

CIRCUIT COURT OF ILLINOIS

SIXTH JUDICIAL CIRCUIT

INDEX

ADMINISTRATIVE ORDERS ENTERED IN 2021

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IN THE CIRCUIT COURT
SIXTH JUDICIAL CIRCUIT
STATE OF ILLINOIS

IN RE: APPOINTMENT OF ASSOCIATE JUDGE) CIRCUIT ADMINISTRATIVE
))
 LINDSEY A. SHELTON) ORDER NO. 2021-1

Pursuant to the Illinois Supreme Court Rule 39,

LINDSEY A. SHELTON

having been selected by majority vote of the Circuit Judges of the Sixth Judicial Circuit,
is hereby appointed to the Office of Associate Judge, Sixth Judicial Circuit, for a term
commencing January 21, 2021, ending June 30, 2023.

Dated this 7th day of January, 2021.

ENTER:



Randall B Rosenbaum
Chief Circuit Judge

IN THE CIRCUIT COURT
SIXTH JUDICIAL CIRCUIT
STATE OF ILLINOIS

IN RE: PROBATION RECORDS)
) CIRCUIT ADMINISTRATIVE
) ORDER 2021-2

For the orderly administration of justice and pursuant to 730 ILCS 110/12(4), Probation Officers are authorized to copy its records, which support an allegation of a violation of a court order, and provide it to the Office of the State's Attorney for the exclusive purpose of proving the violation.

This Order is effective immediately.

Date: 1/15/21

ENTER: 
Chief Judge Randall B Rosenbaum

IN THE CIRCUIT COURT
SIXTH JUDICIAL CIRCUIT
STATE OF ILLINOIS

IN RE: PROCEDURES FOR)
SUBPOENA DUCES TECUM) CIRCUIT ADMINISTRATIVE
ORDER 2021-3

Except as otherwise specified by statute or Illinois Supreme Court rule, the following procedures shall be used for the issuance and return of a subpoena *duces tecum*, in all proceedings, both pre and post-trial, involving alleged violations of the Illinois Criminal Code, Illinois Vehicle Code, and Article 5 of the Juvenile Court Act.

1. No subpoena *duces tecum* may be issued by the Circuit Clerk unless a specific date and time for return of the subpoena has first been obtained from the judge assigned to the case.
2. Any subpoena *duces tecum* issued must a) designate the date and time of the required return and b) the courtroom and judge to which and before whom the subpoena is returnable. Notice to the adverse party of the issuance of the subpoena *duces tecum* is required.
3. The command of the subpoena *duces tecum* and the scope of any demand for the production of materials must be appropriately drafted to seek only relevant information. The scope of any demand must further be tailored to minimize any potential claim of overbreadth or violation of evidentiary privilege.
4. The command of the subpoena *duces tecum* must also explicitly inform the person to whom it is directed that the materials must be produced in court at the designated time and place and delivered to the judge assigned to the case. Delivery of the documents may be made, prior to the designated time, by sending the materials directly to the assigned judge. Delivery to any intermediary or to an agent for a party *in lieu* of production in court is forbidden.
5. Upon receipt of the materials by the Court, the originals will be tendered to the party who issued the subpoena. That party may have a duty to disclose said materials to the adverse party if required by statute, Illinois Supreme Court Rule or caselaw.
6. Failure to comply with the foregoing terms of these procedure may result in the subpoena *duces tecum* being quashed.

This Order is effective immediately.

Date: 2/15/21

ENTER: 
Chief Judge Randall B Rosenbaum

IN THE CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT

IN RE: APPOINTMENT OF ASSOCIATE JUDGE) CIRCUIT ADMINISTRATIVE
Matthew D. Lee) ORDER NO. 2021-4

Pursuant to Rule 39 of the Illinois Supreme Court Rules,

Matthew D. Lee

Having been selected by majority vote of the Circuit Judges of the Sixth Judicial Circuit, is hereby appointed to the Office of Associate Judge, Sixth Judicial Circuit, for a term commencing February 25, 2021 ending June 30, 2023.

