

STATE OF ILLINOIS  
IN THE CIRCUIT COURT OF THE 15<sup>th</sup> JUDICIAL CIRCUIT  
COUNTY OF OGLE

**FILED**  
MAY 27 2020

*Kimberly A. Spald*  
CLERK OF THE CIRCUIT COURT  
OGLE COUNTY

ADMINISTRATIVE ORDER NO. 2020 - 17

Whereas, on May 20, 2020, the Supreme Court of Illinois modified its order of March 17, 2020, to allow each Judicial Circuit to hear regular cases as set forth by the Chief Judge of each circuit effective June 1, 2020,

Whereas, the Chief Judge of the 15<sup>th</sup> Judicial Circuit entered Administrative Order 2020-16 on May 20, 2020, authorizing the Presiding Judges of the 15<sup>th</sup> Judicial Circuit to set forth schedules and proper safety precautions to hear regular cases,

Whereas, this Court has considered the deadlines which apply to a case or class of cases, the length of time any applicable deadline has been suspended by order of the Supreme Court or Circuit Court, the limitations in court facilities or staffing, anticipated prejudice to any class of cases as a result of continued delay, and applicable information from the Ogle County Health Department and other public health authorities:

IT IS THEREFORE ORDERED effective June 1, 2020, the following procedures are placed into effect in Ogle County:

- I. **REDUCED AND STAGGERED CALLS.** In order to reduce the number of people in the Ogle County Judicial Center, the following procedures are instituted:
  - A. Judge Hanson's and Judge Lindsey's Family calls will be staggered each Thursday with three settings: 9:00 a.m., 10:00 a.m., and 11:00 a.m.
  - B. Judge Lindsey's Small Claims call will be staggered each Wednesday with three settings: 1:30 p.m., 2:30 p.m., and 3:30 p.m.
  - C. Judge Lindsey's Attorney General Family call will be staggered on scheduled Tuesday morning dates.
  - D. The Felony Jury Status calls of June 22, 2020, and June 29, 2020, at 1:00 p.m. will be split between two judges.
- II. **JURY TRIALS.** In order to reduce the risk to the general public summoned to appear as a juror, the following procedures are instituted:
  - A. Civil, Traffic, DUI and Misdemeanor trials are continued until further order of court.
  - B. Felony Criminal jury trials are continued to July 21, 2020. Personal distancing will be addressed as there will be modifications to the courtroom.
- III. **LITIGANT ATTENDANCE.**
  - A. Felony Class 3 and 4 defendants are not required to appear for status cases if they are represented by counsel unless ordered by the judge.
  - B. Misdemeanor, DUI, and Traffic defendants are not required to appear for status cases if they are represented by counsel unless ordered by the judge.
  - C. Parties in Civil and Family cases are discouraged from attending routine court

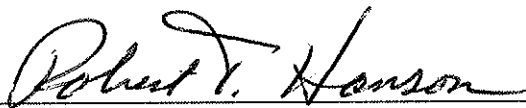


- G. Attorneys and litigants are encouraged to avoid touching handrails and other “high touch” areas.
  - H. Attorneys will not be allowed in the back hallway or chambers area without the consent of a judge. Attorneys shall not use the Judicial Department copy machine in the chambers area. These restrictions are until further order of court.
  - I. Attorneys and litigants shall comply with security rules and regulations of the Ogle County Sheriff’s Office when entering and leaving the Ogle County Judicial Center and as to positioning in the hallways and in the courtrooms.
  - J. Elevators will only be available for those with health-related limitations.
- XI. **PRECAUTIONARY POLICY FOR OGLE COUNTY DEPARTMENT - COVID-19.**
- A. All employees are to follow the Precautionary Policy as attached hereto as Exhibit A.
- XII. **MARRIAGES.**
- A. Marriages will be performed.
  - B. Marriages shall be limited to a total of six individuals including the bride and groom. This rule is subject to modification by the judge performing the marriage.
- XIII. **LAW LIBRARY, SRL ROOM, HOPE ROOM, AND CASA ROOM.**
- A. The Ogle County Circuit Clerk has closed the SRL room and HOPE room until further notice. SRL advocate contact information will be posted in the Judicial Center.
  - B. The Law Library is closed until further order of court.
  - C. CASA has voluntarily moved from the CASA room.
- XIV. **JUDICIAL CENTER TOURS.**
- A. All Judicial Center tours are continued until further order of court.

This order is meant facilitate to the transition of the court from hearing only essential cases back to a fully functioning court system while providing a safe working environment for Judicial Center employees, attorneys, and Judicial Center patrons.

