

CIRCUIT COURT OF ILLINOIS

SIXTH JUDICIAL CIRCUIT

**INDEX**

**ADMINISTRATIVE ORDERS ENTERED IN 2006**

<u>Order No.</u>	<u>Date Issued</u>	<u>Subject</u>
2006-1	01/06/06	Guilty Plea Cutoff Date, Establishment of
2006-2	05/30/06 & 09/13/10	Hourly Rate/Maximum Fees for Court- appointed Counsel
2006-3	11/08/06 (Amended 02/28/07) (Amended 06/21/06) (Amended 03/18/16) (Amended 10/24/22) (Amended 04/05/24)	Child Custody & Allocation of Parental Responsibilities; Mediation/Attorney Qualifications; Parenting Coordination
2006-4	12/04/06	Appointment of Presiding Judge

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT  
CIRCUIT ADMINISTRATIVE ORDER 06-1

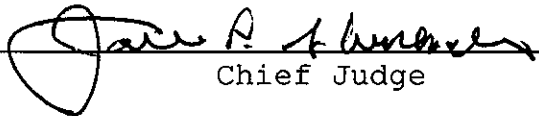
**SUBJECT: GUILTY PLEA CUTOFF DATE, ESTABLISHMENT OF**

In any criminal proceeding within the Sixth Judicial Circuit, the court may give advance notice to counsel, or to pro se defendants, if no counsel is involved, of a deadline for tendering plea agreements. A guilty plea agreement after such deadline may be summarily rejected by the court.

Each county within the Sixth Judicial Circuit may, by administrative order, set forth additional terms and conditions concerning such plea cutoff dates not inconsistent with Administrative Order 06-1.

Date signed: January 6, 2006

Date effective: Immediately

  
Chief Judge

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 2006-2

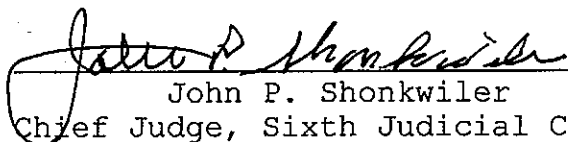
**AMENDED**

**Subject: Hourly Rate/Maximum Fees for Court-appointed Counsel**

Pursuant to Supreme Court Rule 299(b), effective ~~July 1,~~  
~~2006~~ October 1, 2010, the Sixth Judicial Circuit hereby sets an  
hourly rate for counsel appointed for indigent parties in  
misdemeanor, juvenile, traffic and felony cases in the sum of  
~~\$100.00~~ \$110.00 for all reasonable and necessary time spent in  
and out of court on said case.

The maximum compensation as set by Supreme Court Rule 299(c)  
shall be exceeded only upon an express, written finding, prior to  
the maximum being exceeded, by the judge making the appointment  
that good cause and exceptional circumstances exist for exceeding  
said maximum amount and approval by the Chief Judge, Sixth  
Judicial Circuit.

Dated: May 30, 2006  
Effective: July 1, 2006  
Amended: September 13, 2010  
Effective: October 1, 2010

  
John P. Shonkwiler  
Chief Judge, Sixth Judicial Circuit

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT

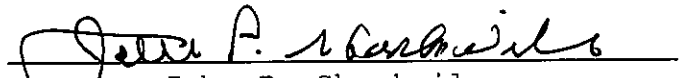
CIRCUIT ADMINISTRATIVE ORDER 2006-2

**Subject: Hourly Rate/Maximum Fees for Court-appointed Counsel**

Pursuant to Supreme Court Rule 299(b), effective July 1, 2006, the Sixth Judicial Circuit hereby sets an hourly rate for counsel appointed for indigent parties in misdemeanor, juvenile, traffic and felony cases in the sum of \$100.00 for all reasonable and necessary time spent in and out of court on said case.

The maximum compensation as set by Supreme Court Rule 299(c) shall be exceeded only upon an express, written finding, prior to the maximum being exceeded, by the judge making the appointment that good cause and exceptional circumstances exist for exceeding said maximum amount and approval by the Chief Judge, Sixth Judicial Circuit.

