

CIRCUIT COURT OF ILLINOIS

SIXTH JUDICIAL CIRCUIT

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**SIXTH JUDICIAL CIRCUIT
(CHAMPAIGN, MACON, DEWITT, PIATT, MOULTRIE, DOUGLAS)**

ADMINISTRATIVE ORDER 2020 – 01

EMERGENCY ORDER – COVID – 19

Effective March 20, 2020 – April 10, 2020

WHEREAS, the individual counties within the 6th Judicial Circuit Court of Illinois entered administrative orders in response to the Coronavirus pandemic that placed limitations on the types of cases to be heard within specified time periods;

WHEREAS, on March 17, 2020, the Illinois Supreme Court entered an Order - *In re: Illinois Courts Response to COVID-19 Emergency, M.R. 30370*;

WHEREAS, on March 2020, the Governor of the State of Illinois, J.B. Pritzker, issued a “stay at home” order requiring that Illinois residents remain in their homes except for essentials;

WHEREAS, Chief Judge Karle Koritz has determined that the 6th Judicial Circuit shall follow the same essential procedure protocol in response to the Coronavirus pandemic in light of the foregoing;

THEREFORE, IT IS HEREBY ORDERED that the following essential court procedures shall be followed within all courthouses within the 6th Judicial Circuit:

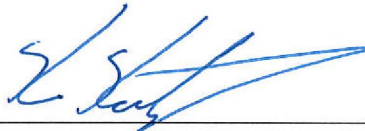
The only mandatory hearings/court proceedings to be held within any 6th Judicial Circuit courthouse shall be as follows:

- Bond hearings and arraignments for individuals who are arrested and/or in custody
- Criminal trials with speedy trial demands and those in custody
- Summary suspension hearings
- Emergency and plenary petitions for protective orders (including, but not limited to, orders of protection, stalking, no contact, civil no contact and firearm surrender orders)
- Detention hearings for juveniles who are detained
- Shelter care and other essential hearings for juveniles who may have been abused or neglected
- Mental health hearings for involuntary commitment or treatment

Any case not covered by this order is hereby continued and a notice of hearing will be mailed to the litigants/attorneys of record at their last known address by the Circuit Clerk’s office in the county in which the case is pending. Litigants should ensure that their mailing addresses are current with their respective Circuit Clerk’s office.

This Order is effective from March 20, 2020 through April 10, 2020.

Entered this 20th day of March 2020.



Karle Koritz, Chief Judge
Sixth Judicial Circuit

**SIXTH JUDICIAL CIRCUIT
(CHAMPAIGN, MACON, DEWITT, PIATT, MOULTRIE, DOUGLAS)**

ADMINISTRATIVE ORDER 2020 – 02

EMERGENCY ORDER – COVID – 19

Effective March 24, 2020 Until Further Order

WHEREAS, on March 17, 2020, the Illinois Supreme Court entered an Order - *In re: Illinois Courts Response to COVID-19 Emergency, M.R. 30370*;

WHEREAS, on March 20, 2020, the Governor of the State of Illinois, J.B. Pritzker, issued a “stay at home” order requiring that Illinois residents remain in their homes except for essentials;

WHEREAS, on March 20, 2020, Chief Judge Koritz entered circuit-wide Administrative Order 2020-01 which considerably reduced courthouse operations and placed limitations on the types of cases that may be heard through April 10, 2020. Said order extended similar provisions previously put into effect in the various counties of the 6th circuit and was consistent with administrative orders entered in various judicial circuits throughout the state;

WHEREAS, on March 20, 2020, the Illinois Supreme Court entered an Order – *In re Illinois Courts Response to COVID-19 Emergency / Impact on Trials, M.R. 30370*. Said order grants authority to the chief judge of each circuit to continue trials for the 60 days following entry of said order and until further order of the Illinois Supreme Court.

WHEREAS, Chief Judge Koritz has determined that extraordinary measures must be taken to slow the spread of the COVID-19 Coronavirus in order to protect the health and safety of jurors, witnesses, courthouse employees, patrons, staff, and litigants, including criminal defendants. Such measures should include the continuance of all jury trials as authorized by the Illinois Supreme Court for the reasons stated herein;

THEREFORE, IT IS HEREBY ORDERED, effective immediately within all courthouses of the 6th Judicial Circuit:

1. All jury trials are continued until no earlier than April 20, 2020 unless or until further order of the Illinois Supreme Court or until further order authorized by the Illinois Supreme Court.
2. Bench trials may proceed during the effective period of this order only in the discretion of the presiding judge of the county of trial if the presiding judge determines that proceeding would not be inconsistent with the directives of Administrative Order 2020-01.
3. Upon the resumption of jury trials, each presiding judge within the 6th circuit is hereby authorized, in his or her discretion, to add an additional jury term in order to comply with

speedy trial requirements and/or to ease the backlog of jury trial cases. Such a special jury term shall be for a one or two week period and shall commence on a date convenient to the courthouse operations of the county in question as determined by the presiding judge.

This Order is effective from March 24, 2020 through the time period set forth herein.

Entered this 24th day of March 2020.