So Ordered:

Date: May 27, 2020

  
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 Presiding Judge

**COVID-19 Precautionary Policy for the  
Ogle County Judicial Department  
June 1, 2020**

**Purpose:**

The purpose of this policy is to outline temporary measures and procedural changes that are being put into effect in response to the COVID-19 pandemic. These measures are precautionary and necessary in order to reduce the risk to staff and the public whom we serve. This policy is based on information from the Ogle County Health Department, OSHA, the CDC, and other resources and will be reevaluated on a regular basis as guidance and policies from local, state, and federal authorities change.

On May 5, 2020, Governor Pritzker released the Restore Illinois Plan to begin the process of recovery and return to the "new normal" in our work and personal life. The Plan gives phased guidance based on data, science, and input from medical experts for safe recovery to preserve public health and safety and to reduce the risk of renewed spread of the virus. This policy seeks to follow the guidance of that Plan and provide direction to and protection of our staff. Our interpretation is that we are part of "Essential Governmental Functions," as defined in previous Orders. Staff is encouraged to discuss this policy and provide suggestions on how to make it better.

The following measures must be followed to protect employees and the public:

1) **Employees:**

- a) On June 1, 2020, employees will return to regular work hours in the office. Until that time, employees continue rotating days to reduce contact and exposure risks.
- b) Upon return to regular work hours, employees are expected to use social distancing while on the job until further notice. Face masks and gloves are available for staff when needed.
- c) As long as each employee can maintain the 6 feet distance, a mask within our office is not mandatory, however, it is highly recommended.
- d) You are to inform Judge Hanson if you have contact with a person known to be infected, potentially infected or exposed to someone infected with COVID-19.
- e) You are to inform Judge Hanson if you or someone you've been in contact with traveled domestically or internationally.
- f) Staff will be required to take their temperature upon arrival at work, answer general health questions, and document the outcomes daily. Temperatures will be taken in the copy area of the second floor. If they have a fever or any of the following symptoms, they must stay home and seek medical advice.

Symptoms of COVID-19 include:

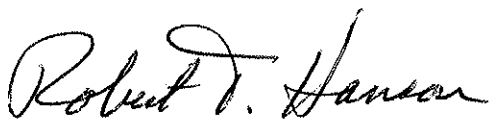
- (1) Fever
- (2) Cough
- (3) Shortness of breath
- (4) Loss of taste or smell
- (5) Fatigue
- (6) Symptoms may appear 2-14 days after exposure

- g) Employees with these symptoms or who have been in close contact with a person known to have the virus should call and follow directives from:
  - i) **Rochelle Hospital Triage line: 815-561-8829**
  - ii) **KSB Triage line: 815-285-7777**
- h) Symptomatic employees shall be tested for COVID-19. Tested employees must quarantine until test results are known. Those testing positive must quarantine for 14 days before returning to work.
- i) Employees are encouraged to wash their hands often with soap and water for at least 20 seconds, avoid touching their face with unwashed hands, stay at home when sick, avoid close contact with people who are sick, and to clean and disinfect frequently touched surfaces and objects (phones, keyboards, desks, copiers, scanners, printers) in their personal work spaces. Disinfecting wipes and sprays are available for this. Hand sanitizer is also available.
- j) Employees are expected to cover their sneeze or cough with a tissue or sneeze into their elbow. Throw away tissues and wash or sanitize hands.
- k) After each work day, staff should sanitize common touch surfaces in the office before leaving (phones, keyboards, mice, door handles, copier, etc.)
- l) Refrain from using other employee's phones, desks, computers, office or other work tools and equipment when possible. If necessary, clean and disinfect equipment before and after use.

2) **Facilities:**

- a) Facemasks will be required for members of the public to enter the building until further notice.
- b) Temperatures will be checked for members of the public to enter the building until further notice.
- c) Social distancing reminders such as signs and tape lines on floors will be placed in public areas.
- d) Elevators will be accessible to those with health related issues. Only 2 individuals can be in the elevator at one time.
- e) The courtroom and restroom doors will always remain open.
- f) Judge Hanson has met with janitor and/or Health Department Administrator to discuss and evaluate building cleaning procedures to ensure that surfaces touched often by staff and the general public will be cleaned and disinfected frequently. Such surfaces include but are not limited to bathrooms, faucets, door handles and surfaces, countertops, and other common area surfaces. Staff will be responsible for cleaning and sanitizing their work spaces.

Since conditions, mandates, and guidelines are changing on a frequent basis, this policy will be reviewed and updated as information and policy directives change. Employees are encouraged to provide feedback and suggestions on how to improve the policy for the protection of all.



Robert T. Hanson  
Ogle County Presiding Judge

*May 27, 2020*