

**IN THE CIRCUIT COURT OF COOK COUNTY,
ILLINOIS
DOMESTIC VIOLENCE DIVISION
SECOND MUNICIPAL DISTRICT-SKOKIE
JUDGE STEPHANIE SALTOUROS, ROOM 106**

DOMESTIC VIOLENCE DIVISION REOPENING PROTOCOL

In view of the COVID-19 pandemic, this Court recognizes the continuing need to maintain as safe an environment as possible for parties, litigants, counsel, the judiciary, court staff, all courthouse personnel and public while resuming the court call of the Domestic Violence Division at the Second Municipal District. This Protocol provides for litigants to have their cases heard in court without having to physically appear in court and to provide the same opportunity to all adverse parties and counsel in the interest of public health and safety.

THE CRIMINAL AND CIVIL COURT CALLS IN THE DOMESTIC VIOLENCE DIVISION SECOND MUNICIPAL DISTRICT SHALL BEGIN TO BE HEARD VIA ZOOM ONLY AS OF JULY 6, 2020 AND AS FOLLOWS:

CRIMINAL AND CIVIL COURT CALLS:

REMOTE ACCESS ON YOUR COURT DATE

1. If you have a scheduled or continued court date on or after July 6, 2020 and until further order of court, in the Domestic Violence Division, Room 106, in the Second Municipal District, Skokie Courthouse, **YOUR COURT DATE WILL BE HELD REMOTELY (OVER PHONE OR VIDEO). DO NOT COME TO THE COURTHOUSE.** You may only come to the courthouse if your case is specially set for an in-person Trial or Hearing.

2. If you have a scheduled court date on or after July 6, 2020, you will remotely connect to courtroom 106 ON YOUR SCHEDULED COURT DATE AND TIME ONLY via Zoom using the following information:

Zoom ID: 999 5924 9595

Passcode: 565680

3. On your scheduled court date and time, enter the Zoom Meeting ID# and Passcode. Then **ENTER YOUR NAME AND CASE NUMBER IN THE NAME SECTION** and wait until you are let into the court call. You will be placed in a waiting room until your case is called. Please be patient. If you get disconnected, start the process over to reconnect into the court call using the above steps.

4. **YOU MAY ONLY USE THE ZOOM MEETING ID# and PASSCODE TO ACCESS THE DOMESTIC VIOLENCE COURT CALL ON YOUR REGULARLY SCHEDULED COURT DATE AND TIME.**

a. **CRIMINAL COURT IS AT 9:30 AM**

b. **CIVIL COURT IS AT 1:30 PM**

5. **ZOOM INSTRUCTIONS:**

a. **To download Zoom** on a laptop or desktop, go to <https://zoom.us/download> and select Zoom Client for Meetings. Once the download is complete, open up the application and select Join a Meeting.

b. You will join using the Zoom Meeting ID#: **999 5924 9595** and Passcode: **565680**

c. **ENTER YOUR NAME AND CASE NUMBER IN THE NAME SECTION** (below the Meeting ID box). Make sure you connect to audio and video.

d. You may also download the Zoom application on your smartphone or other mobile device by going to your phone's application store and searching for Zoom (Zoom Cloud

Meetings). You will join using the same steps outlined above.

e. If you do not have access to a smart phone, mobile device, or a computer with internet access you may dial (312) 626-6799 and enter the corresponding Zoom ID# and Passcode. Listen carefully for instructions on how to join.

6. Please be advised that any and all recording, video/audio taping, photographing or otherwise reproducing, saving or distributing any remote Zoom proceeding in the Circuit Court of Cook County is strictly prohibited. The recording, publishing, broadcasting or other copying or transmission of courtroom proceedings by video, audio, still photography or any other means is strictly prohibited by Illinois Supreme Court Rule 63(A)(8) and is subject to the penalties for contempt of court.

1. CRIMINAL COURT CALL: 9:30 AM

Cook County State's Attorney's Office: 847-470-7300
Cook County Public Defender's Office: 847-470-7400

A. 9:30am-9:45am

1. Agreed continuance dates for completion of discovery or deferred prosecution conditions.
2. Cases to be set for Trial.
3. Agreed OP and Bond modifications. Must be agreed to before the case is called.
4. Agreed property retrieval orders not issued at the bond hearing.
5. **Defendants must appear via Zoom for the issuance or modification of a Plenary Order of Protection and for any Bond modifications where bond conditions are increased.**
6. Defendants and Complaining Witnesses appearances will be **waived and/or excused** for all **AGREED** status continuances and setting of motions and trials until further order of court.

