

Effective December 7, 2020: Judge Popejoy's Courtroom 2020 call will be heard by Judge Kappas.
Effective November 7, 2020: Courtroom 2018 call will be heard by Judge Douglas.
Effective December 7, 2020: Emily Roumpas will take over as Principal Secretary to Judge Kleeman, Judge Schwartz, and Judge Cody.

LAW DIVISION INSTRUCTIONS updated 12/01/20

We have received questions about the operation of the Law Division under the current Administrative order (20-26). Please review the Administrative order <https://www.dupageco.org/Courts/62821/>. Page 11 and 12 of that order outlines the current procedures for the Law Division.

Please be aware that pursuant to that order:

Law Division is all SC, SR, AR, ED, or L cases

1. No jury trials will proceed prior to February 1, 2021.
2. No bench trials will proceed prior to January 4, 2021.
3. All Law Division courtrooms will be closed to attorneys and litigants.
Do NOT come to the courthouse.
4. Matters set for status will proceed.
5. Contested motions will proceed consistent with paragraph 8(c) of the Administrative Order.
6. Participation in these proceedings may be accomplished in one of three ways:
 - a. By submitting an agreed order electronically
 - b. By teleconference using CourtCall, **OR**
 - c. By videoconference using Zoom. **The Zoom links will change daily and you will be able to link to your court proceeding directly from the Clerk's Office website at www.18thjudicial.org. Previously assigned links will no longer work as of August 10th.**
(Instructions on page 3 and 4 of this document)

Electronic orders are mandatory starting December 10, 2020. Electronic orders are free 7 days after entry (You must register in advance. Instructions on page 2)

To have an electronic order entered on a case that is not on the call for the following day, you must call the Judge's Assistant **BEFORE** submitting the order.

If you participate by submitting an agreed order you do not need to use CourtCall or Zoom for that hearing.

To schedule CourtCall go to CourtCall.com or call (888) 882-6878 before 3:00 the previous business day. (no exceptions)

If you have cases in multiple rooms at the same time and are appearing remotely, please send an email to the Judge with the case numbers, case captions, and courtrooms of each case before 8:30 a.m. For SC cases please schedule 2000 and 2006 cases on separate days.

Courtesy copies of 25 pages or less will be accepted by email. Printed paper copies must be provided if they are more than 25 pages.

LAW DIVISION EMAIL ADDRESSES

2000 – thomas.else@18thjudicial.org

2006 – christine.cody@18thjudicial.org

2008 – robert.rohm@18thjudicial.org

2010 – bryan.chapman@18thjudicial.org

2014 – robert.kleeman@18thjudicial.org

2016 – david.schwartz@18thjudicial.org

2018 – robert.douglas@18thjudicial.org

2020 – kenneth.popejoy@18thjudicial.org - thru Dec. 4, 2020

2020 – angelo.kappas@18thjudicial.org – beginning Dec. 7, 2020

Please DO NOT copy the Judge's assistant on emails.

ELECTRONIC ORDER INSTRUCTIONS

The Law Division is now requiring electronic orders. To prepare electronic orders, attorneys and litigants must first register at eaccess.18thjudicial.org. The process takes about one minute and is free. The website contains a short video that fully explains the process for creating and submitting electronic orders. Attorneys and litigants are STRONGLY encouraged to use this system. In addition to allowing for the creation of electronic orders, parties can access orders and pleadings on their case history.

Here is the link for the instructional video:

https://eaccess.18thjudicial.org/CRIS/helpDocs/Attorney_Flow/Attorney_Flow.html

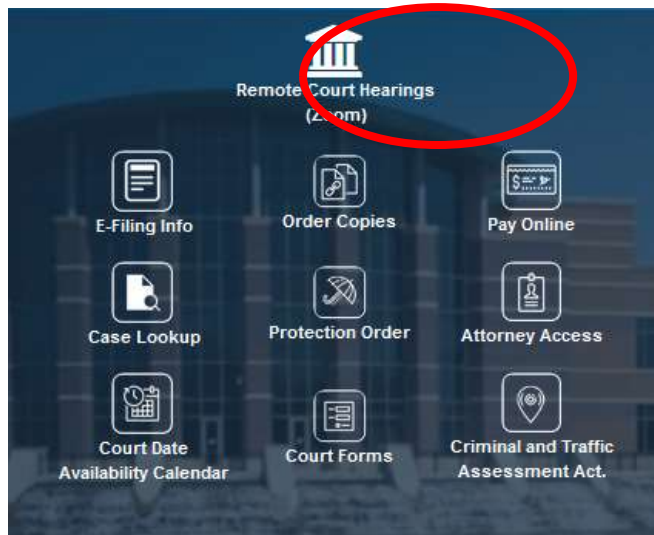
eaccess.18thjudicial.org/CRIS/helpDocs/Attorney_Flow/Attorney_Flow.html

Notice

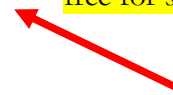
Effective August 10th, the 18th Judicial Circuit is implementing a new process that provides a centralized location to obtain Zoom links. The Zoom links will change daily and you will be able to link to your court proceeding directly from the Clerk's Office website at www.18thjudicial.org. Previously assigned links will no longer work starting on August 10th.

You will need to find your Zoom meeting information by following the steps below:

1. Click on the Remote Court Hearings icon at www.18thjudicial.org



Download signed orders free for seven (7) days.



2. Enter your court room and date, or your case number.

The screenshot shows a web form titled "Remote Court Session Schedule" on a dark blue background. The form has two main sections. The first section has a radio button selected, with the label "Select Court Room:" followed by a dropdown menu showing "2009" and a "Select Date:" field showing "07/22/2020". The second section has a radio button unselected, with the label "Enter case number:" followed by an empty text input field. Below the input fields is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot". To the right of the reCAPTCHA is a blue button labeled "Search Schedule", which is circled in red.

3. Select "Join Now" to connect to the court proceeding. Meeting IDs, passcodes and phone numbers are provided for other modes of entry.

Always check the website for the most current meeting details.

You will not receive any email invitations or reminders!

The screenshot shows a white box containing meeting details for July 22, 2020. The details listed are: Location: 2009, Meeting ID: 84883127232, Passcode: 25733, Phone Only: +1 3126266799 US, +1 3017158592 US. At the bottom right of the box is a blue button labeled "Join Now", which is circled in red.

These meetings change every day!