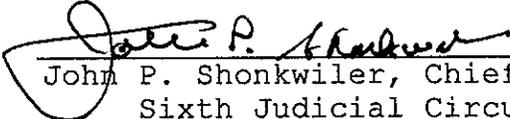
WHEREAS, the Conference of Chief Circuit Judges has recommended the use of a uniform order for support in the Circuit Courts of this State,

NOW, THEREFORE, IT IS ORDERED:

A. Judges of this Circuit enter a fully completed Uniform Order for Support in substantially the same form as Appendix A of this Administrative Order in each case in which a child support or spousal support obligation is created or modified.

B. Clerks of the Court of this circuit provide a copy of this Administrative Order, including Appendix A, to attorneys who regularly appear in their respective courts and to pro se litigants who seek a new or modified order for support.

Enter: December 20, 1999  
Effective: January 1, 2000

  
John P. Shonkwiler, Chief Judge  
Sixth Judicial Circuit



[ ] **PERCENTAGE AMOUNT OF CHILD SUPPORT**

(Complete this section only if finding c) is checked above.)

In addition to the specific dollar amount of support ordered above, current child support shall be paid in the amount of \_\_\_\_\_% of obligor's \_\_\_\_\_ payable \_\_\_\_\_. The obligor is further ordered to provide income records sufficient to determine and enforce the percentage amount of child support, **within 7 days** of receipt of income subject to this percentage assessment, to the  obligee and  Clerk of the Court.

[ X ] **PAYMENT ARRANGEMENTS**

Check Only One

**(Payments must be sent to the STATE DISBURSEMENT UNIT if this box is checked.)**  
A Notice to Withhold Income shall issue immediately and shall be served on the employer at the address listed in this Order. Payments shall be made payable to the State Disbursement Unit and sent to the State Disbursement Unit at \_\_\_\_\_. Payments must include CASE NUMBER, COUNTY of the Court issuing this Order, and obligor's name and social security number. Any subsequent employer may be served with a Notice to Withhold Income without further order of Court.

The parties have entered into a written agreement providing for an alternative arrangement for the payment of support that is approved by the Court and attached to this Order, meeting all requirements of, and consistent with, applicable law. An income withholding notice is to be prepared and served only if the obligor becomes delinquent in paying the order for support. Payments shall be made in accordance with the written agreement of the parties attached hereto. In the event the income withholding notice is served, payments shall be made to the State Disbursement Unit as set forth above.

State law does not require payment to the State Disbursement Unit and the parties have not entered into a written agreement as provided above. Payments shall be made payable to \_\_\_\_\_ and sent to THE CLERK OF THE CIRCUIT COURT at \_\_\_\_\_. Payments must include CASE NUMBER and COUNTY of the Court issuing this Order.

In addition to and separate from amounts ordered to be paid as maintenance or child support, the obligor shall pay a \$36 per year Separate Maintenance and Child Support Collection Fee. This sum shall be paid directly to the Clerk of the Circuit Court of \_\_\_\_\_ County at \_\_\_\_\_ and **not** to the State Disbursement Unit.

[ X ] **DELINQUENCY**

If the obligor becomes delinquent in the payment of support after the entry of this Order For Support, the obligor must pay, in addition to the current support obligation, the sum of (a) \$ \_\_\_\_\_ for child support per the payment frequency ordered above for child support, and (b) \$ \_\_\_\_\_ for maintenance or unallocated support per the payment frequency ordered above for maintenance or unallocated support, until the delinquency is paid in full. (This additional amount, the total of (a) and (b), shall not be less than 20 percent of the total of the current support amount and the amount to be paid periodically for payment of any arrearage stated in the order for support.) A support obligation, or any portion of a support obligation which becomes due and remains unpaid for 30 days or more shall accrue interest at the rate of 9% per annum.

