

LAW DIVISION INSTRUCTION updated 5/28/20

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

Please be aware that pursuant to that order:

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

1. No jury trials will proceed prior to August 24, 2020.
2. All Law Division courtrooms will be closed to attorneys and litigants. Do NOT come to the courthouse.
3. Matters set for status will proceed.
4. Contested motions will proceed consistent with paragraph 8(b) of the Administrative Order attached hereto.
5. Participation in these proceedings may be accomplished in one of three ways:
 - a. By submitting an agreed order 1 day prior, or
 - b. By teleconference using CourtCall, schedule 24 hours in advance, or
 - c. By videoconference using Zoom. (Invitations attached)

Electronic orders are encouraged. (Instructions on page 3 of this document)

Orders will not be returned to you. Please go to: (Attorneys) eaccess.18thjudicial.org
(Pro Se) epay.18thjudicial.org to view and/or purchase orders 48 hrs. after entry.

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

The email addresses for the Law Division judges are as follows:

2000 – thomas.else@18thjudicial.org

2006 – christine.cody@18thjudicial.org

2008 – robert.rohm@18thjudicial.org

2010 – david.schwartz@18thjudicial.org

2014 – robert.kleeman@18thjudicial.org

2016 – dorothy.french@18thjudicial.org

2018 - bryan.chapman@18thjudicial.org

2020 – kenneth.popejoy@18thjudicial.org

8. Law Division

- a. All matters set for status will proceed. The parties may proceed in the following manner:
 - Submit an agreed order by email in advance of the status date; or
 - Proceed by CourtCall or Zoom video conference. ~~Any request for Zoom video conference must be made at least 7 days in advance of the status date. The request for a Zoom video conference must be made by email, containing the case caption in the subject line of the email, copying all parties of record, to the judge's public email address. The manner in which the status hearing proceeds will be the sole discretion of the court.~~
- b. Contested hearings may be decided without oral argument unless a party notifies the judge's secretary by email of a request for oral argument. Such a request must be made at least 7 days in advance of the hearing date. The decision to proceed with oral argument shall be at the sole discretion of the court. If the court grants the request for oral argument, either a new hearing date will be set by court order, or arrangements to have oral argument by CourtCall or Zoom video conference shall be made. For all contested motions, whether proceeding to oral argument or not, the moving party shall email courtesy copies at least 7 days before the hearing to the judge's secretary. No hard copies shall be mailed or delivered;
- c. New motions shall be filed with the Clerk and the parties shall email to the judge's secretary an agreed order setting a briefing schedule and a proposed status date which may be entered by the court. The court may assign a hearing date and notify the parties. Such a date may differ from the 30-60 day date issued by the Clerk;
- d. Emergency motions shall be e-filed with the Clerk pursuant to Local Court Rules and courtesy copies sent to the assigned judge. The emergency motion may be decided without oral argument unless a party notifies the judge's secretary by email of a request for oral argument. The decision to proceed with oral argument shall be at the sole discretion of the court. Arrangements will then be made for argument, by CourtCall or telephone or video conference at the discretion of the judge. Pursuant to local court rule, all emergency motions must be filed with an affidavit attesting to the emergency;
- e. All final trial conferences and civil trials will be continued. Settlement conferences may proceed by Zoom video conference, CourtCall or may be continued at the discretion of the assigned judge;
- f. All currently scheduled arbitration hearings will be continued to a future status in the assigned courtroom;
- g. Orders can be viewed by attorneys at *eaccess* and by the general public at *epay*.

ELECTRONIC ORDER INSTRUCTIONS

The Law Division is now accepting electronic orders for all agreed matters. 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.

