

IN THE CIRCUIT COURT OF COOK COUNTY  
COUNTY DIVISION, COUNTY DEPARTMENT

ADMINISTRATIVE ORDER 2020-6  
RE: ADOPTION PROCEDURES—REMOTE HEARINGS  
EFFECTIVE JULY 7, 2020

This Administrative Order is issued pursuant to the General Administrative Orders issued by Chief Judge Timothy Evans relating to the COVID-19 pandemic. While the Court has now recommenced hearing all matters, it remains necessary for the health and safety of the public, litigants, the bar and court personnel to limit "in person" court appearances to only those that are necessary. As such, the Court orders that all adoption matters shall be heard remotely by teleconference or video conference using zoom or until further order of court. The assigned judge, on motion of a party, or on his or her motion, may order an in person hearing in an individual case, consistent with Illinois Supreme Court Rules and Constitutional protections.

The following procedures shall apply for remote hearings:

- A. Initial Presentments (Non-Emergency).** All new petitions for adoptions must be scheduled for initial presentment within 5 to 40 days of the filing of the petition. (This supersedes the 30-day requirement in Administrative Order 2019-2.) Initial presentments are to be scheduled directly on the Clerk of Court's Odyssey's e-filing system. Each calendar judge has designated specific time slots for initial presentments on their assigned calendar day during which a single case shall be heard. Initial presentments will not be scheduled by the Clerk less than five (5) calendar days in advance of the hearing date, absent an order of court. The clerk's office will manually schedule until the scheduling is fully implemented in the Odyssey system, anticipated July 20, 2020.

**The petitioner shall be responsible for hosting the Zoom meeting and shall provide the meeting ID and password to the Court and all parties.**

The petitioner shall send by email to the Adoption Case Coordinator (cj.cal3@cookcountyil.gov), in the form set forth in E below, the following courtesy copies, no less than five (5) calendar days before the scheduled initial presentment date:

- a. The petition and all exhibits;
- b. Preliminary reports of investigation or pre-placement studies (if any);
- c. Drafts of proposed Initial Case Management, Interim or any other orders in word and pdf format. (Each document shall be named in the following format: Case Number and Order type, e.g., 2020 COAD 555 CMO, 2020 COAD 666 Interim Order, with no other references to names of petitioners or attorneys) Draft case Management Orders must include the following **Zoom Meeting ID: 944-2073-8162 and Password: 632713** and call in number :312-626-6799 (All subsequent case management hearings will be at 9:30 a.m.); and

- d. A Zoom invitation for the initial presentment setting forth the date and time, including the hyperlink containing the Zoom meeting ID and password.

**Emergency Matters.** Petitioners requesting that an initial presentment be heard “off call” shall file a motion setting forth the reasons for hearing the matter on an emergency basis. A courtesy copy of the filed Emergency Motion shall be emailed to the Adoption Case Coordinator, along with a draft order, in word and pdf format, granting or denying the motion. (The proposed order shall be named in the following format: Case Number and Order type, e.g., 2020 COAD 666 Off Call Order) The Adoption Case Coordinator will forward the Emergency Motion to the Presiding Judge of the County Division or her designee, who will determine whether to grant or deny the Motion with or without hearing.

Petitioners who seek to have matters set for initial presentment on a date and time not available from the Clerk, e.g., --less than five (5) days in advance of the proposed date, or, on a date when all available time slots are filled--shall file a motion seeking leave, setting forth the reasons that a hearing must be held before the next available date. A courtesy copy of the motion shall be emailed to the Adoption Case Coordinator, along a draft order granting or denying the motion in the form set forth in E below. The Adoption Case Coordinator will forward the Motion to the assigned calendar judge, who will determine whether to grant or deny the Motion with or without hearing.

- B. **Motions (Non-Emergency).** Motions will be scheduled to be heard remotely via zoom at 9:30 a.m. each calendar day. All notices of motion shall designate the following Zoom Meeting ID, Password and call in number: **Meeting ID: 944-2073-8162, Password: 632713** and call in number: 312-626-6799

Upon filing of motion, a courtesy copy of the filed notice of motion and motion shall be emailed to the Adoption Case Coordinator, along with a proposed order, in word and pdf format, in the form set forth in E below. The email should also state whether the parties request a hearing on the motion. The Adoption Case Coordinator will forward the Motion to the assigned calendar judge. For those matters for which a hearing is not requested, the assigned judge will determine whether a hearing is necessary and will notify the Adoption Case Coordinator whether and by what means a hearing will be held. The Adoption Case Coordinator will notify the Petitioner whether an appearance at a hearing is required.

**Routine Motions** will continue to be scheduled at 8:45 a.m. and, absent objection or notice from the Court, will be entered without hearing.

- C. **Entry of Judgments.** As set forth above, all case management orders shall contain a Zoom Meeting ID and password for the 9:30 a.m. motions/ judgment call. No less than fourteen (14) day before the scheduled date for entry of judgment set forth in a case management order, the Petitioner shall email the Adoption Case Coordinator the following:

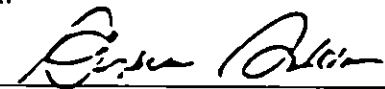
1. Matters Ready for Entry of Judgment:
  - a. Filed Motion for Entry of Judgment,
  - b. Proposed Judgment Order in word and pdf format,
  - c. Filed Report of Investigation, with exhibits,
  - d. Filed GAL report/consent and
  - e. Any additional documentation set forth in the court's case management order;
2. Matters Not Ready for Entry of Judgment
  - a. A draft Subsequent Case Management Order setting forth the specific tasks, items needed before entry of judgment.
  - b. A statement whether the parties (including the GAL) request a status hearing before the court.

The assigned judge will either enter the proposed orders or set the matter for remote hearing. If no draft judgment order or subsequent case management order are tendered or entered, petitioner must appear by zoom at the time and date set forth on the previously entered case management order.

- D. Consents. Consents and surrenders of biological and legal parents for cases not already scheduled for that day shall be heard each day at noon remotely. The petitioner shall contact the Adoption Coordinator and verify that the consent can be heard. The Adoption Case Coordinator will provide instructions for the Zoom meeting ID and password. The petitioner shall be responsible for providing the Zoom meeting information to the witness. The Adoption Case Coordinator will contact the court reporter. A copy of the unsigned, but fully filled out, consent, and photo identification of the parties consenting shall be emailed to the Adoption Case Coordinator before the hearing.
- E. Correspondence/Courtesy Copies. Unless expressly requested/authorized by the assigned calendar judge, all correspondence with the Court shall be made via email to the Adoption Case Coordinator (cj.cal3@cookcountyil.gov). All emails to the Adoption Case Coordinator shall set forth the following information in the subject "Re: line": Calendar #, Case Number, Initial Presentment/Motion date and time, e.g., "Calendar 8, 2020 COAD 999999, Initial Presentment, 7/7/2020 at 10:00 a.m." All proposed orders shall be submitted in Word and pdf format and shall be named in the following format: Case Number and Order type, e.g., 2020 COAD 555 CMO, 2020 COAD 666 Interim Order. **All parties of record must be copied on all correspondence with the Adoption Case Coordinator or the Court.**

Dated this 7<sup>th</sup> day of July, 2020

ENTER:



Judge Sharon M. Sullivan  
Presiding Judge, County Division