Dated: May 30, 2006  
Effective: July 1, 2006

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

**CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT**

**CIRCUIT ADMINISTRATIVE ORDER 06-3**

**SUBJECT: CHILD CUSTODY AND ALLOCATION OF PARENTAL RESPONSIBILITIES;  
MEDIATION/ATTORNEY QUALIFICATIONS; PARENTING COORDINATION**

**I. EXPEDITED CHILD CUSTODY AND ALLOCATION OF PARENTAL  
RESPONSIBILITIES PROCEEDINGS.**

- A. In accordance with Supreme Court Rule 901 all child custody and allocation of parental responsibilities proceedings shall be scheduled and heard on an expedited basis. Continuances shall not be granted in child custody and allocation of parental responsibilities proceedings except for good cause shown and only may be granted if consistent with the health, safety and best interests of the child. The party requesting the continuance and the reason for the continuance shall be documented in the record.
- B. In any child custody, allocation of parental responsibilities or relocation proceeding taken under advisement by the court, the trial judge shall render a decision as soon as possible but not later than 60 days after the completion of the hearing.
- C. In accordance with Supreme Court Rule 922 all allocation of parental responsibilities proceedings shall be resolved within eighteen (18) months from the date of service of the petition to final order. In the event this time limit is not met, the trial judge shall make written findings as to the reasons for the delay and shall consider whether an extension should be allowed for good cause shown.

**II. COORDINATION OF CHILD CUSTODY PROCEEDINGS**

In accordance with Supreme Court Rule 903, whenever possible and appropriate, all child custody and allocation of parental responsibilities proceedings relating to an individual child shall be conducted by a single judge. Whenever a child custody or allocation of parental responsibilities proceeding (as defined in Rule 900 of the Supreme Court Rules) is filed and there is a child custody or allocation of parental responsibilities matter already pending before another judge involving the same child, the judges involved shall confer as often as needed and jointly determine which court shall control and hear said issues and shall consider the impact of such orders on siblings, relatives and parties in each case as well as whether consolidation of such cases may be impracticable because of the issues involved or the arrangement of courtrooms, facilities and assignment of auxiliary court personnel.

**III. PARENTAL EDUCATION PROGRAM REQUIREMENT**

- A. The Sixth Judicial Circuit approves Children's First and TransParenting as approved parenting education programs for the Sixth Judicial Circuit. The judge hearing the case may authorize attendance at another approved parenting education program if deemed appropriate and good cause is shown. These programs shall consist of at least four (4) hours of training covering the subjects of parenting time and allocation of parental responsibilities and their impact on children.
- B. Except when excused by the court for good cause shown, all parties prior, to the entry of a allocation of parental responsibilities order, shall be required to attend and complete an approved parenting education program as soon as possible, but not later than 60 days after an initial case management conference. The court shall not excuse attendance unless the reason is documented in the record and a finding is made that excusing one or both parties from attendance is in the best interests of the child.
- C. The Order requiring completion of Children's First, Children in Between, or TransParenting shall be entered at the initial case management conference in substantially the same form as prescribed in Appendix A of this order
- D. Each county of the Sixth Judicial Circuit will provide its respective contact number of its parenting education program to the Office of the Chief Judge.
- E. The court may impose sanctions on any party willfully failing to complete the program.

**IV. MANDATORY MEDIATION OF CUSTODY, ALLOCATION OF PARENTAL RESPONSIBILITIES, RELOCATION AND PARENTING TIME PROCEEDINGS.**

- A. The Sixth Judicial Circuit shall maintain a list of non-judicial mediators involving custody, allocation of parental responsibilities, parenting time, and relocation issues.
- B. The non-judicial mediator's training and experience shall be as follows:
  - 1. completion of a Master's Degree in a relevant behavioral science, conflict resolution, or law degree, and specialized training in mediation as defined below.
  - 2. specialized training in family mediation shall consist of at least forty (40) hours of training with a minimum of five (5) hours in each of the following areas of knowledge:

- a. conflict resolution theory;
- b. psychological issues in separation, dissolution, and family dynamics;
- c. issues and needs of children in dissolution and family proceedings;
- d. mediation process and technique;
- e. knowledge of substantive areas of family law as it relates to custody, allocation of parental responsibilities and parenting time, domestic violence, child abuse, substance abuse and mental illness.

This specialized training may consist of lectures, conferences, continuing education programs, graduate classes, seminars or specialized training programs in custody, allocation of parental responsibilities and parenting time mediation.

3. The mediators must participate in continuing education of at least ten (10) hours every two years in the above areas, of which two (2) hours must cover domestic violence, and provide evidence of completion at the time of attendance to the presiding judge in each county in which the mediator is listed.
  4. The mediators must agree to provide some minimal mediation service in the community for nominal or no fee for individuals meeting the relevant poverty guidelines in the community.
- C. The list of approved mediators in the Sixth Judicial Circuit shall be maintained in the Office of the Chief Judge and Office of the Presiding Judge of each county of the Sixth Judicial Circuit. An application for listing shall be filed with the Chief Judge in a form substantially as found in Appendix C of this order. A mediator may be removed from the court-approved list after notification and may appeal the removal to the Chief Judge or his designee within ten (10) days of the date of notice.
- D. If recommended by the Presiding Judge of a county of the Sixth Judicial Circuit, the Chief Judge may authorize designated mediators for the approved list prior to the effective date of this order even though he or she has not obtained the specialized training referred to in paragraph B.2 if the said applicants have extensive qualification and experience in the mediation of family law issues. The mediator shall maintain

professional liability insurance which covers the mediation process and will, upon request, provide evidence of insurance to the Chief Judge of the Sixth Judicial Circuit Court.

