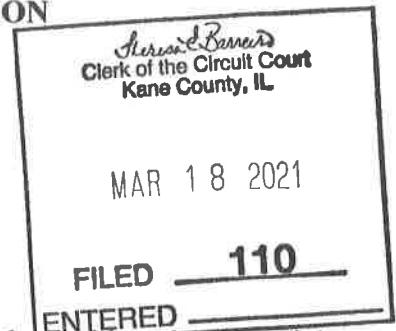


**SIXTEENTH JUDICIAL CIRCUIT  
KANE COUNTY, ILLINOIS  
ADMINISTRATIVE ORDER – CIVIL DIVISION  
Revised and Effective April 5, 2021**



**IN THE MATTER OF COVID-19** )  
**TEMPORARY PROCEDURES FOR** )  
**CIVIL DIVISION MATTERS** )

**WHEREAS**, the Coronavirus pandemic is ongoing and in order to protect the health and safety of the general public, circuit court judges and circuit court employees, and pursuant to Illinois Supreme Court Rule 21(b) and the Court’s inherent authority; and

**WHEREAS**, the Supreme Court of Illinois entered Order M.R. 30370 on May 20, 2020, authorizing each Circuit Court to return to hearing court matters, whether in person or remotely, according to the schedule to be adopted for each county by the Chief Judge of each Circuit. The Order recommends that Circuit Courts shall continue, to the extent possible, to allow for appropriate social distancing; and

**WHEREAS**, it is in the best interests of all of the above-named parties and individuals to limit the number of people in the Kane County Courthouse to as few as needed to accomplish critical tasks; and

**WHEREAS**, the Presiding Judge of the Civil Division and the Chief Judge of the Sixteenth Judicial Circuit have determined that additional temporary restrictions are necessary at this time,

**IT IS HEREBY ORDERED** that effective April 5, 2021 the following temporary procedures will apply to all cases assigned to the Civil Division:

- 1) COURTHOUSE CASES WILL BE CONDUCTED REMOTELY AND IN-PERSON.**  
Each Judge in the Civil Division will have discretion to conduct their court calls remotely via the Zoom platform, or in-person.
- 2) PRE-TRIAL SETTLEMENT CONFERENCES.** Each Judge in the Civil Division will have discretion to conduct their pre-trial settlement conferences either remotely via Zoom, or in-person. The plaintiff and the assigned insurance adjuster for the defendant, if applicable, shall be present. At least three (3) business days prior to the scheduled hearing, the parties shall submit courtesy copies of their pretrial settlement memoranda to the Civil Division Judicial Assistant’s e-mail at [KlattCourtney@16thCircuit.IllinoisCourts.gov](mailto:KlattCourtney@16thCircuit.IllinoisCourts.gov).
- 3) BENCH TRIALS.** Each Judge in the Civil Division will have discretion to conduct bench trials either remotely via Zoom, or in-person. Courtesy copies should be sent to the Civil Division Judicial Assistant’s e-mail at [KlattCourtney@16thCircuit.IllinoisCourts.gov](mailto:KlattCourtney@16thCircuit.IllinoisCourts.gov) 14 days prior to the scheduled bench trial.

- 4) **JURY TRIALS.** Civil jury trials will resume at the discretion of the Presiding Judge. Any jury trial in which the parties waive a jury, the parties may move the court to set an earlier bench trial date. The Civil Division will be establishing further guidelines for in-person jury trials. If appropriate and practicable, and by agreement of all parties to waive in person proceedings, the assigned judge may consider hearing parts or all of a civil jury trial by remote hearing.
- 5) **ARBITRATION HEARINGS.** Arbitration hearings set between February 2, 2021 and April 30, 2021 will be conducted via Zoom. In-person hearings will begin no sooner than May 3, 2021.
- 6) **BANKRUPTCY/WORKERS COMPENSATION.** Hearings will not be conducted at the Kane County Courthouse until further order of Court.
- 7) **COURTROOM SCHEDULES:**

All matters regarding assignment of cases shall be heard by the Presiding Judge of the Civil Division, except for hearings on Motions for Substitution for Cause, which are assigned for hearing before the Acting Presiding Judge.

**Courtroom 110      Judge Joseph Grady**

**Decedent Probate, Probate Guardianships, and cases as assigned  
Mondays (In-person and Remote)**

Matters set by Court order

**Tuesday – Friday (In-person and Remote)**

9:30 a.m. Decedent estates - petitions, motions, etc.

10:30 a.m. Guardianship matters - petitions, motions, etc.