Karle Koritz, Chief Judge
Sixth Judicial Circuit

**SIXTH JUDICIAL CIRCUIT
(CHAMPAIGN, MACON, DEWITT, PIATT, MOULTRIE, DOUGLAS)**

ADMINISTRATIVE ORDER 2020 – 03

EMERGENCY ORDER – COVID – 19

Effective Immediately

WHEREAS, 6th Circuit Administrative Order 2020-01, entered on March 20, 2020, restricted courthouse operations and placed limitations on the types of cases to be heard through April 10, 2020;

WHEREAS, 6th Circuit Administrative Order 2020-02, entered on March 24, 2020, continued all jury trials within the circuit to no earlier than April 20, 2020, as authorized by Illinois Supreme Court Order *M.R. 303070*;

WHEREAS, on March 30, 2020, President Trump announced that federal social distancing guidelines would be extended nationally through April 30, 2020;

WHEREAS, on April 1, 2020, Governor Pritzker entered Executive Order 2020-18 which extended the state disaster proclamation and stay-at-home order through April 30, 2020;

WHEREAS, Chief Judge Karle Koritz has determined that the 6th Judicial Circuit Administrative Order 2020-01 and 2020-02 should be extended for the protection of courthouse staff and the public in conformity with federal and state orders and guidelines;

THEREFORE, IT IS HEREBY ORDERED with respect to all courthouses within the 6th Judicial Circuit:

1. All provisions of Administrative Order 2020-01 are extended from April 10, 2020 through April 30, 2020.
2. All provisions of Administrative Order 2020-02 are extended until May 18, 2020. All jury trials are continued until no earlier than May 18, 2020.
3. The Presiding Judges of the respective counties, upon consultation and agreement of the Sheriff of said county, may authorize further measures to be implemented to reduce the number of persons having in-person contact within the judicial system offices of their respective counties.

This Order is effective immediately.

Entered this 2nd day of April 2020.



Karle Koritz, Chief Judge
Sixth Judicial Circuit

**SIXTH JUDICIAL CIRCUIT
(CHAMPAIGN, MACON, DEWITT, PIATT, MOULTRIE, DOUGLAS)**

**ADMINISTRATIVE ORDER 2020 – 04
EMERGENCY ORDER – COVID – 19**

Effective Immediately

WHEREAS, on March 20, 2020, the Illinois Supreme Court entered an Order – *In re Illinois Courts Response to COVID-19 Emergency / Impact on Trials*, M.R. 30370. Said order grants authority to the chief judge of each circuit to continue trials for the 60 days following entry of said order and until further order of the Illinois Supreme Court.

WHEREAS, 6th Circuit Administrative Order 2020-02, entered on March 24, 2020, continued all jury trials within the 6th circuit to no earlier than April 20, 2020.

WHEREAS, 6th Circuit Administrative Order 2020-03 entered on April 2, 2020, extended the effective date of 6th Circuit Administrative Order 2020-02 such that all jury trials were continued to no earlier than May 18, 2020, as authorized by Illinois Supreme Court Order M.R. 30370. 6th Circuit Administrative Orders 2020-02 and 2020-03 provided that bench trials could proceed only in the discretion of the Presiding Judge of each respective county.

WHEREAS, on April 3, 2020, the Illinois Supreme Court amended its Order M.R. 30370 to authorize the Chief Judge of each circuit to continue all trials until further order of the Illinois Supreme Court. The Illinois Supreme Court included in said amendment language specifically contemplating the continuance of juvenile delinquency trials.

WHEREAS, on April 7, 2020, the Illinois Supreme Court further amended its Order M.R. 30370 to expressly provide that continuances authorized by the chief judge of each circuit pursuant to M.R. 30370 shall be excluded from speedy trial computations contained in the Code of Criminal Procedure and the Illinois Juvenile Act.

WHEREAS, the majority of trials in juvenile delinquency proceedings are bench trials with no statutory right to a trial by jury. Accordingly, a new Administrative Order should be entered clarifying that all bench trials, including all juvenile bench trials, are continued to no earlier than May 18, 2020.

THEREFORE, IT IS HEREBY ORDERED with respect to all courthouses within the 6th Judicial Circuit:

1. Pursuant to Illinois Supreme Court Order M.R. 30370, all bench trials, including juvenile delinquency trials, are continued to no earlier than May 18, 2020 unless authorized by the Chief Judge.
2. A bench trial may proceed prior to May 18, 2020 only upon written request of the respective Presiding Judge with written approval from the Chief Judge.

3. This Order relates to in-court proceedings and shall not be construed to prohibit any remote appearance or testimony authorized by Administrative Order 2020-05.

Entered this 8th day of April 2020.



Karle Koritz, Chief Judge
Sixth Judicial Circuit

**SIXTH JUDICIAL CIRCUIT
(CHAMPAIGN, MACON, DEWITT, PIATT, MOULTRIE, DOUGLAS)**

**ADMINISTRATIVE ORDER 2020 – 05
REMOTE APPEARANCES AND TWO-WAY AUDIO-VISUAL COMMUNICATION**

Effective Immediately

WHEREAS, 725 ILCS 5/106D-1 provides that a person in custody may appear in court by means of two-way audio-visual communication in certain proceedings as authorized by the chief judge of the circuit, and may also appear remotely in certain proceedings not therein enumerated upon waiver of the right to be present physically.