Dated at Champaign, Illinois, this 2nd day of February, 2021

ENTER: February 2, 2021



Randall B Roenbaum
Chief Circuit Judge

IN THE CIRCUIT COURT
SIXTH JUDICIAL CIRCUIT
STATE OF ILLINOIS

IN RE: LAWYER'S ASSISTANCE)
PROGRAM –)
Peer Support Volunteers)

CIRCUIT ADMINISTRATIVE
ORDER 2021-5

The Illinois Lawyer's Assistance Program (LAP) exists for the purpose of assisting attorneys who are struggling with alcohol, drug abuse or addiction, mental illness, gambling or age-related issues. While LAP may be well-known to some in this judicial circuit, there are benefits to having local attorneys act as a liaison between LAP and the Sixth Judicial Circuit attorneys.

The following Sixth Judicial Circuit attorneys have completed the LAP volunteer training and received the designation as a LAP peer support volunteer (PSV).

Honorable Randy Rosenbaum
Honorable Ramona Sullivan
Steve Beckett
Bret Cole
Nicole Massey
Renee Monfort
Amanda Wiese

Because of the sensitivity of the information the PSVs will receive in collaboration with the professionals at LAP, it is appropriate that they formally receive the immunity and confidentiality as provided in the Alcoholism and Drug Addiction Intervenors and Reporters Immunity Act, 745 ILCS 35/1 et. al., and the provisions of Rule 1.6(d) and Rule 8.3(c) of the Illinois Rules of Professional Conduct of 2010. This Order creates an intermediate program of the circuit court for an approved lawyer's assistance under the Rules of Professional Conduct.

The PSVs agree to confidentially accept information about Sixth Judicial Circuit attorneys in need of assistance for the sole purpose of relaying that information to the professional staff at LAP. The PSVs will comply with and assist LAP as it relates to each individual attorney.

Further the foregoing PSVs have met the criteria and the Court appoints them as Sixth Judicial Circuit assistance attorneys. This Order shall be publicized and the names of the PSVs be made available through the respective Circuit Clerk's offices within the judicial circuit and from each local Bar Association.

Finally, the foregoing PSVs will initiate referrals to LAP and agreed to do so in strict confidence.

Date: 5/10/21

ENTER: R. B. Rosenbaum
Chief Judge Randall B Rosenbaum

SIXTH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER 2021 – 06

COVID-19 PROCEDURE

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

WHEREAS, the 6th Circuit had, for those reasons cited in prior 6th Circuit Administrative Orders, resumed Court operations subject to some limitations including the wearing of masks.

WHEREAS, pursuant to Supreme Court Order 30370 from May 27, 2021, Courts have the discretion whether to require masks in courtrooms for fully-vaccinated persons (defined as two weeks after the final injection).

WHEREAS, it is appropriate and necessary to update prior Administrative Orders, taking access to justice and public safety into account, and upon considering guidance from the Supreme Court, Governor and public health officials;

THEREFORE, IT IS HEREBY ORDERED with respect to all courthouses within the 6th Judicial Circuit that Administrative Order 2020-07 is rescinded and replaced with the following:

1. **Resumption of All Matters.** Courts are no longer limited to hearing only essential activities. Courts may resume all matters and schedule them accordingly.
2. **Courtroom Limitations and Reduced Call Size.** Each county and courtroom are different. The Presiding Judge of each county is uniquely positioned to determine best practices to reduce the number of persons present in the courtroom or court environs, as needed, including social distancing in courtrooms and jury deliberation rooms. Remote hearings are strongly encouraged, when appropriate and for those judges able to accommodate such hearings.
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. 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.
4. **Prohibited Entry.** No person will be allowed access to the Courthouse if that person:
 - a. Has been diagnosed with COVID-19 in the previous 14 days;
 - b. Has flu-like symptoms including fever, cough, shortness of breath, or other symptom identified by a 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. Reside with, or have regular close contact with, a person who was directed to quarantine or isolate by public health officials or a medical professional.
- e. 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, within the last 14 days.

Subsections (d) and (e) do not apply to fully-vaccinated persons unless they are exhibiting symptoms.