## E. STANDARDS AND PROCEDURES

### 1. DEFINITIONS

- a. Mediation. When the word "mediation" is used herein, it means a cooperative process for resolving conflict with the assistance of a trained court-appointed, neutral third party, whose role is to facilitate communication, to help define issues, and to assist the parties in identifying and negotiating fair solutions that are mutually agreeable. Fundamental to the mediation process, described herein, are principles of safety, self-determination, procedural informality, privacy, confidentiality, and full disclosure of relevant information between the parties.
- b. Impediment. When the word "impediment" is used herein, it means any condition, including but not limited to domestic violence or intimidation, substance abuse, or mental illness, the existence of which, in an individual or in a relationship, hinders the ability of any party to negotiate safely, competently, and in good faith. The identification of forms of impediment is designed not to require treatment, but to insure that only parties having a present, undiminished ability to negotiate are directed by court order to mediate. Mediation is based on a full disclosure of all facts related to the disputes so that a fair and equitable agreement can be achieved by the parties.

### 2. MEDIATION MANDATORY

- a. Matters Subject to Mediation. The designated judge shall order mediation of any contested issue of parental responsibility, custody, parenting time, relocation or access to children arising in any action unless an impediment exists. The parties may not proceed to a final judicial hearing on contested issues arising in that case without leave of court, or until the mediation process has been concluded and its outcome has been reported to the court.
- b. Prerequisite to Mediation. The parties referred to mediation by the court shall complete the parent education program prior to starting mediation or as soon after starting mediation as the parent



education program's schedule allows.

c. Commencement of Mediation. The mediation process shall commence as provided by Supreme Court rule. In no event shall mediation occur before a case has been screened for eligibility pursuant to safety protocols for mediators. The designated judge shall be advised by counsel and/or the parties concerning:

1. Impediment of the parties as defined in Article IV, section E(1)(B) of this order. Reason to believe that impediment exists should result in referrals that may address the impediment(s) to mediation.

2. other existing circumstances which would unreasonably interfere with mediation.

Mediation shall not be required if the court determines, upon motion of a party, that a case is ineligible for mediation. Said motion shall be supported by affidavit setting forth specific facts detailing why mediation would be inappropriate.

d. Discovery. Discovery may continue throughout the mediation.

### 3. REFERRAL ASSIGNMENT PROCEDURE

a. Upon the court's order for the parties to participate in mediation, a mediator may be selected by agreement of the parties from the list of qualified mediators maintained by the Chief Judge or his/her designee. Absent an agreement, the trial judge shall select the mediator and assign the mediator a 45-day status date on the issue of progress of the mediation. The mediators shall be compensated at the rate agreed to by the parties and the mediator.

1. the court shall designate in its order what percentage of the mediation fee should be paid by the party and/or whether the case should be considered a reduced fee or indigency case.

2. the attorneys shall encourage the parties to mediate in good faith. The parties shall participate in mediation in good faith.

3. on or before the status date, for parties who are participating in mediation, the mediator shall submit a report to the court and the

parties' legal counsel, which shall include the information required by Article IV, section 7 of this order.

4. the parties shall contact the mediator within seven (7) days after the referral order is signed for the purpose of setting an appointment.

b. Conflict of Interest

1. If the mediator appointed has or had any possible conflict of interest, including but not limited, to a current or previous therapeutic, personal or economic relationship with mother, father, child, sibling, step-parent, grandparent, household member, counsel or anyone else directly involved in the case, he or she shall decline the appointment or disclose that relationship to the attorneys and may be removed for that reason. If there is a conflict, the parties may select or the court shall appoint another mediator.
2. A mediator who is a mental health professional shall not provide counseling or therapy to the parties or their children during or after the mediation. An attorney-mediator may not represent either party in any matter during the mediation process or in a dispute between the parties after the mediation process.

- c. Ethical Conduct. Inclusion of a mediator in the Sixth Judicial Circuit approved mediators list indicates explicit agreement by that mediator to maintain high standards of ethical practice. Failure to comply may result in removal of the mediator's name from the approved list.

