

IN THE CIRCUIT COURT OF THE SEVENTH JUDICIAL CIRCUIT  
MACOUPIN COUNTY, ILLINOIS

FILED

MAY 29 2020

Macoupin County Administrative Order 2020-08  
Macoupin County Courthouse Procedures for COVID-19 Coronavirus

  
Clerk of the Circuit Court  
Macoupin County, Illinois

**Whereas,** The Macoupin County Courts will take all reasonable measures to minimize personal contact to prevent the spread of the COVID-19 coronavirus.

**Whereas,** The Illinois Supreme Court has entered an Order in M.R. 30370 instructing the courts to continue to establish and periodically update temporary procedures to minimize the impact of COVID-19 on the court system, while continuing to provide access to justice.

**Whereas,** the Illinois Supreme Court has entered an Order in M.R. 30370 and issued the Guidelines for Resuming Illinois Judicial Branch Operations During the COVID-19 Pandemic authorizing for essential court matters and proceedings to be heard.

**Whereas,** Illinois Supreme Court has entered an Order in M.R. 30370, and subsequently, amended said Order authorizing for trial courts to continue all civil and criminal jury trials indefinitely.

**Whereas,** the Macoupin County Courts have conducted a review of its temporary operations and have identified a need to begin to hear certain matters that have previously been classified as non-essential in an effort to strike a balance between critical societal needs to access justice and the critical societal need to prevent the spread of the novel coronavirus and the disease, COVID-19.

**Whereas,** the Macoupin County Courts will secure subscriptions for the video conferencing platform Zoom for each of the members of judiciary to broaden the scope of proceedings that can be meaningfully conducted remotely. Any court action utilizing Zoom shall follow the Illinois Supreme Court Remote Access Policy, effective 1/1/2020 and Revised effectively 6/1/2020. Each judge is permitted their own conferencing protocols.

**WHEREFORE, IT IS HEREBY ORDERED,** that the operational limitations previously imposed upon Macoupin County Courts' proceedings shall continue with modifications as follows:

**Essential Cases and Court Proceedings**

Beginning June 1, 2020, the Macoupin County Courts will resume holding status hearings, motion hearings, evidentiary hearings, and bench trials in additional cases and court proceedings. The complete list of essential cases and court proceedings that will be heard pursuant to this Administrative Order include:

Criminal Felony cases (CF)	Tax (TX)
Traffic & DUI cases (TR, DT)	Miscellaneous Remedies (MR)
Criminal Misdemeanor cases (CM)	Municipal Corporations (MC)
Probate/Guardianships (P)	Adoptions (AD)
Conservation Violations (CV)	Ordinance Violations (OV)
Family Court (F, D)	Eminent Domain (ED)
Child Support	Juvenile cases
Law (L)	Chancery/Foreclosures (CH)
Emergency & Plenary Orders of Protection	LM, except evictions
Small claims (SC)	Civil Law (CL)
Mental Health (MH)	Drug Court

At each judge's discretion, whenever feasible, and subject to constitutional limitations, all matters and proceedings may be heard remotely, via telephone, video, or other electronic means.

### Other Cases and Court Proceedings

Until further Order of Court, unless modified pursuant to a periodic review hereafter conducted, the following cases and court matters shall be continued or otherwise postponed:

- Evictions—Be advised that they cannot be resumed until Governor’s Executive Order is lifted. Also, landlords are admonished that the Illinois Supreme Court has a new rule requiring filing of a certification as to your rental property in the lawsuit that you are not receiving any federal loans/subsidies.
- Courthouse Tours
- On-site Weddings and Civil Unions

### Jury Trials

Continuing through August 10, 2020, unless modified pursuant to periodic review hereafter conducted, or based upon a review of this Administrative Order if so mandated by relevant Illinois Supreme Court order entered hereafter, all civil and criminal jury trials shall be continued as authorized in Supreme Court Order M.R. 30370.

### Rules Regarding Court Appearances

- A. If you are a party to a criminal or juvenile case, you do *not* have to appear if you are represented by an attorney. Only your attorney must appear; and, you will be notified by your attorney or the Circuit Clerk as to when you must return for court. However, as for cases other than criminal and juvenile cases, you must appear on your court date, unless you were expressly excused by the judge.
- B. If you are unable to appear because any of the restrictions cited in this Order, please notify the Macoupin County Circuit Clerk at (217) 854-3211 before your court date.
- C. Have your witnesses check in with court security as they enter on the ground floor of the Courthouse for further instructions.
- D. Court participants requiring special assistance to conduct official business will be permitted entrance with their personal assistant.
- E. Unless medically intolerant, face coverings (masks over nose and mouth) are required for all persons entering the courthouse and each person may be questioned regarding any COVID-19 issues and will be required to have their temperature taken with a digital, no-contact thermometer and may be asked these questions:
  - Have you had contact with anyone who you are aware was symptomatic or COVID positive for more than 15 minutes and within less than 6 feet in the last 14 days?
  - Are you COVID positive or symptomatic yourself?
  - Have you been directed to quarantine, isolate or self-monitor at home for COVID by any medical or public health provider?
  - Do you have flu-like symptoms including fever, cough, nausea, diarrhea and/or shortness of breath?
- F. Bring your own face-coverings because court security personnel has a limited supply of masks.
- G. Nothing in this Order shall require anyone otherwise subject to provisions of this Order to wear a facial covering as directed when doing so would be contrary to their health or safety from a pre-existing medical/mental health condition.
- H. Nothing in the Order shall require children two and under to wear facial coverings as directed.
- I. Everyone who enters the Courthouse must use good personal health habits as recommended by the Center for Disease Control. This includes cleaning hands often with soap and/or hand sanitizer, avoid touching eyes, nose, and mouth, avoiding close contact, and covering coughs and sneezes with tissues or elbows.

- J. Social distancing measures are required to be observed. Everyone should maintain a 6 feet distance whenever reasonably possible. To allow for proper social distancing, the number of people in Court will be restricted by reduced court calls and staggered court-call times, as well as remote appearances and hearings. You may be asked to wait outside or in your car once the Courthouse reaches its maximum capacity.
- K. Any attempt to enter the Courthouse or remain in the Courthouse in violation of these rules will cause you to be denied access or removed by security personnel.
- L. Civil and criminal lawsuits and any pleadings may still be filed in person or via electronic filing.
- M. If you are representing yourself in court and have any questions or concerns, you may contact the Circuit Clerk's Office at (217) 854-3211 or visit the Circuit Clerk's website at [JUDICI.com](http://JUDICI.com). You are encouraged to call before coming to the Courthouse.
- N. Emergency matters are set on a case-by-case basis by contacting the Macoupin County Circuit Clerk at (217) 854-3211 who will then put you in touch with the judge's assistant for scheduling.

**Additional Information**

Except as noted above, Court cases and related Court procedures are expected to resume as of June 1, 2020, at 8:30 AM, unless Federal or State authorities mandate otherwise; and, this Administrative Order supersedes 2020-AO-005 and expires on August 10, 2020, at 4:30 PM.

**IT IS SO ORDERED.**

ENTERED THIS 29<sup>th</sup> DAY OF May, 2020.



**Kenneth R. Deihl**  
Presiding Judge