- 5. **Masks / Face Coverings.** Masks or other face coverings are not required in judicial areas or courtrooms for fully-vaccinated persons. Any person who wishes to wear such a covering may do so. The Sheriff may require face coverings for entry into the courthouse. Persons required to speak during a court proceeding may be directed to remove their covering while speaking. This section 5 applies to judges, court personnel, attorneys, litigants, jurors, witnesses and the public.
- 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.
- 7. **Jury Trials.** The Presiding Judge of each county shall determine the priority of jury trials and the appropriate courtroom(s) or spaces to accommodate them including jury deliberations.
- 8. **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.
- 9. **Individual Judge/Courtroom Order.** Attorneys and parties should be aware that individual judges may issue their own guidance on practices in certain courtrooms with the approval of the Presiding Judge.
- 10. **Effective Date.** This Administrative Order will take effect immediately and may be extended, supplemented, or amended as circumstances require.

6/3/21
Date

R. V. B. Rosenbaum
Randall B Rosenbaum, Chief Judge
Sixth Judicial Circuit

SIXTH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER 2021 - 07

RESCINDING OF ORDER

WHEREAS, Administrative Order 95-7 was entered on November 8, 1995 and effective November 15, 1995; and

WHEREAS, Administrative Order 95-7 requires Probation and Court Services Departments of each County to send a report to the U.S. Immigration and Naturalization Service of foreign-born adult offenders within 7 days after a presentence investigation was ordered or a defendant was sentenced to probation or conditional discharge; and

WHEREAS, Federal and Illinois laws and policies have changed since Administrative Order 95-7 was entered.

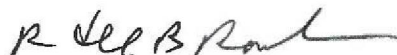
WHEREAS, the Court is unaware of any other Circuit in Illinois which currently has a similar Administrative Order and that the several counties that had one have rescinded them without negative consequences.

THEREFORE, Administrative Order 95-7 is rescinded instantler.

Date

6/3/21

Rosenbaum



Randall B Rosenbaum, Chief Judge
Sixth Judicial Circuit

SIXTH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER 2021 – 08

APPOINTMENT OF PRESIDING JUDGES

WHEREAS, the Circuit Judges in DeWitt, Piatt, Douglas and Moultrie counties have been performing the duties of Presiding Judges in their respective counties since their appointment/election; and

WHEREAS, no Administrative Order has been entered to officially designate them as Presiding Judges; and


WHEREAS, Sixth Circuit Rule 1.3(a) requires the Chief Judge to designate the Presiding Judge of each county:

THEREFORE, the Circuit Judges listed below are appointed as Presiding Judge of his/her respective County until further Order of the Court:

Rick Broch	Douglas County
Karle Koritz	DeWitt County
Jeremy Richey	Moultrie County
Dana Rhodes	Piatt County

Date

6/11/21


Randall B Rosenbaum, Chief Judge
Sixth Judicial Circuit

SIXTH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER 2021 – 09

RESIDENTIAL EVICTION MEDIATION PROGRAM

A. PURPOSE

The Sixth Judicial Circuit Residential Eviction Mediation Program (Program) is designed to mitigate the surge of evictions resulting from the COVID-19 pandemic, and the ensuing economic fallout. The Program is designed to help assist tenants and landlords in avoiding eviction and pursuing mutually beneficial alternatives to eviction. The Program seeks to avoid exposing Sixth Circuit families to homelessness while also helping landlords mitigate losses during the extraordinary circumstances that have precipitated the need for this Program. Finally, it is also designed to aid the administration of justice by helping promote judicial efficiency.

B. AUTHORITY FOR PROGRAM

The Sixth Judicial Circuit Residential Eviction Mediation Program is established by, and remains under, the authority of the Sixth Judicial Circuit Court through the Chief Judge or designee, as permitted by Illinois Supreme Court Order 30370 (2/23/21).

C. ACTIONS ELIGIBLE FOR MEDIATION

1. The parties in residential eviction proceedings (as defined by 735 ILCS 5/9-101 et seq.) newly filed or still pending in the Sixth Circuit on or after the effective date of this Administrative Order may be eligible for the Program, subject to discretion of the Court as well as the stipulations set forth herein.
2. Evictions of non-residential or commercial tenants are not eligible for mediation.