4. MEDIATION PROCESS

- a. Commencement. At or prior to the initial session, the mediator shall:

1. determine the issues to be mediated;
2. explain that no legal advice, therapy or counseling will be provided;
3. disclose the nature and extent of any existing relationships with the parties or their attorneys and any personal, financial, or

other interests that could result in bias or conflict of interest on the part of the mediator;

4. inform each party of his/her right to obtain independent legal counsel;
5. inform the parties that:
  - a. mediation can be suspended or terminated at the request of either party and after three (3) hours of mediation, or in the discretion of the mediator as outlined in Article IV, section E(4) (a) (5) (b);
  - b. The mediator may suspend or terminate the mediation if an impediment exists, if either party is acting in bad faith or appears not to understand the negotiation, the prospects of achieving a responsible agreement appear unlikely, or if the needs and interests of the minor children are not being considered. In the event of a suspension or termination, the mediator may suggest a referral for outside professional services;
6. explain that the mediation process is confidential as outlined in Article IV, section E(6) of this order;
7. confirm the parties' understanding regarding the fee for services and any reduced fee arrangements for eligible parties with financial hardship;
8. Reach an understanding with the parties as to whether the mediator may communicate with either party or their legal counsel or with other persons to discuss the issues in mediation in the absence of the parties. Any separate communication which does not occur shall be disclosed to the parties at the first opportunity,
9. Advise each party that legal counsel, advocates, or other persons may be present only if both parties and the mediator agree in advance. Such individuals may be available for consultation for each participant while mediation is in progress.

10. Advise each party that children may be allowed to participate in mediation so long as all parties and the mediator consent to said participation, in writing, and that each parent or the child's representative or guardian ad litem, if applicable, has the right to withhold consent.

b. Reporting Risk of Bodily Harm. While mediation is in progress, the mediator may report to an appropriate law enforcement agency any information revealed in mediation necessary to prevent an individual committing an act that is likely to result in imminent, serious bodily harm to another. When the identity of an endangered person is known to the mediator, the mediator may warn that person and his attorney of the threat of harm; such notification shall not be considered a breach of confidentiality mandated by this rule.

#### 5. APPLICATION OF SAFEGUARDS IN CASE OF IMPEDIMENT

a. Duty to Assess: While mediation is in progress, the mediator shall assess continuously whether the parties manifest any impediments affecting their ability to mediate safely, completely and in good faith.

b. Safety. If an impediment affecting safety arises during the course of mediation, the mediator shall adjourn the session to confer separately with the parties, may implement appropriate referrals to community service providers, shall advise the parties of their right to terminate and shall either:

1. terminate mediation when circumstances indicate that protective measures are inadequate to maintain safety; or

2. proceed with mediation after consulting separately with each party to ascertain whether mediation in any format should continue.

c. Competency or Good Faith: If an impediment affecting competency or good faith (but not safety) arises during the course of mediation, the mediator may make any appropriate referrals to community service providers and either:

1. suspend mediation when there is a reasonable likelihood the impaired condition of an

affected party is only temporary; or

2. terminate mediation when circumstances indicate an affected party's ability to negotiate cannot be adequately restored.

d. Effect of Termination. No mediation terminated shall proceed further unless ordered by the court upon motion of a party. In the absence of such an order, the case shall be returned to the docket for adjudication in the manner prescribed by law.

## 6. CONFIDENTIALITY

a. Privacy of Sessions: Mediation sessions shall be private. Except as otherwise provided in Article IV, section E(4) (A) (9) of this order, the mediator shall have authority to exclude all persons other than the parties from sessions at which negotiations are to occur.

b. Confidentiality. Except as otherwise provided by law, all written and verbal communications made in a mediation session conducted pursuant to these rules are confidential and may not be disclosed by the mediator or any other participant or observer of the mediation, except that the parties may report these communications to their attorneys or counselors. Prior to the commencement of mediation, all participants in the mediation shall sign the confidentiality agreement prescribed by these rules.

c. Disclosure

1. Limitation of Disclosure. Admissions, representations, statements and other communications made, or disclosed in confidence by any participant in the course of mediation session shall not be admissible as evidence in any court proceeding. Except as identified herein, a mediator may not be called as a witness in any proceeding by any party or by the court to testify regarding matters disclosed in a mediation session, nor may a party be compelled to testify regarding matters disclosed during a mediation session as to privileged communications. These restrictions shall not prohibit any person from obtaining the same information independent of the mediation, or from discovery conducted pursuant to law or court rule.

2. Exceptions. Admissions, representations, statements and other communications are not confidential if:

- a. all parties consent in writing to the disclosure; or
- b. the communication reveals either an act of violence committed against another during mediation, or an intent to commit an act that may result in bodily harm to another; or
- c. the communication reveals evidence of abuse or neglect of a child; or
- d. non-identifying information is made available for research or evaluation purposes approved by the court; or
- e. the communication is probative evidence in a pending action alleging negligence or willful misconduct of the mediator.