WHEREAS, Illinois Supreme Court Rule 185 authorizes the court, in civil cases and upon the request of a party, to direct argument of any motion or discussion of any other matter remotely, including by telephone or video conferencing.

WHEREAS, Illinois Supreme Court Rule 241 provides that in civil cases the court may, for good cause shown in compelling circumstances and upon appropriate safeguards, permit presentation of testimony in open court by contemporaneous transmission from a different location. The committee's comments to this rule affirm that presentation of live testimony in court remains of utmost importance but acknowledge that the remote presentation of evidence may be necessary for the proper administration of justice in compelling circumstances.

WHEREAS, on March 17, 2020, in response to Governor Pritzker's declaration of a State of Emergency due to the coronavirus pandemic, the Illinois Supreme Court entered its Order M.R. 30370. Said order established certain temporary procedures and guidelines to minimize the impact of COVID-19 on the court system while continuing to provide access to justice. Said order further sought to discourage person-to-person contact in the courthouse and encouraged the use of remote communication, specifically authorizing the court to consider as evidence sworn statements made out of court or sworn testimony given remotely, out of court, by teleconference, videoconference, or other means subject to constitutional limitations.

WHEREAS, the allowance of remote appearances, if determined by the judge presiding over a case to be (1) proper and appropriate; (2) within constitutional limitations; and (3) authorized by statute, local court rules, or the Illinois Supreme Court Rules, may improve accessibility to justice and to the court system.

THEREFORE, IT IS HEREBY ORDERED with respect to all courthouses within the 6th Judicial Circuit:

1. The judge presiding over a particular case, in his or her discretion, may authorize any party to appear, argue, or present testimony remotely as expressly authorized by, and in compliance with, 725 ILCS 5/106D-1, Illinois Supreme Court Rules 185 and 241, and/or any other statute or Illinois Supreme Court Rule allowing for remote appearances.

2. Remote appearances and testimony not expressly authorized by the Illinois Compiled Statutes or Illinois Supreme Court Rules shall otherwise be allowed if authorized by, and in compliance with, Illinois Supreme Court Order M.R. 30370 while either the national or state declaration of emergency regarding the COVID-19 pandemic remains in effect or until further order of the Illinois Supreme Court.

Entered this 8th day of April 2020.



Karle Koritz, Chief Judge
Sixth Judicial Circuit

**SIXTH JUDICIAL CIRCUIT
(CHAMPAIGN, MACON, DEWITT, PIATT, MOULTRIE, DOUGLAS)**

ADMINISTRATIVE ORDER 2020 – 06

EMERGENCY ORDER – COVID – 19

Effective Immediately

WHEREAS, various orders of the Illinois Supreme Court, President Trump, and Governor Pritzker have been entered in response to the COVID-19 pandemic, as referenced in Administrative Orders 2020-01 – 2020-05;

WHEREAS, on April 23, 2020, Governor Pritzker announced that he would extend the state disaster proclamation and stay-at-home order through May 31, 2020;

WHEREAS, Chief Judge Karle Koritz has determined that the 6th Judicial Circuit Administrative Order 2020-01 and prior orders continuing trials should be extended for the protection of courthouse staff and the public in conformity with federal and state orders and guidelines;

THEREFORE, IT IS HEREBY ORDERED with respect to all courthouses within the 6th Judicial Circuit:

1. All provisions of Administrative Order 2020-01 are extended through May 31, 2020.
2. Pursuant to Illinois Supreme Court Order M.R. 30370, all jury trials are continued to no earlier than June 15, 2020.
3. Pursuant to Illinois Supreme Court Order M.R. 30370, criminal and juvenile delinquency bench trials are continued to no earlier than June 15, 2020. Such bench trials may proceed prior to June 15, 2020 only upon written request of the respective Presiding Judge with written approval from the Chief Judge.

This Order is effective immediately.

Entered this 30th day of April 2020.



Karle Koritz, Chief Judge
Sixth Judicial Circuit

**SIXTH JUDICIAL CIRCUIT
(CHAMPAIGN, MACON, DEWITT, PIATT, MOULTRIE, DOUGLAS)**

ADMINISTRATIVE ORDER 2020 – 07

TEMPORARY ORDER – COVID-19 PROCEDURE

Effective June 1, 2020

WHEREAS, the 6th Circuit Court has, pursuant to Supreme Court orders and in recognition of the executive orders of the Governor of Illinois, reduced its operations to essential activities;

WHEREAS, for those reasons cited in prior 6th Circuit Administrative Orders entered in March and April of 2020, and reference therein to various orders of the Illinois Supreme Court and the Governor of Illinois, it is necessary and appropriate to update prior administrative orders to ensure access to justice and public safety consistent with the Illinois Supreme Court Guidelines for Resuming Illinois Judicial Branch Operations During the COVID-19 Pandemic;

THEREFORE, IT IS HEREBY ORDERED with respect to all courthouses within the 6th Judicial Circuit:

1. **Resumption of Court Operations.** The terms of prior 6th Circuit Administrative Orders reducing courtroom operations are repealed and replaced by the following provisions. Effective June 1, 2020, all courtrooms are reopened for limited court operations subject to the oversight of the Chief Judge or respective Presiding Judge in each county, subject to limitations set forth below.
2. **Courtroom Limitations and Reduced Call Size.** The Court will make all reasonable efforts to reduce the number of people present in the courtroom, lobbies, law libraries, and waiting areas at any given time. The Court will, to the extent possible, reduce the number of cases scheduled for each court call. Staggered court times are encouraged, i.e. court calls may be scheduled on the quarter hour or half hour. Each county and courtroom are different, and the Presiding Judge of each county is uniquely positioned to determine best scheduling practices to reduce the number of persons present in the courtroom or court environs. Remote hearings are strongly encouraged in those courtrooms and with those judges able to accommodate such hearings. Individuals who are not a party, a witness, or an attorney with respect to a particular case are strongly discouraged from entering the courthouse. Parties should not bring minor children or other family members to court and such persons may be refused entry in the discretion of the Presiding Judge or Sheriff. Subject to Constitutional limitations, the Presiding Judge may restrict courtroom appearances to litigants, witnesses, and counsel.
3. **Screening.** In consultation with the respective Sheriff of each county, the Presiding Judge may require a health screening at the security checkpoint or point of entry at the courthouse. Said screening may include, but may not be limited to: a temperature check,

an identification check (to assist with possible contact tracing if necessary), required use of hand sanitizer, and/or a written or verbal questionnaire.

4. **Prohibited Entry.** No person will be allowed access to the courthouse if that person:
 - a. Has been diagnosed with, or has had close contact with anyone diagnosed with, COVID-19 in the previous 21 days;
 - b. Has flu-like symptoms including fever, cough, shortness of breath, or other symptom identified by appropriate health professionals as a symptom of COVID-19;
 - c. Has been directed by a medical provider to quarantine, isolate, or self-monitor at home for COVID-19;
 - d. Traveled to, or been in close contact with anyone who has traveled to, any country designated by the CDC as a high-risk location for COVID-19, or had close contact with anyone who has, within the last 21 days.

Anyone turned away or refusing the screening will be asked to leave his/her name and contact address with security so that this information can be passed along to the appropriate courtroom.

5. **Masks / Face Coverings.** All persons in public areas of the courthouse, including attorneys, are strongly encouraged to wear a mask or face covering, and must do so if one is offered. Face coverings may be required in each courtroom as directed by the respective presiding judge. The sheriff may require face coverings for entry into the courthouse.
6. **Precautions.** Frequently touched surfaces should be cleaned daily by courthouse personnel. Hand sanitizer should be made available to the public in multiple locations throughout the courthouse and in each courtroom. The public is strongly encouraged to wash hands before and after appearances, maintain social distancing, and use hand sanitizer liberally.
7. **Jury Trials.** There exists now and may exist into the future a backlog of cases scheduled for jury trial due to continuances of jury trials during the COVID-19 pandemic. There are likely to be future continuances of jury trials due to the diminished capacity of the court system to conduct jury trials while complying with health regulations, administrative orders, and pandemic protocols. Until further order, the Presiding Judge of each county shall determine the priority of jury trials and the appropriate courtroom(s) or spaces to accommodate jury trials, voir dire, and juror deliberations. Unless directed otherwise by the Chief Judge or Presiding Judge, any courtroom judge requesting a jury trial to proceed shall submit such case to the Presiding Judge in advance who will then determine which case has the Number 1 rank, which case(s) will be a back-up, and the order of procession. In-custody criminal cases will have priority over other all other cases set for jury trial. The Presiding Judge may order all other cases, including all civil cases, continued. Should this procedure result in a further delay in trial, such continuance, pursuant to Illinois Supreme Court Order M.R. 30370 will be excluded from speedy trial computations and the statutory time restrictions applicable to same shall be

tolled until further order of the Illinois Supreme Court. The Presiding Judge of each county is in the best position to determine the ability of each county to accommodate jury trials while still making every reasonable effort to allow for social distancing. The Presiding Judge should implement appropriate courtroom seating restrictions to allow for personal distancing and requiring or allowing attorneys, witnesses, courtroom personnel, and/or jurors to wear face coverings when not speaking.

8. **County Jail.** Each sentencing judge is encouraged to stay or suspend sentences to the county jail of 30 days or less until July 2020 unless public safety requires otherwise. At the request of the Sheriff, upon credible concern that an individual reporting to the jail to serve a sentence has not passed or would not pass the health screen applicable for entry into the courthouse, the Presiding Judge may stay or suspend a sentence of confinement to the county jail for up to 21 days.
9. **Represented Parties in Civil Cases Excused.** Represented parties in civil and family cases are discouraged from attending routine court hearings unless ordered by the judge or directed by their attorney. Attorneys should advise their civil clients not to attend court unless their attendance is strictly necessary given the nature of the hearing at issue.
10. **Weddings.** Wedding ceremonies may be conducted with the approval of the Presiding Judge. The Presiding Judge may authorize wedding ceremonies to be conducted by video conference with instructions provided at the time of license application. Unless otherwise ordered, only the parties to the marriage will be allowed in the courtroom.
11. **Probation.** Probationers must continue to follow the directives of the probation office.
12. **Law Library / Self-Help Centers.** The Presiding Judge is authorized to make any orders reasonably necessary to promote the health and well-being of any patron or worker in the courthouse law library or self-help centers. Said orders may include restricting hours, number of persons, requiring appointments, or closing said sites altogether.
13. **Individual Judge/Courtroom Order.** Attorneys and parties should be aware that individual judges may issue their own guidance on practices in certain courtrooms beginning June 1, 2020 with the approval of the Presiding Judge.
14. **Effective Date.** This administrative order will take effect June 1, 2020 and will supersede those prior administrative orders referenced above. This order may be extended, supplemented, or amended as circumstances require.