D. PROGRAM STAFF

The position of Residential Eviction Mediation Administrator (the “Administrator”) is established to oversee the daily operations of the Program. The designated duties of the Administrator are set out within these rules. The Dispute Resolution Institute, Inc. (DRI) will serve as the Administrator.

E. NOTICE AND ENTRY INTO THE EVICTION MEDIATION PROGRAM

1. Effective August 23, 2021, a First Notice describing the mediation program must be served on the defendant(s) in a residential eviction case with the summons (or alias summons) in a form approved by the Chief Judge or designee, and made available to residential eviction plaintiffs through the Sixth Circuit website and each Circuit Clerk’s

Office. The First Notice shall inform the defendant(s) that they may be eligible to participate in the Program at their first court appearance. The First Notice shall describe the pre-mediation and mediation process. The First Notice shall include referral information to local free or low-cost legal counseling services through Land of Lincoln Legal Aid, local financial counseling services, local housing agencies, and additional services as available.

2. Enrollment in the program shall occur during the first court appearance at the discretion of the Court. If there is a continuance in the matter, enrollment may occur prior to the continuance date, or at the continued appearance date. Assistance in enrollment for the Program may be facilitated by the Administrator at the first court appearance, in partnership with the Court.
3. Cases may enter the Program through agreement of the parties, or by order of the Court, including parties who have lost eligibility or would otherwise be ineligible to participate.
4. Once admitted to the Program, the parties must contact the Administrator to begin the pre-mediation process within 2 days (not including weekends and court holidays) or such other time as the Court permits.

F. PRE-MEDIATION PROCEDURE

1. During the pre-mediation screening process, the Administrator shall collect appropriate information and refer the party (parties) to appropriate services. Parties shall be provided an opportunity to access legal and financial counseling services to the extent their needs and interests demand, and as resources permit. These services may include, but not be limited to, brief legal information, free or low-cost legal aid, financial counseling, housing counseling, and/or technical assistance in preparing rental assistance applications. The Administrator shall have ultimate discretion as to what services are appropriate for referral in each case. Participants shall be afforded a reasonable opportunity to pursue such services prior to the first pre-mediation conference if the Administrator deems it necessary and/or in the interest of justice.
2. Once the party(s) has been screened and referred to the appropriate services as needed, the Administrator shall set an initial pre-mediation date no later than 14 days from the first court appearance. Initial Pre-Mediation dates outside of the 14-day period may be scheduled by mutual agreement of the parties or by order of the Court. Under the discretion of the Administrator, Initial Pre-Mediation conferences may take place at the first appearance date, if referral to services is not necessary.
3. The party(s) and their counsel, if any, with full settlement authority are required to participate in the pre-mediation process. Failure to participate by the defendant and/or their counsel may result in termination of the case from the Program, subject to the Administrator's discretion. Failure to participate by the plaintiff and/or their counsel may result in the case being rescheduled, subject to the Administrator's discretion. The Court shall prohibit any judgment from being entered until the case has been terminated by the

Administrator from the Program. Repeated failure of the party(s) and/or their counsel to participate may be grounds for the Court to impose appropriate sanctions.

4. Prior to the Initial Pre-Mediation Conference, the parties may meet with the Administrator to discuss their objectives and ensure that parties have all the relevant documents and information needed to have a productive pre-mediation conference. The parties may work with the Administrator towards the completion of an application for rental assistance. The parties may request documents relevant to mediation from the other party prior to/or at the time of the initial pre-mediation conference.
5. If a case is not settled at the first Initial Pre-Mediation Conference, the case may be set for additional Pre-Mediation Status Conference(s) to track rental assistance applications or for the parties to have time to consider mutually beneficial agreements. Upon the conclusion of each Pre-Mediation Conference, the Administrator shall provide a copy of Pre-Mediation Status Report to all parties, as well as the Court. This report shall indicate the status and/or outcome of the Pre-Mediation Conference.
6. If the parties reach an agreement during the Pre-Mediation Process, it shall be put into writing and the parties, and their counsel, shall sign the agreement. The Administrator shall submit the agreement to the Court for approval.
7. If the parties do not reach an agreement during the Pre-Mediation Process, the case may either be terminated from the Program or set for a Full Mediation subject to the Administrator's discretion.
8. Pre-Mediation Conferences may be conducted in-person at the County Courthouse or via video conferencing, at the discretion of the Administrator.