#### 7. ATTENDANCE AND TERMINATION OF MEDIATION

- a. Attendance. The parties shall attend the mediation session(s) and shall attend a minimum of three (3) hours of mediation. Further participation may be extended by order of court or agreement of the parties. Mediation may be terminated or suspended prior to completion of the three (3) hours upon resolution of all mediated issues.
- b. Termination or Suspension. The mediation may be terminated or suspended at the option of the mediator or the court.
- c. Notice to Court. The mediator shall immediately advise the court in writing if he or she suspends or terminates mediation or in the event that either or both parties fail to comply with the terms of this Rule.
- d. Sanctions for Failure to Appear. If a party fails to appear without good cause at a previously agreed upon mediation conference, or a mediation conference ordered by the court, the court upon motion may impose sanctions, including an award of mediator and attorney fees and other costs, against the party failing to appear.
- e. Termination With Agreement. When agreements or

partial agreements are reached by the parties during mediation, the mediator shall provide a written account of the agreements to the parties and their attorneys (if any), but the mediator shall not provide this written account to the court. The mediator shall advise each party to obtain legal assistance in drafting or reviewing any final agreements. The mediator shall advise the parties that agreements reached during mediation will not be legally binding until they are reviewed by the court and signed by the judge.

f. Termination Without Agreement. Upon termination without agreement, the mediator shall file with the court a final mediator report stating that the mediation has concluded without disclosing any reasons for the parties' failure to reach an agreement.

g. Reporting Procedures.

1. Mediator's Report. The mediator shall prepare a Mediator's Report in substantially the same form as in Appendix B of this Administrative Order within ten (10) days of the termination of the last mediation session. These reports will be filed with the Circuit Clerk.

2. Statistics. The mediator shall prepare a statistical report for each case and file said report at least quarterly with the presiding judge or his/her designee in each county in which the mediator is assigned to mediate cases.

3. Reports to the Supreme Court. The presiding judge or his/her designee shall provide for the maintenance of records of mediations conducted pursuant to these rules. The information shall include the number of mediations conducted, the number of mediations resulting in an agreement and those resulting in no agreement. The presiding judge shall file an annual report with the Chief Judge on the first Monday of February who shall furnish such information to the Supreme Court through its administrative office once a year or at such other interval as directed.

h. Appointment of Child Representative/Guardian ad litem. If the mediator has concerns for the welfare or safety of the minor child(ren) or feels that it is in the best interests of the minor, the mediator

shall recommend to the court in the Mediator's Report that a child representative or guardian ad litem be appointed for the minor(s).

#### 8. ENTRY OF JUDGMENT OR ORDER

- a. Presentation of Order. Each mediated agreement shall be presented by the parties or their attorneys (if any) to the court within forty-five (45) days following the filing of the final Mediator's Report.
- b. Approval by the Court. The judge hearing the case shall examine the parties as to the content and intent of the agreement and shall reject the agreement, if any, if its provisions are found to be unconscionable or contrary to the best interests of a minor child. Unless the agreement is rejected, the court shall enter an appropriate judgment or order stating its findings and shall incorporate, either explicitly or by reference, the agreement so the terms of such agreement are also the terms of the judgment or order.

#### 9. CIRCUIT COURT ADVISORY COMMITTEE.

- a. Membership. The Chief Judge or his/her designee may establish an advisory committee whose membership shall consist of at least six (6) persons, including a family division judge within the Sixth Circuit, a practicing attorney-mediator, a practicing mental health professional mediator, and a representative of the domestic violence advocacy community. Members of the committee shall be appointed by the Chief Judge or his/her designee.
- b. Duties of the Committee. The circuit court mediation advisory committee shall advise the Chief Judge or his/her designee in establishing and implementing administrative policy consistent with these rules for the fair and efficient delivery of mediation services, including local rules of procedure, standards of conduct for mediators, and systematic review of program performance.
- c. Authority of the Chief Judge. Nothing contained in this rule shall be construed as a limitation on the authority of the Chief Judge or his/her designee to exercise administrative authority conferred by law.

#### V. ATTORNEY QUALIFICATIONS - GUARDIAN AD LITEM, CHILD REPRESENTATIVES OR ATTORNEYS FOR CHILDREN

- A. The Office of the Chief Judge, Sixth Judicial Circuit, and each



presiding judge within the circuit shall maintain a list of approved attorneys qualified to be appointed in child custody, allocation of parental responsibilities and parenting time matters covered under Article IX of the Supreme Court Rules as guardians ad litem, child representatives, or attorneys for children.