**[ X ] TERMINATION**

This obligation to pay child support terminates on \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ unless modified by written order of the Court. (Insert a date no earlier than the date that the youngest child reaches the age of 18 or is expected to graduate from high school, whichever comes later.) **This termination date does not apply to any arrearage that may remain unpaid on that date.** The child/children covered by this order is/are: \_\_\_\_\_

**[ ] INSURANCE**

The [ ] obligor, [ ] obligee, [ ] obligor **and** obligee, shall provide health insurance for the child(ren) either by [ ] enrolling them in any health insurance coverage available through the [ ] obligor's, [ ] obligee's, [ ] obligor's **and** obligee's, employment or [ ] securing a private health insurance policy, accepted by the obligor and obligee or approved by the Court, which names the child(ren) as beneficiary. Both the obligor and the obligee shall be provided a copy of the insurance policy and the insurance card. The name of the health insurance provider and the number of the insurance policy regarding dependent benefits/coverage on the date of this order are as follows:

Name of Health Insurance Provider (s):

Policy No.(s):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**It is further ordered that:**

The obligor shall give written notice to the Clerk of the Court, and if a party is receiving child and spouse services under Article X of the Illinois Public Aid Code, to the Department of Public Aid, **within 7 days**, of:

- any new residential, mailing address or telephone number;
- the name, address and phone number of any new employer, and;
- the policy name and identifying number(s) of health insurance coverage available.

The obligor shall submit a written report of termination of employment and of new employment, including name and address of the new employer, to the Clerk of the Court and the obligee **within 10 days**. Obligor and obligee shall advise each other of a change of residence **within 5 days** except when the Court finds that the physical, mental or emotional health of a party or that of a minor child, or both, would be seriously endangered by disclosure of the party's address. An obligee receiving payments through income withholding shall notify the Clerk of the Court and the State Disbursement Unit **within 7 days**, of a change in residence. The obligor and obligee shall report to the Clerk of the Court any change of information included in the Child Support Data Sheet (Exhibit 1) **within 5 business days** of such change.

**[ ] ADDITIONAL CONDITIONS OR FINDINGS**

- Child Support payment amount deviates from the amount required by statutory minimum guidelines. The amount of support that would have been required under the guidelines is \$ \_\_\_\_\_.

Reasons for deviation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The "Child Support Data Sheet" attached hereto, as Exhibit 1, is a part of this Order.

It is ordered the Clerk of the Court impound Exhibit 1 until further order of this Court.

**FAILURE TO OBEY ANY OF THE PROVISIONS OF THIS ORDER MAY RESULT IN A FINDING OF CONTEMPT OF COURT**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judge

Prepared by: \_\_\_\_\_

Attorney for: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_

Attorney No: \_\_\_\_\_

PLAINTIFF/PETITIONER

VS.

DEFENDANT/RESPONDENT

CASE NO. \_\_\_\_\_

COUNTY \_\_\_\_\_

DATE \_\_\_\_\_

**CHILD SUPPORT DATA SHEET**

OBLIGOR INFORMATION		OBLIGEE INFORMATION	
Last name:		Last name:	
First name:	Middle In.:	First name:	Middle In.:
Complete Residential Address:		Complete Residential Address:	
Complete Mailing Address (If other than above):		Complete Mailing Address (If other than above):	
Date of Birth:		Date of Birth:	
Driver's License No.:		Driver's License No.:	
*Social Security No.:		Social Security No.:	
Home Phone Number: ( )		Home Phone Number: ( )	
Employer(s) Name/Company:		Employer(s) Name/Company:	
Employer(s) Address:		Employer(s) Address:	
Employer(s) ID Number:		Employer(s) ID Number:	
Work Phone Number: ( )		Work Phone Number: ( )	

**CHILD/CHILDREN INFORMATION**

LAST	FIRST	MIDDLE INITIAL	DATE OF BIRTH	SOCIAL SECURITY NUMBER
1.				
2.				
3.				
4.				
5.				

(If more space is needed, attach an additional sheet.)

\* If obligor is not a US citizen, so indicate and provide the obligor's alien registration number, passport number and home country's social security or national health number.

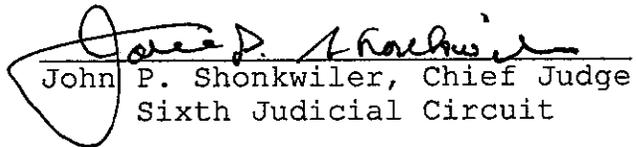
CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 99-6

**SUBJECT: WAIVER OF FILING STATE'S ATTORNEYS' ANNUAL REPORT**

The Office of Chief Judge, Sixth Judicial Circuit, having received written requests and Affidavits from the State's Attorneys of Champaign, DeWitt, Douglas, Macon, Moultrie and Piatt Counties seeking waivers of the necessity of filing of the State's Attorney's Report as required by the State's Attorneys Salaries and Fees Act (55 ILCS 5/4-2006[a]), and said Affidavits having certified that all court-ordered fines, fees, forfeitures and restitution are collected by the Clerk of the Court in their respective counties, and that none of said funds pass through the office of the State's Attorney, it is hereby ordered pursuant to 55 ILCS 5/4-2006(b) the filing of the report of fees as provided by subsection 4-2006(a) of said section is hereby waived.