B. 9:45am-10:00am

1. First return cases from Central Bond Court.

2. Violations of Supervision, Conditional Discharge, or Probation.
3. Cases where State was to notify complaining witness to appear in court. **Complaining witnesses must appear via Zoom.**
4. **Defendants must appear via Zoom.**

C. 10:00am-10:15am

1. **Contested** motions to review bond and modify orders of protection. Unless waived by the State, the Defense must give the State notice of their motion 3 days in advance of any hearing date to review bond.
2. **Contested** discovery issues.
3. Cases to be set for **Jury Trial** once jurors are summoned for service.
4. Emergency Motions.
5. **Defendants must appear via Zoom for the modification of a Plenary Order of Protection.**
6. **Defendants must appear via Zoom where** the modification of their bond results in an **increase** in bond conditions.
7. Violation of Bail Bond-**all out-of-custody defendants must appear via Zoom unless notified by pretrial services to appear in person in court.**
8. An attorney may waive their client's appearance on all emergency motions, contested motions to review bond, contested discovery matters, and cases to be set for jury trial.

D. 10:15am-10:30am

1. Pleas
 - a. On all pleas that have been agreed to by the parties, the State must complete all paperwork, including but not limited to:
 1. Orders for supervision, conditional discharge, and probation.
 2. Mandatory Assessments and Fines.
 3. Orders of Protection.
 - b. The State must tender all paperwork to the defense no later than 3:00 p.m., 2 business days before the date of the scheduled plea.

- c. Defendants must execute a **WAIVER OF DEFENDANT'S RIGHT TO BE PHYSICALLY PRESENT IN COURT in order to conduct a plea remotely via Zoom.**
- d. The defense must have all waivers prepared and signed prior to submitting the paperwork to the court.
- e. All completed paperwork must be submitted to the court by 10:00 am on the date the case is set for plea. Any attorneys appearing remotely may submit paperwork to:
ccc.skokiedv106@cookcountyil.gov

E. 10:45am-12:30pm

1. Bench Trials
2. Contested Motions
3. 402 conferences
4. Bond Hearings
 - a. Bond hearings must be ready to be heard no later than 11:00am including the preparation of all Orders of Protection.
 - b. All Orders of Protection must be tendered to the defense attorney by 10:45am so they can go over it with their client before the bond hearing.
5. **Defendants to appear via zoom.**
6. Defendants must execute a **WAIVER OF DEFENDANT'S RIGHT TO BE PHYSICALLY PRESENT IN COURT** for all remote 402 conferences, motions, and bench trials.

2. CIVIL COURT CALL: 1:30pm

A. All Civil Emergency Petitions for Orders of Protection, Emergency Petitions for Stalking No Contact Orders, and Emergency Petitions for Civil No Contact Orders, Emergency Petitions for Firearm Restraining Orders shall continue to be heard while court is in session throughout the day via Zoom either from the designated litigant Zoom location in the Second Municipal District Courthouse or remotely beginning July 6, 2020 and until further order of court.

B. Starting July 6, 2020, Calendar 2, Courtroom 106, shall begin to hear its regularly scheduled Civil Cases with all litigants and others appearing via Zoom until further order of court. Litigants and others shall connect to

Zoom from a remote location outside the Second Municipal District Courthouse.

C. All Petitioners and all Respondents over whom the Court has jurisdiction must appear for court via Zoom on their assigned dates or be subject to dismissal or default:

1. On cases where the Petitioner appears for court via Zoom and there has not been service of summons, the Petitioner shall advise the court whether she/he wishes to voluntarily dismiss the case or wishes to proceed with the case. The court will entertain oral motions for voluntary dismissal. If the Petitioner wishes to proceed, the court will issue a disposition order extending any order of protection already in effect, ordering an alias summons to issue, and continuing the matter 21 days for status on service, with the Clerk of the Court to send the order to parties of record. In those cases, the Petitioner shall provide any additional information necessary for the preparation of an alias summons.

2. On cases where the Petitioner and Respondent appear via Zoom and are seeking a hearing date, the court will set a date for hearing, giving priority to cases that previously had been set for hearing between March 16, 2020 and July 6, 2020. Parties shall bring any discovery disputes to the court via motion noticed for presentation at least thirty (30) days prior to the scheduled hearing date. All hearings will be conducted remotely via Zoom until further order of court.

3. On cases where the Respondent appears via Zoom and agrees to the entry of a Plenary Order of Protection, the court will entertain oral motions for the entry of such orders.

4. If a Petitioner appears via Zoom, and the court has jurisdiction over the Respondent, and the Respondent has received notice of the court date and fails to appear via Zoom, the Court may

entertain an oral motion for the entry of a Plenary Order of Protection by default.

5. Courtesy copies of all motions, notice of motions, and agreed orders may be sent via email to:

ccc.skokiedv106@cookcountyil.gov

This Protocol is effective July 6, 2020.