B. In order to qualify for the approved list each applicant shall meet the following minimum requirements:

1. each attorney shall be licensed and in good standing with the Illinois Supreme Court.
2. each attorney shall have attended the education program created by the Illinois State Bar Association for education of attorneys appointed in child custody, allocation of parental responsibilities or relocation cases or equivalent education programs consisting of a minimum of ten hours of continuing legal education credit within the two years prior to the date the attorney applies to be appointed.
3. to remain on the approved list, each attorney shall attend continuing legal education courses consisting of at least ten hours every two-year period and submit verification of attendance to the Chief Judge at the time of attendance or upon request. The ten hours should include courses in child development, ethics in child custody cases, allocation of parental responsibilities, relocation relevant substantive law in custody, guardianship and parenting time issues, domestic violence, family dynamics including substance abuse and mental health issues, and education on the roles and responsibilities of guardians ad litem, child representatives, and attorneys for children. Attendance at programs sponsored by this circuit may be included as a portion of this continuing education requirement.
4. each attorney must complete the Child Representation Information Sheet provided by this circuit in substantially the same form as prescribed in Appendix D of this order, and return it to the Office of the Chief Judge of the Sixth Judicial Circuit in which he/she wishes to be appointed, with a statement or other verification of attendance at continuing education.
5. each attorney must adhere to the minimum duties and responsibilities of attorneys for minor children as delineated in Supreme Court Rule 907.

**The Chief Judge may waive any of the requirements based on an applicant's education, experience, and training.**

- C. Each attorney placed on the approved list and appointed shall be paid by the parties to the litigation as ordered by the judge handling the file or as agreed between the litigants. The costs for the appointed attorneys shall be paid as ordered and the court may enforce the orders and judgments as in other proceedings, including the imposition of sanctions.
- D. In the event the court deems it is in the best interests of the child or children to have an attorney appointed in a proceeding under Article IX of the Supreme Court Rules but finds that the parties are both indigent, the court may appoint an attorney from the approved list to serve pro bono. The presiding judge or his/her designee shall rotate pro bono appointments from the approved list.
- E. Each attorney on the approved list for the Judicial Circuit shall only be required to accept one pro bono appointment each calendar year.
- F. The Chief Judge of this circuit maintains the authority to remove any attorney from the list of approved attorneys based upon the failure to meet the listed qualifications or for good cause, including the failure of any appointed attorney to perform as provided in Supreme Court Rule 907. A listed attorney may be removed from the court approved list after notification and may appeal the removal to the chief judge, Sixth Judicial Circuit, or his/her designee within ten (10) days of the date of the notice of removal.
- G. If recommended by the Presiding Judge of each county of the Sixth Judicial Circuit, the Chief Judge may authorize designated attorneys for the approved list prior to the effective date of this order even though they have not attended the education program referred to in Article V, section B, par. 2 if the said attorneys have extensive qualification and experience in the area of family law.

## **VI. CASE MANAGEMENT CONFERENCES**

- A. In accordance with Supreme Court Rule 923 in all child allocation of parenting responsibilities proceedings, an initial case management conference pursuant to Rule 218 shall be held not later than ninety (90) days after service of the petition.
- B. At the case management conference, the parties shall show proof of completion of Children's First, Children In Between, or TransParenting and provide the court with an agreed allocation of parental responsibilities and parenting time order, if available. The court shall schedule the matter for mediation if allocation of parental responsibilities, parenting time and/or relocation is in dispute, and may address any other appropriate issues with the parties.

- C. A full case management conference shall be held not later than thirty (30) days after mediation has been completed.
- D. The court, if allocation of parental responsibilities, parenting time and/or relocation is still in dispute, may, at a subsequent case management conference, appoint an attorney for the child or a guardian ad litem or a child representative and may discuss any other appropriate issue. A home and background investigation may be ordered at the case management conference or sooner if the court deems appropriate.
- E. At the original and/or the subsequent case management, conference the court shall issue a Case Management Order in substantially the same form as prescribed in Appendix E of this order.
- F. It is the responsibility of the Petitioner's attorney or the pro Petitioner in a contested allocation of parental responsibilities and/or parenting time case to request and schedule an initial case management conference with the court not later than ninety (90) days after service of the petition on the Respondent or after notice is sent to the Respondent. It is also the responsibility of the Petitioner's attorney or the pro se Petitioner to request and schedule a subsequent case management conference not later than thirty (30) days after mediation has been completed. The failure of Petitioner's attorney or the pro Petitioner to schedule such hearings may subject that party to appropriate sanctions imposed by the court.

#### **VII. PARENTING COORDINATION IN DISSOLUTION AND FAMILY CASES**

A court may appoint a Parenting Coordinator under the provisions set forth in Supreme Court Rule 909. Parenting Coordinators shall meet the minimum qualifications suggested in Rule 909; however, the court may modify or waive those qualifications and duties to the extent authorized therein. The court shall not require any governmental unit to be responsible for payment of a parenting coordinator's fees and costs, which shall instead be borne solely by the parties at issue. In determining whether to appoint a parenting coordinator, the court shall consider the parties' financial resources. Each county may proscribe specific rules for its parenting coordination program consistent with Supreme Court Rule 909 and this Administrative Order.