Enter: December 20, 1999  
Effective: December 20, 1999

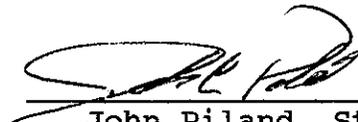
  
John P. Shonkwiler, Chief Judge  
Sixth Judicial Circuit

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT  
CHAMPAIGN COUNTY

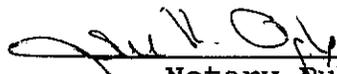
AFFIDAVIT OF STATE'S ATTORNEY

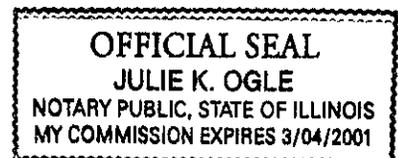
I, the undersigned, John Piland, duly elected State's Attorney of Champaign County, do hereby certify that, pursuant to 55 ILCS 5/4-2006(b), all fines, fees, forfeitures and restitution ordered by the Circuit Court of Champaign County are collected by the Clerk of the Circuit Court, and further certify that none of said funds pass through the office of the Champaign County State's Attorney. I hereby request that filing of the Report of Fees required pursuant to 55 ILCS 5/4-2006(a) be waived by written Administrative Order of the Chief Judge of the Sixth Judicial Circuit.

November 24, 1999

  
\_\_\_\_\_  
John Piland, State's Attorney

Subscribed and sworn to before me this 24<sup>th</sup> day of November, 1999.

  
\_\_\_\_\_  
Notary Public/Circuit Clerk

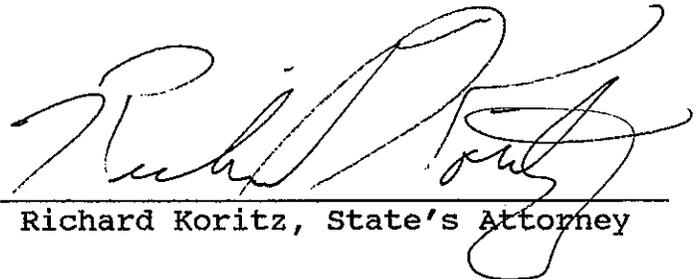


CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT  
DeWITT COUNTY

AFFIDAVIT OF STATE'S ATTORNEY

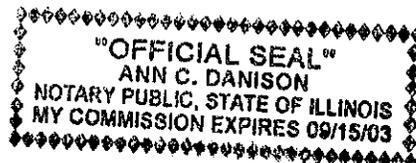
I, the undersigned, Richard Koritz, duly elected State's Attorney of DeWitt County, do hereby certify that, pursuant to 55 ILCS 5/4-2006(b), all fines, fees, forfeitures and restitution ordered by the Circuit Court of DeWitt County are collected by the Clerk of the Circuit Court, and further certify that none of said funds pass through the office of the DeWitt County State's Attorney. I hereby request that filing of the Report of Fees required pursuant to 55 ILCS 5/4-2006(a) be waived by written Administrative Order of the Chief Judge of the Sixth Judicial Circuit.

November 30<sup>th</sup>, 1999

  
Richard Koritz, State's Attorney

Subscribed and sworn to before me this 30<sup>th</sup> day of November, 1999.

  
Notary Public/Circuit Clerk



CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT  
DOUGLAS COUNTY

AFFIDAVIT OF STATE'S ATTORNEY

I, the undersigned, Diane Sipich, duly elected State's Attorney of Douglas County, do hereby certify that, pursuant to 55 ILCS 5/4-2006(b), all fines, fees, forfeitures and restitution ordered by the Circuit Court of Douglas County are collected by the Clerk of the Circuit Court, and further certify that none of said funds pass through the office of the Douglas County State's Attorney. I hereby request that filing of the Report of Fees required pursuant to 55 ILCS 5/4-2006(a) be waived by written Administrative Order of the Chief Judge of the Sixth Judicial Circuit.