Entered this 26th day of May 2020.



Karle Koritz, Chief Judge
Sixth Judicial Circuit

**SIXTH JUDICIAL CIRCUIT
(CHAMPAIGN, MACON, DEWITT, PIATT, MOULTRIE, DOUGLAS)**

ADMINISTRATIVE ORDER 2020 – 08

**CONTINUING THE CERTIFICATION OF CHILD REPRESENTATIVES AND
GUARDIANS AD LITEM**

Effective August 7, 2020

Pursuant to Illinois Supreme Court Rule 906 and Sixth Judicial Circuit Administrative Order 2006-03, attorneys seeking to be appointed guardians ad litem, child representatives or attorneys for minor children in child custody and guardianship cases must complete appropriate education and training as set forth in Order 2006-03 and be approved by the Chief Judge.

Due to the limitations on continuing education imposed by the COVID-19 pandemic, **IT IS ORDERED** that any attorney currently certified by the Sixth Judicial Circuit as a child representative or a guardian ad litem will remain certified until **June 30, 2021** or until further order of this Court.

Any attorney who is certified by a Chief Judge in another Circuit of Illinois in accordance with Supreme Court Rule 906 is authorized to be appointed as guardian ad litem, child representative or attorney for a minor in the Sixth Judicial Circuit. Attorneys who are certified have an obligation to attend continuing education courses as set forth in Order 2006-03.

Entered this 7th day of August 2020.



Karle Koritz, Chief Judge
Sixth Judicial Circuit

IN THE CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER NO. 2020-9

SUBJECT: CLERK OF THE CIRCUIT COURT, CHAMPAIGN COUNTY, OFFICE HOURS

IT IS HEREBY ORDERED that:

Between the dates of October 17th to October 31st, 2020 the Clerk of the Circuit Court of Champaign County is authorized to accept the filings for petitions created at the 2020 Expungement and Record Sealing Summit, asking the Circuit Court of Champaign County for any of the following forms of relief:

1. Expungement of criminal records
2. Sealing of criminal records
3. Expungement of juvenile court records
4. Expungement of juvenile law enforcement records
5. Certificate of good conduct
6. Certificate of innocence
7. Certificate of relief from disabilities

IT IS FURTHER ORDERED THAT ANY AND ALL FILING FEES REGULARLY DUE FOR SAID FILINGS ON SAID DATE ARE WAIVED AS A MATTER OF SECURITY AND ADMINISTRATIVE CONVENIENCE.

ENTERED THIS 14TH DAY OF OCTOBER 2020. THIS ORDER SHALL BE SPREAD UPON THE RECORDS OF THIS COURT AND PUBLISHED



Honorable Karle E. Koritz
Chief Circuit Judge
Sixth Judicial Circuit

IN THE CIRCUIT COURT OF ILLINOIS

SIXTH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER NO. 2020-10

SUBJECT: Appointment of Presiding Judge in Champaign County

Judge Randall B. Rosenbaum is hereby appointed Presiding Judge of Champaign County. This Order shall become effective November 2, 12:01 a.m., 2020.

ENTERED THIS 21ST DAY OF OCTOBER, 2020.



Karl E. Koritz, Chief Judge
Sixth Judicial Circuit

**IN THE CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT**

ADMINISTRATIVE ORDER NO. 2020-11

SUBJECT: Appointment of Presiding Judge in Macon County

Judge Thomas E. Griffith, Jr. is hereby appointed Presiding Judge of Macon County.

This Order shall become effective December 7, 12:01 a.m., 2020.

ENTERED THIS 21ST DAY OF OCTOBER, 2020.



Karle E. Koritz, Chief Judge
Sixth Judicial Circuit

IN THE CIRCUIT COURT OF ILLINOIS

SIXTH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER NO. 2020-12

SUBJECT: LOCATION ASSIGNMENT MODIFICATION ASSIGNMENT ORDER

Judge Gary Webber shall be assigned to preside over cases in the rural counties of the Sixth Judicial Circuit as follows:

DeWitt County – Monday* and Wednesday

Douglas County – Thursday and Friday*

Piatt County – Tuesday

Moultrie County – 1st Monday of each month

– 3rd Friday after the 1st Monday of each month

(* except for those days assigned to Moultrie County)

This Order shall become effective December 7, 2020.

Dated this 28th day of October, 2020.

