

**IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
KENDALL COUNTY**

ADMINISTRATIVE ORDER 20 - 04

*Temporary Email Order for
conducting court business during the
COVID-19 Pandemic and Activation
of the Court's Emergency
Preparedness Plan*

FILED
MAR 17 2020
ROBYN INGEMUNSON
CIRCUIT CLERK KENDALL CO.

1. During the time period in which the Emergency Preparedness Plan (EPP) for the Kendall County Courts is in effect¹, all judges presiding over civil proceedings, including divorce and family cases will accept proposed orders via email as provided herein.
2. For all currently scheduled matters, counsel for the parties are encouraged to consult with one another regarding the status of the case and as to what can reasonably be accomplished before the next status date. The attorneys should then submit a proposed agreed case management order outlining the established goal and suggesting a date for further status after the EPP is no longer in effect. Those orders shall be submitted directly to the assigned judge at the email address set forth below.
3. All emails to the court shall be sent to all attorneys of record, or if unrepresented, to the party of record, and the subject line of the email shall include the case number and short case caption. The court will communicate with counsel via email, either accepting the proposed order or suggesting revision(s). If the proposed order is acceptable, the court will enter the

¹See, General Order No. 20-03 dated March 16, 2020.

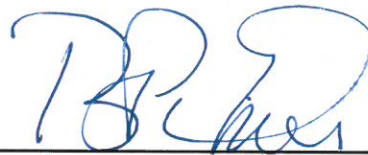
order, file it with the Circuit Clerk, and it will thereafter be available for electronic viewing via reSearchIL, or through Multi-Court, if an attorney is a subscriber.

4. Additionally, Agreed Orders, such as implementing briefing schedules related to motion and pleading practice, scheduling pretrial conferences, setting contested hearings and scheduling bench trials may also be submitted in the same manner outlined above.
5. There shall be no prohibition on the filing of an otherwise valid motion or pleading while the EPP is in effect. If it is critically necessary to schedule an appearance in court to address a motion or pleading which has been filed while the EPP is in effect, such as emergency matters, or other matters which are not characterized as Category 1 or 2 Essential Court Functions under the EPP, counsel may email the court to request permission to notice the matter up for hearing. If permission is granted, the litigants are once again encouraged to confer with one another to reach agreement as outlined above and to submit a proposed agreed order. If no agreement can be reached, the matter may proceed to hearing on the date scheduled by the court.
6. While the EPP is in effect, the court will continue to conduct Category 1 and 2 Essential Functions, and emergency matters. In the court's discretion, Category 3 and 4 Essential Functions may be heard if approved in advance by the court. Further, in the interests of ensuring reasonable access to justice, the court may elect to approve in court appearances involving one or more self-represented litigants. Throughout all of these hearings, counsel and all litigants shall remain seated at the counsel tables and all persons in attendance are expected to maintain a safe distance between themselves, other counsel, other parties, the witnesses, and courtroom personnel.

7. CourtCall is available in certain courtrooms and counsel are encouraged to utilize CourtCall in lieu of a personal appearance. An standing order relative to the use of CourtCall is available for viewing on the Circuit Clerk's website.
8. **We strongly encourage attorneys to utilize this procedure for their own protection, the protection of courthouse personnel, and the protection of the community.**
9. The following temporary email addresses may be utilized while the Preparedness Plan is in effect:

Courtroom	Judge	Email
111	Hon. John F. McAdams	judgemcadams111@co.kendall.il.us
112	Hon. Joseph R. Voiland	judgevoiland112@co.kendall.il.us
113	Hon. Robert P. Pilmer	judgepilmer113@co.kendall.il.us
114	Hon. Jody P. Gleason	judgegleason114@co.kendall.il.us
115	Hon. Stephen L. Krentz	judgekrentz115@co.kendall.il.us
116	Hon. Melissa S. Barnhart	judgebarnhart116@co.kendall.il.us

Enter: March 17, 2020.



Hon. Robert P. Pilmer
CHIEF JUDGE