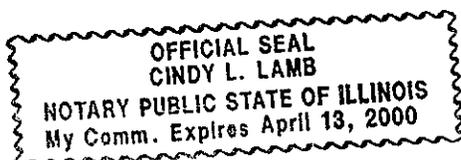
November 22, 1999

*Diane Sipich*

\_\_\_\_\_  
Diane Sipich, State's Attorney

Subscribed and sworn to before me this 22<sup>nd</sup> day of November,  
1999.

*Cindy L. Lamb*  
\_\_\_\_\_  
Notary Public/~~Circuit Clerk~~



CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT  
MACON COUNTY

AFFIDAVIT OF STATE'S ATTORNEY

I, the undersigned, Lawrence R. Fichter, duly elected State's Attorney of Macon County, do hereby certify that, pursuant to 55 ILCS 5/4-2006(b), all fines, fees, forfeitures and restitution ordered by the Circuit Court of Macon County are collected by the Clerk of the Circuit Court, and further certify that none of said funds pass through the office of the Macon County State's Attorney. I hereby request that filing of the Report of Fees required pursuant to 55 ILCS 5/4-2006(a) be waived by written Administrative Order of the Chief Judge of the Sixth Judicial Circuit.

~~November~~ December 15, 1999

Lawrence R. Fichter  
Lawrence R. Fichter, State's Attorney

Subscribed and sworn to before me this 15<sup>th</sup> day of ~~November~~ December, 1999.

Karen Bellinger  
Notary Public/Circuit Clerk

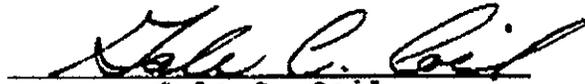


IN THE CIRCUIT COURT FOR THE SIXTH JUDICIAL CIRCUIT  
MOULTRIE COUNTY, SULLIVAN, ILLINOIS

AFFIDAVIT OF STATE'S ATTORNEY

I, the undersigned, Gale C. Coil, duly elected State's Attorney in the County of Moultrie, do hereby certify pursuant to Chapter 34, Sec. 4-2006(b) that all fines, fees, forfeitures and restitution ordered by the Circuit Court of Moultrie County are, in fact, collected by the Clerk of the Circuit Court and do hereby further certify that none of said funds pass through the office of the Moultrie County State's Attorney. I do hereby request that the filing of the report of fees required under Sec. 4-2006(a) be waived by written Administrative Order of the Chief Judge of the Sixth Judicial Circuit.

December 1, 1992.

  
Gale C. Coil  
State's Attorney

Subscribed and sworn to before me this 1 day of  
December, 1992.

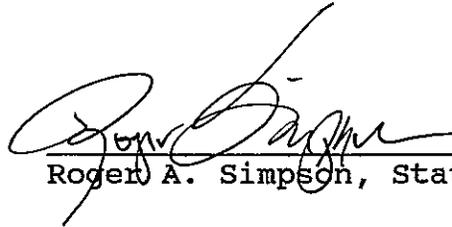
  
Circuit Judge

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT  
PIATT COUNTY

AFFIDAVIT OF STATE'S ATTORNEY

I, the undersigned, Roger A. Simpson, duly elected State's Attorney of Piatt County, do hereby certify that, pursuant to 55 ILCS 5/4-2006(b), all fines, fees, forfeitures and restitution ordered by the Circuit Court of Piatt County are collected by the Clerk of the Circuit Court, and further certify that none of said funds pass through the office of the Piatt County State's Attorney. I hereby request that filing of the Report of Fees required pursuant to 55 ILCS 5/4-2006(a) be waived by written Administrative Order of the Chief Judge of the Sixth Judicial Circuit.

November 10, 1999



Roger A. Simpson, State's Attorney

Subscribed and sworn to before me this 10th day of November,  
1999.



Notary Public/Circuit Clerk

OFFICIAL SEAL  
NANCY G SCHNIERLE  
NOTARY PUBLIC, STATE OF ILLINOIS  
MY COMMISSION EXPIRES: 12/23/00