1:00 p.m. Hearings, trials and settlement conferences set by Court order

**Courtroom 120      Judge Todd Tarter**

**Small Claims and cases as assigned**

**Monday (In-person)**

8:30 a.m. Jury Trials

**Tuesday (In-person)**

9:00 a.m. Status and routine matters

10:30 a.m. Motion hearings

1:15 p.m. Bench trials

**Wednesday (In-person and Remote)**

9:00 a.m. Status and routine matters (60 cases) (Remote)

10:30 a.m. Motion hearings (Remote)

1:15 p.m. Bench trials (In-person)

**Thursday (In-person)**

9:00 a.m. Status and routine matters

10:30 a.m. Motion hearings

11:15 a.m. Final pre-trials

1:15 p.m. Bench trials

**Friday (In-person and Remote)**

9:00 a.m. Pro se status and routine matters (15 cases) (In-person)

1:00 p.m. Overflow status and routine matters (remote)

2:00 p.m. Bench trials (In-person)

**Courtroom 150**

**Judge Divya Sarang**

**Mortgage Foreclosure, Mechanic Liens, Tax Deed Proceedings, Wage Garnishments, Civil Asset Forfeitures and cases as assigned**

**Monday (In-person by Court Order)**

9:00 a.m. Trials and contested motions by court order only

1:30 p.m. Trials and contested motions by court order only

**Tuesday – Friday (In person and Remote)**

9:00 a.m. Case management conferences, status, defaults, and motions (Remote)

10:30 a.m. Contested motions by court order only (In-person)

1:30 p.m. Trials and special settings by court order only (In-person)

**1<sup>st</sup> and 3<sup>rd</sup> Tuesday (Remote)**

1:30 p.m. Wage Garnishment: status, defaults and motions

**2<sup>nd</sup> and 4<sup>th</sup> Tuesday (Remote)**

1:30 p.m. Mortgage Foreclosure: confirmation of sale hearings

**Thursday (In-person and Remote)**

10:30 a.m. Preliminary civil asset forfeiture reviews: 720 ILCS 5/36-1.5 and 720 ILCS 570/505

1:30 p.m. Civil asset forfeiture: trials and motions by court order only

**Courtroom 250**

**Judge John Dalton**

**Law Medium (LM), Evictions, Miscellaneous Remedy (MR), Arbitration Bench and Jury Trials, and cases as assigned**

**Monday (Remote)**

One-day bench and jury trials set by court order

**Tuesday (Remote)**

10:00 a.m. Status and motion hearings for LM and MR cases (other than name changes)

1:30 p.m. Return date for new eviction cases and overflow motion call

**Wednesday (Remote)**

10:00 a.m. Status and motion hearings for AR cases

1:30 p.m. Motions, hearings, bench trials and matters set by court order

**Thursday (Remote)**

10:00 a.m. Status and motion hearings for eviction cases

1:30 p.m. Motions, hearings, bench trials and matters set by court order

**Friday (Remote)**

9:00 a.m. Status and motion hearings for name change (MR) cases

1:30 p.m. Motions, hearing, bench trials and matters set by court order

**Courtroom 320**

**Judge Kevin Busch**

**Chancery, Eminent Domain, MR (administrative review only), and Law Jury**

**Monday – Friday (A.M. Remote, P.M. Remote or In-person by Court Order)**

9:00 a.m. CMC, scheduled motions, and matters set by court order

10:00 a.m. Special settings, motions and trials set by court order

11:00 a.m. Special settings, motions and trials set by court order

1:00 p.m. Hearings and trials set by court order

**Courtroom 310**

**Judge Susan Clancy Boles, Presiding**

**Law Jury**

**Monday – Friday (A.M. Remote, P.M. Remote or In-person by Court Order)**

9:00 a.m. Status and Case Management Call

9:30 a.m. Motions, hearings and matters set by court order

1:30 p.m. Motions, hearings, and matters set by court order

**Courtroom 340**

**Judge James Murphy**

**Law Jury**

**Monday – Friday (A.M. Remote, P.M. Remote or In-person by Court Order)**

9:00 a.m. Motions, hearings and matters set by court order

1:30 p.m. Motions, hearings, and matters set by court order

**Courtroom 350**

**Judge Mark Pheanis**


**Law Jury**

**Monday – Friday (A.M. Remote, P.M. Remote or In-person by Court Order)**

9:00 a.m. Motions, hearings and matters set by court order

1:30 p.m. Motions, hearings, and matters set by court order

Entered this 18<sup>th</sup> day of March, 2021



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Susan Clancy Boles  
Presiding Judge, Civil Division