ENTER:



Honorable Karle E. Koritz
Chief Circuit Judge
Sixth Judicial Circuit

CIRCUIT COURT OF ILLINOIS

SIXTH JUDICIAL CIRCUIT

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| 2020-5 | 04/08/2020 | Remote Appearances & Two-Way Audio/Visual Communications |
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| 2020-8 | 08/07/2020 | Continuing Certification for GALs and Child Representatives |
| 2020-9 | 10/14/20 | Clerk of the Circuit Court, Champaign County, Office Hours |
| 2020-10 | 10/21/20 | Appointment of Randall B. Rosenbaum as Presiding Judge in Champaign County |
| 2020-11 | 10/21/20 | Appointment of Thomas E. Griffith Jr. as Presiding Judge in Macon County |
| 2020-12 | 10/28/20 | Location Assignment Modification Assignment Order |

**IN THE CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT**

ADMINISTRATIVE ORDER NO. 2020-13

SUBJECT: LOCATION ASSIGNMENT MODIFICATION ASSIGNMENT ORDER

- Effective 12/7/20 On Monday of each week, Judge Rodney Forbes shall be assigned to Piatt County Circuit Court and Judge Dana Rhoades shall be assigned to Macon County Circuit Court.
- Effective 1/4/21 On Monday and Thursday of each week, Judge Rodney Forbes shall be assigned to Piatt County Circuit Court and Judge Dana Rhoades shall be assigned to Macon County Circuit Court.
- Effective 6/7/21 On Monday of each week, Judge Rodney Forbes shall be assigned to Piatt County Circuit Court and Judge Dana Rhoades shall be assigned to Macon County Circuit Court.
- Effective 8/2/21 Judge Rodney Forbes will return to his full-time assignment in Macon County Circuit Court and will be available as needed to close out appropriate Piatt County Circuit Court cases. Judge Dana Rhoades will be assigned full time to Piatt County Circuit Court and will be available as needed to close out appropriate Macon County Circuit Court cases.

In addition to the above dates, Judge Forbes will be assigned to Piatt County Circuit Court for scheduled criminal pre-trials and jury terms through July 2021 (January, April, July).

In addition to the above dates, through July 2021, Judge Dana Rhoades will be assigned to Macon County Circuit Court to preside over jury trials as requested by Presiding Judge Thomas Griffith upon appropriate advance notice.

Except for the above dates and conditions, Judge Rodney Forbes shall remain assigned to Macon County Circuit Court and Judge Dana Rhoades shall be assigned to Piatt County Circuit Court.

This Order shall become effective December 7, 2020.

Dated this 9th day of November, 2020.

ENTER:



Honorable Karle E. Koritz
Chief Circuit Judge
Sixth Judicial Circuit

IN THE CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER NO. 2020-14

SUBJECT: SELECTION OF CHIEF JUDGE

Pursuant to Rule 1.2(a) of the Rules of Practice of the Circuit Court, Sixth Judicial Circuit, Circuit Judge Randall B. Rosenbaum was elected to the position of Chief Judge of the Sixth Judicial Circuit effective 12:01 a.m., January 1, 2021 with the term ending December 31, 2024.

Pursuant to Rule 1.2(b) of the Rules of Practice of the Circuit Court, Sixth Judicial Circuit, Circuit Judge R. C. Bollinger is appointed Acting Chief Judge to serve in the absence of the Chief Judge or when the Chief Judge is unable to serve effective, 12:01 a.m., January 1, 2021 with the term ending December 31, 2024.

ENTERED THIS 30TH DAY OF DECEMBER, 2020.



Honorable Karle E. Koritz
Chief Circuit Judge
Sixth Judicial Circuit

**IN THE CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT**

ADMINISTRATIVE ORDER NO. 2020-15

OFFICE SUPPORT STAFF FOR JUDICIAL OFFICES

WHEREAS, the Sixth Judicial Circuit of Illinois consists of 6 counties. Two counties, Champaign and Macon, have multiple judges assigned to their courthouse and a significantly higher population than the remaining 4 counties (hereafter referred to as the “rural counties,” collectively, i.e. DeWitt, Douglas, Moultrie, and Piatt). The rural counties each have one resident circuit judge and presently share a single associate judge who presides in the various rural counties on a regular schedule throughout the week;

WHEREAS, each rural county courthouse is served by a single certified shorthand reporter (CSR), or “court reporter.” While each court reporter in the circuit serves under the general supervisory authority of the Chief Judge and is commonly assigned to a particular county within the circuit, they are licensed and paid by the State of Illinois;

WHEREAS, there has existed for years and currently exists a significant shortage of court reporters throughout the State of Illinois. It has become increasingly difficult to retain and attract CSRs to serve as court reporters. The pool of CSRs is shrinking and the market for their services has become more competitive;

WHEREAS, court reporters are indispensable for the operation of court in each county in this State;

WHEREAS, the job description of court reporters throughout the State of Illinois consists entirely of taking down proceedings in their assigned courtroom and preparing official transcripts of the proceedings as requested by a litigant or judge. Money paid directly to the court reporter for preparing official transcripts supplements that court reporter’s state salary. The amount of transcript income earned by court reporters may vary from year to year and varies widely between the larger and rural counties in the Sixth Circuit. For example, for calendar years 2016-2019, the average annual transcript income for a non-supervisor court reporter assigned to a rural county was only 50% of that earned by Macon County court reporters and only 25% of that earned by Champaign County court reporters;