#### **VIII. JUDICIAL TRAINING IN ALLOCATION OF PARENTAL RESPONSIBILITIES ISSUES**

- A. In the Sixth Judicial Circuit all judges assigned to hear child custody or allocation of parental responsibilities cases shall be carefully selected by the Chief Judge or his designate with

consideration being given to the judge's judicial and legal experience and prior training.

- B. All judges hearing child custody or allocation of parental responsibilities cases in the Sixth Judicial Circuit should attend and participate regularly in seminars and judicial education opportunities approved by the Supreme Court on topics dealing with issues related to child development, child psychology and family dynamics, domestic violence, alternative dispute resolutions, child sexual abuse, financial issues in such matters, addiction and treatment issues, statutory time limitations, and cultural and diversity issues.

Original Order Entered Nov. 8, 2006

Amended Order Entered Feb. 28, 2007

Second Amended Order Entered June 21, 2007

Third Amended Order Entered March 18, 2016

Fourth Amended Order Entered Oct. 24, 2022

Fifth Amended Order Entered April 5, 2024

/s/ Randall B. Rosenbaum  
Chief Judge Randall Rosenbaum

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

\_\_\_\_\_  
Petitioner )  
vs. ) NO. \_\_\_\_\_  
\_\_\_\_\_  
Respondent )

**ORDER REQUIRING PARENTING EDUCATION PROGRAM**

Each of the parties to this case shall complete Children's First or TransParenting within sixty (60) days of the date of this Order. Failure to complete the Program may result in the entry of an order imposing sanctions until a certificate of completion is filed with the court.

The parties are directed to contact Children's First or TransParenting to make arrangements for the payment of required fees and scheduling of their appointments.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Presiding Judge

APPROVED PARENT EDUCATION PROGRAM CONTACT NUMBER: \_\_\_\_\_

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

\_\_\_\_\_  
Petitioner, )  
                  ) )  
vs.                  ) NO. \_\_\_\_\_  
                  ) )  
\_\_\_\_\_  
Respondent.      ) )

**MEDIATOR'S REPORT**

I mediated with \_\_\_\_\_ and \_\_\_\_\_  
for a total of \_\_\_\_\_ hours.

The mediation has now been concluded because:

- 1. The parties have reached an agreement as to all disputed issues.
- 2. The parties have reached an agreement as to some of the disputed issues and are at an impasse in regard to the remaining issues. The parties' statement as to the issues resolved and issues which remain unresolved have been submitted to the attorneys.
- 3. I determined that there was no realistic likelihood that a mediated agreement as to the disputed issues could be achieved.

The mediation has been suspended because:

- 1. Information suggesting unresolved spousal abuse/child abuse/substance abuse/emotional abuse issues is present and these issues must be addressed or resolved before mediation can proceed.
- 2. Financial issues appear to be preventing agreement on children issues.
- 3. One or both of the parties did not appear at a scheduled appointment.
- 4. Both parties do not agree that their marriage is at an end.
- 5. One party/both parties was/were unwilling to continue with mediation after they had satisfied the minimum meeting requirement.
- 6. No agreement was signed.

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

Mediator: \_\_\_\_\_



**COMPLETE ONLY IF APPLYING FOR POSITION OF MEDIATOR**

5.  I possess a degree in law or a master's or other advanced degree in a field that includes the study of  psychiatry  psychology  social work  human development  family counseling  or other behavioral science substantially related to marriage and family interpersonal relationships as follows: \_\_\_\_\_

6.  If engaged in a licensed discipline, I am now licensed and will maintain the license in full force and effect.

7.  I have completed specialized training in family mediation consisting of at least 40 hours in:  
 conflict resolution  psychological issues in separation, dissolution and family dynamics  issues and needs of children in dissolution  mediation process, skills and techniques  screening for, and addressing, domestic violence, child abuse, substance abuse and mental illness.

8.  I will participate in continuing education in the above areas of at least ten (10) hours every two (2) years of which two (2) hours must cover domestic violence, and provide evidence of completion to the presiding judge in each county I am listed as a mediator.

9.  I have secured and will maintain professional liability insurance which covers the mediation process and will provide evidence of insurance to the presiding judge in each county of the Sixth Judicial Circuit where I am listed as a court-appointed mediator.