G. MEDIATION PROCEDURE

1. If a case is deemed appropriate for a Full Mediation Session, the Administrator will assign a mediator to the case from a roster of eviction mediation mediators. The Mediation will be scheduled based on the availability of all parties and the amount of time needed for the parties to review the documents from the Pre-Mediation Conferences. The Administrator shall notify the parties of the assigned mediator and the date and time of the Mediation. Mediations will take place in-person or via video conferencing, at the discretion of the Administrator. The Administrator will review the file and submit all relevant documents to the mediator before the scheduled date of Mediation.
2. Either party may request disqualification of a mediator for good cause. Mediators may also disqualify themselves or refuse an assignment for good cause. Good cause includes, but is not limited to, a conflict of interest or the appearance of impropriety. If a mediator is disqualified, an alternate mediator will be assigned, and the Mediation will be rescheduled accordingly.

3. The party(s) and their counsel, if any, with full settlement authority are required to participate in the Mediation Process. Failure to participate by the defendant and/or their counsel may result in termination of the case from the Program, subject to the Mediator and/or Administrator's discretion. Failure to participate by the plaintiff and/or their counsel may result in the case being rescheduled, subject to the Mediator and/or Administrator's discretion. The Court shall prohibit any judgment from being entered until the case has been terminated by the Administrator from the Program. Repeated failure of the party(s) and/or their counsel to participate may be grounds for the Court to impose appropriate sanctions.
4. If a case is not settled at the first Mediation Session, the case may be set for additional sessions at the discretion of the Mediator or by agreement of the parties, to track rental assistance applications or for the parties to have time to consider mutually beneficial agreements.
5. The Mediator shall terminate the Mediation Process when an agreement has been reached or if the mediator believes no purpose would be served by continuing the mediation process.
6. If the parties reach an agreement during the Mediation Process, it shall be put into writing and the parties, and their counsel, shall sign the agreement. The Administrator shall submit the agreement to the Court for approval.
7. If the parties do not reach an agreement during the Mediation Process, the case will be terminated from the Program and the Administrator will file a report with the Court to end the mediation process.

H. POST PRE-MEDIATION/MEDIATION PROCESS PROCEDURE

1. The eviction case shall be set for status within 14 days after either the Pre-Mediation Status Report or the Mediator's Report is submitted to the Court, or at any other date at the discretion of the Judge hearing the case.
2. If the Mediation Process has not been completed, the Administrator will provide an update to the Court and the Court may address this issue upon motion of either party.
3. If the parties were able to reach an agreement through the Program, the eviction case shall be dismissed at the status date, unless otherwise noted in the agreement between the parties. If the case is to be held open to ensure completion of the agreed terms, the Court will retain jurisdiction. If the agreed terms are not fulfilled, the Court shall move forward with the case as outlined in the Agreed Order. If the agreed terms are fulfilled, the Court shall dismiss the case.
4. If the parties were unable to reach an agreement through the Program, an order terminating the mediation shall be entered and litigation shall be allowed to move forward.

5. All parties will receive a request to complete an evaluation form regarding the mediation process at the end of the case.

I. MEDIATORS

1. The Administrator shall maintain a list of mediators who have sought appointment and been certified for approval by the court as mediators for the eviction mediation program.
2. All eviction mediators shall successfully complete a minimum of a thirty-two (32) hour mediation training skills program, the content of which is acceptable to the Court, plus additional eviction training as required by the Administrator.
3. Mediators must agree to complete two pro bono eviction mediation shifts per year to remain on the Administrator's list of mediators. Mediators shall be compensated according to the rate established by the Administrator, which may change annually due to funding changes.
4. Mediators shall comply with these rules, applicable law, and standards developed by the Chief Judge and Administrator.
5. The Administrator will assign mediation cases to mediators in alphabetical order, to ensure all mediators have an opportunity to mediate. If a mediator is unable to mediate a case, the next mediator on the list will be consulted, and so on.
6. A mediator shall not be involved in any capacity other than as the mediator in any case to which the mediator is assigned. No mediator may use any information obtained during the mediation process for any purpose outside of mediation unless required to do so by law. A mediator shall not mediate a matter that presents a conflict of interest.
7. If a mediator on the roster fails to comply with these rules or other standards as determined by the Court or Administrator, any or all the following may occur:
 - a. The Administrator shall inform the mediator of any concerns.
 - b. The frequency of assigned mediation cases may be reduced or stopped until the mediator demonstrates the ability and willingness to comply with mediator standards.
 - c. A course for improvement may be required for the mediator, including additional training, observation, and training material review.
 - d. If, in the opinion of the Chief Judge or the Administrator, the mediator does not demonstrate the ability and willingness to comply with all the specific and general mediator standards described in the local rules and any other standards required

