

**IN THE CIRCUIT COURT  
OF THE SEVENTH JUDICIAL CIRCUIT  
STATE OF ILLINOIS**

**Sangamon County Administrative Order 2020- 2  
Sangamon County Courthouse Procedures for COVID-19 Coronavirus**

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

**IT IS HERBY ORDERED**, The Sangamon County Courts of the 7<sup>th</sup> Judicial Circuit will be operating at a reduced capacity performing only essential functions beginning Monday, March 16, 2020 and continuing until further order of the court. While keeping the courts available, all proceedings must be consistent with public safety as well as any further policy directives from federal, state and local public health advisories.

**Until further notice, the following Sangamon County cases and court proceedings are postponed:**

- All not in custody Criminal Felony (CF) matters, including Probation Revocation Proceedings
- Civil Jury Trials
- Traffic (TR)
- DUI (DT) cases excluding statutory summary process
- Misdemeanor cases (CM)
- Probate (P)
- Small Claims (SC)
- Family Court (F, D)
- Child Support
- Law & Law Magistrate (L, LM)
- Juvenile cases (except as outlined below)
- Chancery (CH)
- Eminent Domain (ED)
- Tax (TX)
- Miscellaneous Remedies (MR)
- Municipal Corporations (MC)
- Adoption (AD)
- Conservation Violations (CV)
- Ordinance Violations (OV)
- Marriages and Civil Unions
- Courthouse tours
- Seminars and meetings involving large groups of outside participants

**The following court proceedings will be held as scheduled, with appearances expected for all litigants unless travel or health appearance waivers apply (see below):**

- All criminal matters with individuals in-custody, to be held by closed circuit video conference whenever possible
- Juvenile temporary custody (shelter care)
- Juvenile detention hearings
- Petitions for Emergency Orders of Protection
- Hearings for Plenary Orders of Protection
- Emergency hearings on family matters (D and F cases) as scheduled by the Court
- DUI statutory summary suspension petition to resend shall be processed and scheduled as is normal and customary.

The following individuals **should not** enter the courthouse and their appearance in court will be waived if they:

- Have been in any of the following countries with the last 21 days: China, South Korea, Italy, Japan, Iran, or any European country affected by the Federal travel ban; or
- Reside or have close contact with anyone who has been in one of those countries listed above within the last 21 days; or

- Have been directed to quarantine, isolate or self-monitor at home for the coronavirus by any medical provider; or
- Have been diagnosed with, or have had close contact with anyone diagnosed with, COVID-19; or
- Have flu-like symptoms including, fever, coughing, sneezing, or shortness of breath

**Any attempt to enter the courthouse in violation of these restrictions will be denied by a Court Security Officer.**

If you are an attorney or litigant and have a scheduled case or are otherwise required to appear at the courthouse in connection with a court case, but an appearance would be waived because of the health or travel restrictions that have been established, a Sangamon County Court hotline has been created to assist those participants who are subject to an appearance waiver. If you are unable to appear at a court hearing under these circumstances, and your hearing has not been postponed, you may call (217) 753-6733 to leave a message that will be reviewed and returned by court administrative staff as promptly as possible.

**Circuit Clerk's Office:** will remain open. Criminal lawsuits and any pleadings may still be filed in person. Civil filings and pleadings will continue to be e-filed.

**Emergency Matters:** may be scheduled on a case-by-case basis. Individuals shall contact the Sangamon County Circuit Clerk at (217) 753-6674 for purposes of emergency matters.

**Attorneys & Litigants:** Each attorney and party litigant shall receive an amended notice in the mail upon rescheduling. Litigants are directed to ensure that their mailing address is updated and current. Upon rescheduling, the Sangamon County circuit clerk website will also be updated with new court dates.

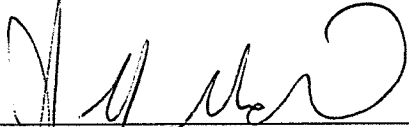
**Adult and Juvenile Probation:** The Sangamon County Probation and Court Services will remain open. A plan has been implemented to limit in-person contacts and suspension of certain large group meetings. Please contact Probation and Court Services with any questions.

**Courthouse Environment:** Buildings and Grounds staff will clean and disinfect all Sangamon County facilities, which includes:

- Sanitizing all door handles in every office, twice per day.
- Cleaning and disinfecting all elevator controls and cabs, twice per day.
- Public counters will be disinfected/treated, twice per day.
- Exterior doors will be disinfected/treated, twice per day.
- Light switches, key pads, public computer terminals etc. will also be cleaned and disinfected daily
- Any other areas frequented by the public will also be cleaned and disinfected regularly.
- Flat surfaces in bathrooms will be regularly disinfected

**Employees, Staff, and Visitors:** Shall use good personal health habits as recommended by the Center for Disease Control. This includes cleaning hands often, avoid touching eyes, nose and mouth, avoiding close contact, and covering coughs and sneezes with tissues or elbows. Access to the courthouse for all entrants, including employees, shall be limited to the main entrance on 9<sup>th</sup> street.

ENTERED THIS 16<sup>th</sup> DAY OF MARCH, 2020.

  
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**JOHN M. MADONIA**  
 Presiding Judge