Here is the link for the instructional video:

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

ZOOM INVITE FOR 2000 JUDGE ELSE

**8:30/9:00/9:15/9:30 calls only
(Note: No Password Required)**

Join Zoom Meeting

<https://zoom.us/j/95172422402>

Meeting ID: 951 7242 2402

One tap mobile

+13126266799,,95172422402# US (Chicago)

+13017158592,,95172422402# US (Germantown)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Germantown)

+1 929 205 6099 US (New York)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 951 7242 2402

Find your local number: <https://zoom.us/u/adhAja6KPS>

ZOOM INVITE FOR 2006 JUDGE CODY

8:30/9:00/9:15/9:30 calls only
(Note: No Password Required)

Join Zoom Meeting

<https://zoom.us/j/91621889756>

Meeting ID: 916 2188 9756

One tap mobile

+13126266799,,91621889756# US (Chicago)

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Dial by your location

+1 312 626 6799 US (Chicago)

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+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 916 2188 9756

Find your local number: <https://zoom.us/u/acbnYuWgmj>

ZOOM INVITE FOR 2008 JUDGE ROHM

Join Zoom Meeting

<https://zoom.us/j/94248617274?pwd=by95OTREQXcyNy9HUHlxZU9kSEJ0Zz09>

Meeting ID: 942 4861 7274

Password: 567256

One tap mobile

+13126266799,,94248617274#,,1#,567256# US (Chicago)

+13017158592,,94248617274#,,1#,567256# US (Germantown)

Dial by your location

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+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 942 4861 7274

Password: 567256

Find your local number: <https://zoom.us/u/aexwxyP7kW>

ZOOM INVITE FOR 2010 JUDGE SCHWARTZ

(Note: No Password Required)

Join Zoom Meeting

<https://zoom.us/j/96226982686>

Meeting ID: 962 2698 2686

One tap mobile

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Dial by your location

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+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 962 2698 2686

Find your local number: <https://zoom.us/u/aXcKw1CUh>

ZOOM INVITE FOR 2014 JUDGE KLEEMAN

Join Zoom Meeting

<https://zoom.us/j/99886855311?pwd=L0xGSGovbkUrczc2bk9QaHZpbmpMQT09>

Meeting ID: 998 8685 5311

Password: 188048

One tap mobile

+13126266799,,99886855311#,,1#,188048# US (Chicago)

+19292056099,,99886855311#,,1#,188048# US (New York)

Dial by your location

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 998 8685 5311

Password: 188048

Find your local number: <https://zoom.us/j/99886855311?pwd=L0xGSGovbkUrczc2bk9QaHZpbmpMQT09>

ZOOM INVITE FOR 2016 JUDGE FRENCH MALLEN

(Note: 9:00 Call To Be Heard By Judge Popejoy)

Join Zoom Meeting

<https://zoom.us/j/99145409076?pwd=THdoNOZVR3BMTXB1blpDZ3d5Z3BVdz09>

Meeting ID: 991 4540 9076

Password: 376083

One tap mobile

+13126266799,,99145409076#,,1#,376083# US (Chicago)

+13017158592,,99145409076#,,1#,376083# US (Germantown)

Dial by your location

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+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 991 4540 9076

Password: 376083

Find your local number: <https://zoom.us/u/abZNV5x2bv>

ZOOM INVITE FOR 2018 JUDGE CHAPMAN

(Note: No Password Required)

Join Zoom Meeting

<https://zoom.us/j/2086535197>

Meeting ID: 208 653 5197

One tap mobile

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+19292056099,,2086535197# US (New York)

Dial by your location

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+1 301 715 8592 US (Germantown)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 208 653 5197

Find your local number: <https://zoom.us/u/aWhimK2cR>

ZOOM INVITE FOR 2020 JUDGE POPEJOY

(Note: Also Zoom Invite for 2016 Judge French Mallen 9:00 call)

Join Zoom Meeting

<https://zoom.us/j/99145409076?pwd=THdoNOZVR3BMTXB1blpDZ3d5Z3BVdz09>

Meeting ID: 991 4540 9076

Password: 376083

One tap mobile

+13126266799,,99145409076#,1#,376083# US (Chicago)

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+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 991 4540 9076

Password: 376083

Find your local number: <https://zoom.us/u/abZNV5x2bv>