

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

**ADMINISTRATIVE ORDER 2020-6 (modified July 21, 2020)
RE: ADOPTION PROCEDURES—REMOTE HEARINGS**

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.

IT IS HEREBY ORDERED 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.

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. They will not be scheduled less than five (5) days in advance of the hearing date, absent a court order. Each calendar judge has designated the following specific time slots for initial presentments on their assigned calendar day during which a single case shall be heard:

- Calendar 4 (M) 10:00, 10:30, 11:00, 1:30 and 2:00
- Calendar 8 (Tu) 10:00, 10:30, 11:00, 2:30 and 3:00
- Calendar 9 (W) 10:00, 10:30, 11:00, 11:30 and 1:30
- Calendar 10 (Th) 10:00, 10:30, 11:00, 11:30 and 1:30
- Calendar 5 (F) 10:00, 10:30, 11:00, 11:30 and 1:30

Initial Presentments may be scheduled by calling the Adoption Case Coordinator until the e-scheduling is fully implemented in the Odyssey system, anticipated August 10, 2020.

The petitioner is 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 G 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. Proposed Initial Case Management, Interim or any other Orders in 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).
- d. A Zoom invitation for the initial presentment setting forth the date and time, including the hyperlink containing the Zoom meeting ID and password.

- B. 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 a separate PDF, 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.

C. Motions (Non-Emergency) and Case Management Hearings.

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, or directly to the Adoption Judge , if expressly requested, along with a proposed order, in a separate PDF attachment, as set forth in G 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.

All subsequent case management hearings will be heard remotely at 9:30 a.m. on each calendar day under the same **Zoom Meeting ID: 944-2073-8162, Password: 632713** and call in number :312-626-6799.

- D. Routine Motions.** 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.
- E. Entry of Judgments.** One week before the scheduled date for entry of judgment set forth in the Case Management Order, the petitioner shall email the Adoption Case Coordinator and advise whether the matter is ready for judgment or requires a subsequent case management order. Attached to this email shall be either the Proposed Final Judgment

Order of Adoption in pdf format or a draft Subsequent Case Management Order in pdf format setting forth the outstanding issues requiring a continuance.

If the matter is ready to finalize on the targeted date, petitioner shall file a Notice of Motion and Motion verifying that all required documentation has been eFiled including the GAL report/consent and agency investigative report (if any) and the rights of any known and/or unknown parent have been terminated.

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.

- F. 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.
- G. 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@cookcountyl.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 a PDF 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 21st day of July, 2020

ENTER:



Judge Sharon M. Sullivan
Presiding Judge, County Division