WHEREAS, there exists certain clerical and administrative tasks which are manifestly necessary for the operation of the judicial offices in this State. These tasks include preparing docket entries, scheduling, answering telephones and emails, assisting the judge in administrative duties of the court, communicating between the several offices of the county, etc. Such tasks are universally required in every professional or commercial office in this State, and the court cannot function without an employee or employees assigned to perform them;

WHEREAS, court reporters are not trained to perform office support tasks nor are they paid to do so. Nevertheless, over the years, the rural counties of the Sixth Circuit have relied on court

reporters – sometimes exclusively – to perform these tasks in addition to their full-time duties as court reporters. Two rural counties, Moultrie and Piatt, do not have a single county-provided employee to assist the court. The Chief Judge is aware of no other county in the State of Illinois which does not staff its judicial office with at least one employee to assist with office support tasks. The Chief Judge is aware of only one other county outside the Sixth Circuit which requires court reporters to prepare docket entries in addition to reporting. Court reporters assigned to the rural counties of the Sixth Circuit routinely prepare docket entries *and* perform office support tasks in addition to their reporting;

WHEREAS, in the midst of a state-wide shortage of court reporters, court reporters assigned to the rural counties of the Sixth Circuit have a significantly higher work load in scope and volume while simultaneously enjoying less transcript income;

WHEREAS, the business model employed by the rural counties is antiquated and no longer sustainable. Given the foregoing, the Chief Judge finds that the Sixth Circuit Court is presently incapable of retaining court reporters assigned to the rural counties of the Sixth Circuit or filling such future vacancies unless the job description of the court reporters assigned to our rural counties is modified to be consistent with the work of other court reporters throughout the State;

WHEREAS, the job description of court reporters and the scope of their assigned tasks is entirely within the supervising authority of the Chief Judge. It is no longer realistic to burden court reporters with sole responsibility to perform office work for the county judicial office as doing so would result in the inability to retain court reporters or fill vacancies. The court cannot function without court reporters;

WHEREAS, removing the sole responsibility to perform all office support tasks from the court reporter(s) will leave nobody to perform such tasks in those counties that do not provide staff for the judicial office. The court will therefore no longer be able to perform its constitutional obligations with efficiency and dignity;

WHEREAS, the Chief Judge should order that each judicial office in the rural counties of the Sixth Circuit shall have no less than one county-provided support staff employee to serve at the direction of the presiding judge in that county;

WHEREAS, the Illinois Supreme Court has held that our state courts have inherent powers to protect themselves and the public they serve against default of their constitutional obligations. These inherent powers include the authority to require production of the facilities, personnel, and resources reasonably necessary to enable them to perform their judicial functions with efficiency, independence, and dignity;

WHEREAS, the responsibility to provide judicial facilities rests on the county board. By law, county boards must provide proper rooms and offices for the accommodation of the circuit court of the county and for the clerks of such court. This statutory obligation necessarily includes the responsibility to staff the judicial office so that it may function with efficiency, independence, and dignity;

WHEREAS, the Chief Judge recognizes that the three branches of government must strive to work together cooperatively and in harmony. It is further acknowledged that the exercise of the Court's inherent powers should be used sparingly and with great deference to the other branches of government. This Order is entered in that spirit of cooperation and deference, and only after determining that the Court cannot continue to function without office support personnel;


WHEREAS, the fiscal year for county budgets commences annually on December 1. The Chief Judge respects each county's budget process and seeks to minimize financial hardship to each rural county of the Sixth Circuit Court. Accordingly, this order should not go into effect until December 1, 2021, so that affected counties may budget and plan accordingly;

THEREFORE, IT IS HEREBY ORDERED, EFFECTIVE DECEMBER 1, 2021:

1. Each judicial office in the Sixth Circuit shall have at least one office support employee provided by the county to serve at the direction of the presiding judge. The presiding judge shall be responsible for hiring/firing and day-to-day supervision of said employee.
2. The court reporter assigned to each rural county of the Sixth Circuit shall not be burdened with the sole responsibility to perform office support tasks in addition to his/her reporting duties. The Chief Judge or his/her designee presiding judge may still require a court reporter to assist in office support tasks if necessary and may assign responsibility for docket entries and office support tasks between that employee and the court reporter(s) as that presiding judge sees fit, bearing in mind the findings articulated above. Nothing in this order diminishes the court's authority to require some or all docket entries to be entered by circuit clerk staff if necessary for the efficient operation of court and/or judicial offices in the opinion of the presiding judge.

The effective date of this Order is December 1, 2021.

Entered this 30th day of December 2020.