by the Chief Judge and/or the Administrator, the Chief Judge and/or the Administrator may remove the mediator from the roster of approved Mediators.

J. CONFIDENTIALITY

Pursuant to the Illinois Uniform Mediation Act, 710 ILCS 35/1 et seq., all oral and written communications made in the mediation process, other than written agreements between the parties and documents filed of record, shall be exempt from discovery and shall be confidential and inadmissible as evidence in the underlying cause of action.

K. DISCOVERY

Pursuant to the Illinois Uniform Mediation Act, 710 ILCS 35/1 et seq., mediation communications are privileged against disclosure and not subject to discovery or admissible in evidence in a judicial, administrative, arbitral, or other adjudicative process, including related pre-hearing and post-hearing motions, conferences and discovery. Mediation communications are also privileged against disclosure and not subject to discovery or admissible in evidence in a legislative hearing or similar process. Disclosure of mediation communications shall not be compelled in any arbitration, administrative hearing, adjudication, civil action, or non-criminal proceeding in which, pursuant to law, testimony can be compelled to be given. Evidence or information that is otherwise admissible or subject to discovery does not become inadmissible or protected from discovery solely by reason of its disclosure or use in mediation.

L. IMMUNITY

The Program Administrator and any person approved to act as a mediator under these rules, while acting within the scope of their duties as a mediator, shall have judicial immunity in the same manner and to the same extent as a judge in the State of Illinois, as provided in Illinois Supreme Court Rule 99.

M. IMPARTIALITY

Mediators and the Program Administrator shall conduct pre-mediation conferences and mediations in an impartial manner and avoid conduct that gives the appearance of partiality or impropriety. Mediators and the Program Administrator shall not act with partiality or prejudice based on any participant's personal characteristics, background, values and beliefs, or any other reason. If at any time a mediator or the Administrator is unable to conduct session in an impartial manner, the mediator or Administrator shall withdraw.

N. CONFLICTS OF INTEREST

The Program Administrator shall avoid any conflict of interest or the appearance of any conflict of interest during the pre-mediation process. A mediator shall not mediate an eviction case if the mediator has any past or present, personal, or professional relationship with either party involved in the mediation that reasonably raises a question of a mediator's

impartiality without both parties' consent. A mediator shall disclose, as soon as possible, all actual and potential conflicts of interest that are reasonably known to the mediator and could reasonably be seen as raising a question about the mediator's impartiality. After disclosure, if all parties agree in writing, the mediator may proceed with the mediation.

O. LANGUAGE ACCESS

It is the policy of this Program to provide meaningful language access to limited English proficient (LEP) program participants at all stages of participation. Language Access services shall be provided at no additional cost to the participants.

P. SUSTAINABILITY PLAN INCLUDING LONG-TERM FUNDING

Funds for the Sixth Judicial Circuit Eviction Mediation program will be obtained through available grants throughout the calendar year and, if the program proves valuable but will require funding beyond available grants, the Chief Judge will consider instituting a filing fee to sustain the program.

Q. STATISTICAL AND DATA COLLECTION AND REPORTING

1. Any personal data captured by the Program shall be limited to use by the Program and its financial counseling and pro bono legal aid partners in assisting the parties to the Mediation Process. Personal data shall not be shared or utilized for any other purposes. This includes information collected by the Administrator, Mediator, and/or designees.
2. The Administrator shall maintain aggregated, non-identifying data and statistical data on the results of the mediation and shall report required statistical data to the Administrative Office of the Illinois Courts (AOIC), the Chief Judge's Office, and/or the Administrator's grant funders at such times and in such manner as may be required.

