

CIRCUIT COURT OF ILLINOIS  
SIXTH JUDICIAL CIRCUIT

SIXTH CIRCUIT  
ADMINISTRATIVE ORDER 96-1

**SUBJECT: EXHIBITS, DISPOSAL OF**

1. **Court Exhibits:** All exhibits, with the exception of contraband, shall be disposed of pursuant to Part 1, Section N, Manual on Recordkeeping, Second Edition. Before releasing any exhibit, the Clerk of the Court shall send notice to all attorneys of record, and if no attorney, to the party offering an exhibit, stating that the exhibit(s) will be released to the attorney or party offering said exhibit(s). Upon receiving an exhibit, the attorney or party shall sign a receipt therefor which shall be filed in the case. If the exhibit(s) are not claimed within 30 days of the clerk's notice, an order disposing of such exhibits shall be signed by the judge presiding at the trial, or if the judge is unavailable, by the Presiding Judge of the county in which the trial was held. The order shall be in substantially the same form as Appendix 1 of this Administrative Order. Upon compliance with the court's order, the clerk shall sign and file in the cause a Certificate of Compliance in substantially the same form as Appendix 2 of this Administrative Order, and forthwith transmit a copy of the Certificate to the issuing judge. Destruction shall be by incineration or by any method deemed appropriate by the clerk or, in the case of contraband, by the Sheriff. Any exhibits containing toxic or dangerous material shall be destroyed in accordance with state and federal laws, rules and regulations. Sales of exhibits shall be conducted at a public auction sanctioned by the County Board and the proceeds delivered to the County Treasurer.

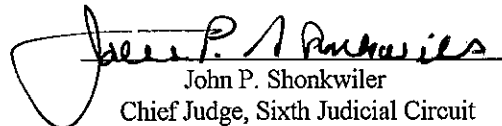
2. **Contraband:** The provisions of Paragraph 1 of this Administrative Order shall apply to all exhibits, with the exception of contraband, which includes, but is not limited to, weapons used in the commission of a crime and illegal drugs. Transfer or destruction of contraband shall occur only by order of the judge presiding at the trial, or if the judge is unavailable, by the Presiding Judge of the county in which the trial was held. The order shall be in substantially the same form as Appendix 1 of this Administrative Order and filed in the cause. Upon receiving the court's order, the Clerk of the Court, or Deputy Clerk, shall forthwith deliver the contraband to the Sheriff for destruction and, within 14 days thereafter, all exhibits listed in the order shall be destroyed and both the Sheriff and Clerk of the Court shall certify to the court that the destruction has been completed. At least two persons shall witness the destruction of the exhibits and sign the Certificate of Compliance. The Certificate of Compliance, in substantially the same form as Appendix 2 of this Administrative Order, shall be filed in the cause and a copy transmitted to the issuing judge. If a weapon has been admitted into evidence as an exhibit, in lieu of destroying such weapon, the court may order the weapon transferred to a law enforcement agency pursuant to 720 ILCS 5/24-6. If a weapon has been so transferred, both the court's order and Certificate of Compliance shall be filed in the cause and contain a detailed description of the weapon including serial number and agency receiving the weapon. In addition, the certificate shall contain the name of the person receiving the weapon on behalf of the agency, and the date received.

3. Any exhibit may be released at any other time by order of the judge presiding at the trial after due notice to all interested parties and full hearing.

4. **Disputed Ownership of Exhibits:** If the ownership of any exhibit(s) is disputed, the judge presiding at the trial, or if unavailable, the Presiding Judge of the county in which the trial was held, shall determine ownership of such exhibit(s) after due notice to all interested parties and full hearing.

ENTER: November 8, 1996

EFFECTIVE: November 8, 1996

  
John P. Shonkwiler  
Chief Judge, Sixth Judicial Circuit

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

\_\_\_\_\_  
V.  
\_\_\_\_\_

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

**ORDER OF SALE/DESTRUCTION/TRANSFER OF EXHIBITS**

PURSUANT TO Part 1, Section N, Clerk's Manual on Recordkeeping, Second Edition, and Sixth Judicial Circuit's Administrative Order 96-1, the below designated exhibits shall be disposed of pursuant to this order:

**1. Exhibits ordered destroyed:**

| Exhibit No. | Description: |
|-------------|--------------|
| _____       | _____        |
| _____       | _____        |
| _____       | _____        |
| _____       | _____        |

**2. Exhibits ordered sold:**

| Exhibit No. | Description: |
|-------------|--------------|
| _____       | _____        |
| _____       | _____        |
| _____       | _____        |

**3. Contraband ordered destroyed within fourteen (14) days:**

| Exhibit No. | Description: |
|-------------|--------------|
| _____       | _____        |
| _____       | _____        |
| _____       | _____        |

**4. Attorney(s) of record, and if no attorney, party(s)** who have deposited exhibits with the Clerk of the Court have been notified by a Clerk's Notification dated \_\_\_\_\_ and filed in this cause, and said exhibits have not been removed by the attorney(s)/party(s).

**5. Exhibits listed below are ordered transferred to** \_\_\_\_\_ **a law enforcement agency, pursuant to 720 ILCS 5/24-6**

| Exhibit No. | Description: |
|-------------|--------------|
| _____       | _____        |
| _____       | _____        |
| _____       | _____        |

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

\_\_\_\_\_  
 Judge presiding at trial  
 Presiding Judge \_\_\_\_\_ County

APPENDIX 1



CIRCUIT COURT OF ILLINOIS

SIXTH JUDICIAL CIRCUIT

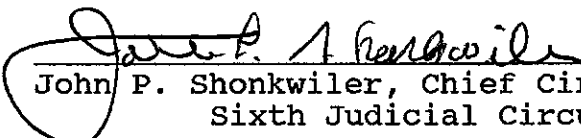
CIRCUIT ADMINISTRATIVE ORDER 96-2

**SUBJECT: Appointment of Presiding Judge, Champaign County,  
and Acting Chief Judge, Sixth Judicial Circuit**

Pursuant to Rule 1.3(a) of the Rules of Practice of the Circuit Court, Sixth Judicial Circuit, Administrative Orders 94-1 and 94-8 are amended vacating the appointment of Harold L. Jensen as Presiding Judge, Champaign County, and as Acting Chief Circuit Judge, Sixth Judicial Circuit, as of November 30, 1996, 12:00 midnight. John G. Townsend is hereby appointed Presiding Judge of Champaign County, effective 12:01 a.m., December 1, 1996.

Further, pursuant to Rule 1.2(b) of the Rules of Practice of the Circuit Court, Sixth Judicial Circuit, Jerry L. Patton is designated the Acting Chief Circuit Judge to serve in the absence of the Chief Circuit Judge, effective 12:01 a.m., December 1, 1996.

ENTER: November 8, 1996

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