-----  
10.  If listed as a Guardian ad Litem, Child Representative and/or Mediator, I understand as a condition of being listed I may be required to handle one pro bono appointment annually.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated



**CHILD REPRESENTATIVE INFORMATION SHEET**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HAVE RECEIVED THE ISBA TRAINING: YES \_\_\_\_\_ NO \_\_\_\_\_  
If No, are you interested in receiving the training? YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE COMPLETED THE FOLLOWING CONTINUING EDUCATION COURSES (INCLUDING LOCAL CIRCUIT PROGRAMS) WITHIN THE PAST TWO YEARS THAT COVER AREAS OF CHILD DEVELOPMENT, ROLES OF GUARDIAN AD LITEM AND CHILD REPRESENTATIVE, ETHICS IN CHILD CUSTODY CASES, RELEVANT SUBSTANTIVE LAW, FAMILY DYNAMICS (INCLUDING SUBSTANCE ABUSE, DOMESTIC ABUSE AND MENTAL HEALTH ISSUES). Attach additional sheets if needed..

<u>COURSE</u>	<u>DATE</u>	<u>CLE HOURS</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ARE YOU INTERESTED IN BEING ON THE CHILD REPRESENTATIVE, GUARDIAN AD LITEM LIST FOR CUSTODY AND VISITATION FOR THE SIXTH JUDICIAL CIRCUIT?  
YES \_\_\_\_\_ NO \_\_\_\_\_

ARE YOU INTERESTED IN BEING ON THE LIST FOR PROBATE COURT FOR GUARDIAN AD LITEM OR CHILD REPRESENTATIVE OF A MINOR CHILD IN A CONTESTED GUARDIANSHIP IN THE SIXTH JUDICIAL CIRCUIT?  
YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU UNDERSTAND AND AGREE THAT AS A CONDITION OF BEING ON THE LIST FOR THE SIXTH JUDICIAL CIRCUIT, YOU MAY BE REQUIRED TO HANDLE ONE PRO BONO APPOINTMENT ANNUALLY?  
YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_) )  
Petitioner, ) )  
vs. ) ) NO. \_\_\_\_\_ ) )  
\_\_\_\_\_) )  
Respondent. ) )

**CASE MANAGEMENT ORDER**

**A. Status of Parties**

- |  |  |
|--|--|
| <input type="checkbox"/> Petitioner Fails to Appear                      | <input type="checkbox"/> Respondent Fails to Appear                      |
| <input type="checkbox"/> Petitioner Appears with or<br>by Attorney _____ | <input type="checkbox"/> Respondent Appears with or<br>by Attorney _____ |
| <input type="checkbox"/> Petitioner Appears <i>Pro Se</i>                | <input type="checkbox"/> Respondent Appears <i>Pro Se</i>                |

**B. Children's First Compliance**

In cases involving the custody of minor children, the Petitioner and Respondent are required to attend and complete Children's First/TransParenting.

- Petitioner has/has not attended Children's First/TransParenting  
 Respondent has/has not attended Children's First/TransParenting  
 Parent Education is not applicable.

**C. Child Custody**

- Custody is not at issue because:  
 There are no minor children       Custody and visitation are agreed
- The parties are ordered to mediate.  
 \_\_\_\_\_ is appointed *Guardian Ad Litem*/Child Representative Attorney for child.
- An independent and/or psychological and/or custody evaluation shall be conducted of the parties and the child(ren) by \_\_\_\_\_ and a written report shall be submitted to the court with the evaluator's custody recommendation.

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

**D. Discovery Issues**

- Financial Statements have been/will be filed on \_\_\_\_\_.
  - Identification and disclosure of all expert (independent and controlled) and lay opinion witnesses shall be by \_\_\_\_\_.
  - Discovery will be completed by \_\_\_\_\_.
  - Other \_\_\_\_\_.
- 

**E. Next Action**

- The case is dismissed for want of prosecution.
  - The case is set for a subsequent case management conference on \_\_\_\_\_ at \_\_\_\_\_ in Courtroom \_\_\_\_\_.
  - The case is set for hearing on:
    - Temporary Issues     Custody Issues     All Financial Issues
    - Post Judgment Issues on \_\_\_\_\_ at \_\_\_\_\_ in Courtroom \_\_\_\_\_.
  - \_\_\_\_\_
- 

Date: \_\_\_\_\_ Judge \_\_\_\_\_

CIRCUIT COURT OF ILLINOIS

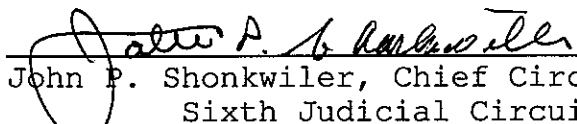
SIXTH JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 2006-4

**SUBJECT: Appointment of Presiding Judge, Douglas County**

Pursuant to Rule 1.3(a) of the Rules of Practice of the Circuit Court, Sixth Judicial Circuit, the appointment of Frank W. Lincoln as Presiding Judge, Douglas County, is vacated as of 12:00 a.m., December 4, 2006. Michael G. Carroll is hereby appointed Presiding Judge of Douglas County, effective 12:01 a.m., December 4, 2006.

ENTER: December 4, 2006

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