R. ATTACHMENTS

In residential eviction cases, in addition to the forms required by the Illinois Supreme Court Rules, plaintiffs shall use forms in substantial compliance with the following attachments: Notice of the Residential Eviction Mediation Program (Exhibit A). Attorneys may generate forms for use in eviction mediation cases if they are substantially like the forms approved by the Chief Judge. The Circuit Clerk may make the determination as to whether attorney-generated forms are substantially like the approved forms.

8/13/21
Date

R. Lee B. Rosenbaum
Chief Judge Randall B Rosenbaum

NOTICE OF RESIDENTIAL EVICTION MEDIATION PROGRAM

FREE EVICTION MEDIATION IS AVAILABLE

You have been served with an eviction complaint that could cause you to lose your home. The Circuit Court for the Sixth Judicial Circuit has adopted a rule establishing a Residential Eviction Mediation Program to assist tenants facing eviction. This program is available to all tenants and landlords involved in eviction litigation.

WHAT DOES THIS MEAN?

The Residential Eviction Mediation Program (Program) involves a pre-mediation conference in which the tenant and landlord come together to explore their options. Options for obtaining rental assistance maybe explored during the pre-mediation conference. If no agreement is reached during the pre-mediation conference, the case may be set for a full mediation. More than one pre-mediation conference may be held, as needed.

WHAT WILL HAPPEN?

Eviction cases will be evaluated at their first appearance Court date for entry into the Program. Enrollment to the Program will be determined by the Presiding Judge or by agreement of the parties. Assistance in enrollment may also be facilitated by Land of Lincoln Legal Aid or Dispute Resolution Institute, Inc.

REMEMBER

While no court action will be taken against you while the mediation process is ongoing, there is no guarantee that an agreement can be reached between tenant and landlord.

TENANTS: Do you need to consult with an attorney about your eviction case?

BEFORE your hearing contact: Land of Lincoln Legal Assistance Foundation - 855-601-9474

LANDLORDS AND TENANTS: Is there rent owed for March 2020 or later months?

Please visit - <https://evictionhelpillinois.org/> or call 855-631-0811 or text 844-938-4280

LANGUAGE ASSISTANCE: Should you require language assistance, or an interpreter, assistance can be arranged through Rosa Druker, Programs Coordinator, who can be reached at 618-549-1500 or case@dri-inc.org

LANDLORDS AND TENANTS: DO YOU HAVE MORE QUESTIONS: Please contact Rosa Druker, Programs Coordinator, at 618-549-1500 or case@dri-inc.org

SIXTH JUDICIAL CIRCUIT


ADMINISTRATIVE ORDER 2021 – 10

ESTABLISHING A RATE FOR PUBLIC SERVICE WORK AS AN ASSESSMENT

The Illinois General Assembly amended 705 ILCS 135/5-20, which allows a criminal court assessment to be converted into public service work. The current law allows for one hour of public service work to be equivalent to \$4 of assessment. The amendment requires the rate to be set by the Court and it must not be below Illinois minimum wage.

THEREFORE, pursuant to 705 ILCS 135/5-20 and effective immediately, one hour of public service work shall be equivalent to \$15 of assessment. Should the Illinois minimum wage rise above \$15 per hour, then, effective the date of that increase, the conversion rate shall be that new Illinois minimum wage.

8/30/21
Date


Randall B Rosenbaum, Chief Judge
Sixth Judicial Circuit

SIXTH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER 2021 – 11

ESTABLISHING AN HOURLY RATE/MAXIMUM FEE FOR APPOINTED COUNSEL

Administrative Order 2006-2, as amended, is rescinded and replaced with the following:

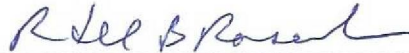
Pursuant to Illinois Supreme Court Rule 299, the Court may appoint counsel to represent indigent persons in the following matters: felony, misdemeanor, traffic, juvenile delinquency, juvenile abuse and neglect, Sexually Dangerous Persons Act, Sexually Violent Commitment Act and appeals for the foregoing matters.

The Sixth Judicial Circuit hereby sets the hourly rate for said appointed counsel at \$125 for all reasonable and necessary time spent in and out of court on said cases.