Karle Koritz
Chief Judge, Sixth Judicial Circuit

**IN THE CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT**

ADMINISTRATIVE ORDER NO. 2020-16

EQUITABLE DISTRIBUTION OF ELECTRONIC TRANSCRIPTS

WHEREAS, the Sixth Judicial Circuit of Illinois consists of six counties. Champaign and Macon Counties are served by multiple court reporters. Each of the four rural counties (DeWitt, Douglas, Moultrie, and Piatt) is generally served by a single court reporter. While each court reporter is commonly assigned to a particular county within the circuit, he/she serves the Sixth Circuit at large under the general supervisory authority of the Chief Judge. In short, there are no “county” court reporters – only Sixth Circuit court reporters;

WHEREAS, there has existed for years and currently exists a significant shortage of court reporters throughout the State of Illinois. It has become increasingly difficult to retain and attract certified shorthand reporters (CSRs) to serve as court reporters. The pool of CSRs is shrinking and the market for their services has become more competitive;

WHEREAS, court reporters are indispensable for the operation of court in each county in this State;

WHEREAS, the job description of court reporters throughout the State of Illinois consists entirely of taking down proceedings in their assigned courtroom and preparing official transcripts of the proceedings as requested by a litigant or judge. Money paid directly to the court reporter for preparing official transcripts supplements that court reporter’s state salary. The amount of transcript income earned by court reporters may vary from year to year and varies widely between the larger and rural counties in the Sixth Circuit. For example, for calendar years 2016-2019, the average annual transcript income for a non-supervisor court reporter assigned to a rural county was only 50% of that earned by Macon County court reporters and only 25% of that earned by Champaign County court reporters;

WHEREAS, there exists certain clerical and administrative tasks which are manifestly necessary for the operation of the judicial offices in this State. These tasks include preparing docket entries, scheduling, answering telephones and emails, assisting the judge in administrative duties of the court, communicating between the several offices of the county, etc. Over the years, the rural counties of the Sixth Circuit have relied on court reporters – sometimes exclusively – to perform these tasks in addition to their full-time duties as court reporters. Court reporters assigned to Champaign and Macon Counties are generally not required to prepare docket entries or perform office support tasks in addition to their reporting;

WHEREAS, in the midst of a state-wide shortage of court reporters, court reporters assigned to the rural counties of the Sixth Circuit have a significantly higher work load in scope and volume while simultaneously enjoying significantly less transcript income when compared to their in-circuit counterparts in Champaign and Macon County. This difference in work load and

transcript income has created an unjustified disparity in working conditions and income between otherwise similarly situated and qualified court reporters;

WHEREAS, it is the Chief Judge's duty to make reasonable efforts to ensure that court reporters who are similarly situated and qualified are treated fairly and equitably;

WHEREAS, the Chief Judge has sought to reduce the disparity in work load among Sixth Circuit court reporters as set forth in Administrative Order No. 2020-15. The purpose of this order is to reduce the unjustified disparity in transcript income among Sixth Circuit court reporters;

WHEREAS, the disparity of work load and transcript income between the rural court reporters and those court reporters assigned to Champaign and Macon Counties (and throughout the state of Illinois) has made it exceedingly difficult to retain and attract court reporters to serve the rural counties of the Sixth Circuit Court. The Chief Judge will likely be unable to retain court reporters assigned to the rural counties of the Sixth Circuit or fill such future vacancies unless the disparities referenced above are meaningfully reduced;

WHEREAS, certain courtrooms in the Sixth Circuit utilize audio recording equipment that captures audio of courtroom proceedings. A significant amount of transcript income is generated when a request is made to transcribe proceedings which were audio recorded without a court reporter present. These transcripts are commonly referred to as "electronic recording" transcripts, or ER transcripts. Just as there are no county court reporters, there are no county transcripts – only Sixth Circuit transcripts;

WHEREAS, the disparity in transcript income among Sixth Circuit court reporters may be diminished significantly by the equitable assignment of ER transcripts to those court reporters assigned to other courthouses throughout the Sixth Circuit;

WHEREAS, each court reporter files an annual report of his/her transcript income each April with the office of the Chief Judge. The Chief Judge, or his/her designee, should review these reports each year to determine how to most equitably distribute ER transcripts for the following calendar year. Given the statistics referenced above, the Chief Judge finds that, initially, 5,000 pages of ER transcripts generated in Champaign County should be distributed/assigned to rural court reporters for the calendar year 2021;

THEREFORE, IT IS HEREBY ORDERED, EFFECTIVE JANUARY 1, 2021:

1. For calendar year 2021 and until further directive of the Chief Judge, the Supervisor of Champaign County court reporters shall assign a minimum of 5,000 pages of ER transcripts to the court reporters assigned to the rural counties. The rural reporters shall be given priority, if necessary, to ensure they receive the yearly minimum number of pages as ordered. The assistant to the Chief Judge or other designee shall determine that said assignments are distributed among the rural court reporters in an equitable fashion.

2. The Chief Judge, or his/her designee, shall annually review the transcript income of court reporters throughout the Sixth Circuit and determine (1) whether such disparity in transcript income then exists which would support the equitable reassignment of ER transcripts for the following calendar year, (2) whether Champaign County, Macon County, rural counties, or any combination thereof should be the obligee or recipients of ER transcript assignments, and (3) the appropriate minimum page requirements if such order is necessary. Notice of the minimum ER transcript page requirements for the following calendar year shall be given in writing to the court reporter supervisors.
3. There shall be no changes made to court reporting practices which would significantly reduce the capacity of an obligor county to comply with this order or which would significantly reduce the number of ER transcript pages available for reassignment without the approval of the Chief Judge.

The effective date of this Order is January 1, 2021.

Entered this 30th day of December 2020.



Karle Koritz
Chief Judge, Sixth Judicial Circuit