The maximum compensation as set by Rule 299(c) shall be exceeded for extended or complex representation only when the judge making the appointment makes an express, written finding that good cause and exceptional circumstances exist and that the amount of the excess payment is necessary to provide fair compensation. The Chief Judge or the Presiding Judge of the County must approve of the excess payment.

12/15/21

Date



Randall B Rosenbaum, Chief Judge
Sixth Judicial Circuit

SIXTH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER 2021 – 06 - AMENDED

COVID-19 PROCEDURE

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

WHEREAS, the 6th Circuit had, for those reasons cited in prior 6th Circuit Administrative Orders, resumed Court operations subject to some limitations including the wearing of masks.

WHEREAS, pursuant to Supreme Court Order 30370 from May 27, 2021, Courts have the discretion whether to require masks in courtrooms for fully-vaccinated persons (defined as two weeks after the final injection).

WHEREAS, it is appropriate and necessary to update prior Administrative Orders, taking access to justice and public safety into account, and upon considering guidance from the Supreme Court, Governor and public health officials;

WHEREAS, COVID affects communities in different ways and local leaders within the judicial system need the flexibility to adjust policies that are appropriate locally;

WHEREAS, public health officials, namely the Centers for Disease Control, are understanding the COVID virus better every day and continue to update its policy recommendations which they believe protect the public and allow businesses to function;

THEREFORE, IT IS HEREBY ORDERED with respect to all courthouses within the 6th Judicial Circuit that Administrative Order 2020-07 is rescinded and replaced with the following:

1. **Resumption of All Matters.** Courts are no longer limited to hearing only essential activities. Courts may resume all matters and schedule them accordingly.
2. **Courtroom Limitations and Reduced Call Size.** Each county and courtroom are different. The Presiding Judge of each county is uniquely positioned to determine best practices to reduce the number of persons present in the courtroom or court environs, as needed, including social distancing in courtrooms and jury deliberation rooms. Remote hearings are strongly encouraged, when appropriate and for those judges able to accommodate such hearings.
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. 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.

4. **Prohibited Entry.** No person will be allowed access to the Courthouse if that person:
 - a. Has been diagnosed with COVID-19 in the previous 5 days;
 - b. Has flu-like symptoms including fever, cough, shortness of breath, or other symptom identified by a health professional 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. Reside with, or have regular close contact with, a person who was directed to quarantine or isolate by public health officials or a medical professional.
 - e. 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, within the last 5 days.

Subsections (d) and (e) do not apply to fully-vaccinated persons unless they are exhibiting symptoms.

5. **Masks / Face Coverings.** The Presiding Judge of each county, in consultation with other justice leaders, is in the best position to determine best local practices with respect to masking. This includes whether they are needed only for those who are unvaccinated or are needed for everyone regardless of vaccination status. Any person who wishes to wear such a covering may do so. The Sheriff may require face coverings for entry into the courthouse. Persons required to speak during a court proceeding may be directed to remove their covering while speaking. This section 5 applies to judges, court personnel, attorneys, litigants, jurors, witnesses and the public.
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.
7. **Jury Trials.** The Presiding Judge of each county shall determine the priority of jury trials and the appropriate courtroom(s) or spaces to accommodate them including jury deliberations.
8. **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.
9. **Individual Judge/Courtroom Order.** Attorneys and parties should be aware that individual judges may issue their own guidance on practices in certain courtrooms with the approval of the Presiding Judge.

10. **Court Reporters:** Although court reporters are State employees and work for the Chief Judge, they are assigned to County Courthouses. Therefore, court reporters are required to abide by the local rules established by the Presiding Judge of his/her County, not inconsistent with this Order.
11. **Compliance.** In order to ensure compliance with this Order, any person entering the Courthouse may be asked whether they are vaccinated and, if so, to show proof of their vaccination. If a person indicates that s/he is not vaccinated, s/he will not be asked the reason.
12. **Effective Date.** This Administrative Order will take effect immediately and may be extended, supplemented, or amended as circumstances require.

12/30/21
Date - amended

R. B. Rosenbaum
Randall B Rosenbaum, Chief Judge
Sixth Judicial Circuit