

IN THE CIRCUIT COURT
FOR THE FIFTH JUDICIAL CIRCUIT OF ILLINOIS

ADMINISTRATIVE ORDER NO. 2022-9

WHEREAS, on January 25, 2022, **Coles County Administrative Order 2022-CA-1** was entered governing the use of portable electronic devices in the Coles County Courthouse;

WHEREAS, on February 25, 2022, **Coles County Administrative Order 2022-5** was entered regarding facial covering mitigation measures in the Coles County Courthouse;

WHEREAS, on February 22, 2022, **Vermilion County Administrative Order 2022-1** was entered governing the use of portable electronic devices in the Rita B. Garman Vermilion County Courthouse;

WHEREAS, on February 24, 2022, **Vermilion County Administrative Order 2022-2** was entered regarding facial covering mitigation measures in the Rita B. Garman Vermilion County Courthouse;

WHEREAS, on February 24, 2022, **Clark County Administrative Order 2022-1** was entered regarding facial covering mitigation measures in the Clark County Courthouse;

WHEREAS, on February 25, 2022, **Clark County Administrative Order 2022-2** was entered governing the use of portable electronic devices in the Clark County Courthouse;

WHEREAS, on February 28, 2022, **Edgar County Administrative Order 2022-3** was entered regarding facial covering mitigation measures in Edgar County Courthouse;

WHEREAS, on March 1, 2022, **Cumberland County Administrative Order 22-1 (22-CA-6)** was entered regarding facial covering mitigation measures in the Cumberland County Courthouse;

IT IS THEREFORE ORDERED that Coles County Administrative Orders 22-CA-1 and 2022-5, Vermilion County Administrative Order 2022-1 and 2022-2, Clark County Administrative Orders 22-1 and 22-2, Edgar County Administrative Order 2022-3, and Cumberland County Administrative Order 22-1 (22-CA-6) are hereby adopted and approved, retroactive to the effective date of said orders.

DATED this 7th day of Mach, 2022.

Thomas M. O'Shaughnessy

Thomas M. O'Shaughnessy, Chief Judge

FILED
JAN 25 2022

Melissa Hurst
Circuit Clerk COLES COUNTY, ILLINOIS

IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT

COLES COUNTY, ILLINOIS

**ADMINISTRATIVE ORDER NO. 2022-CA-1
GOVERNING THE USE OF PORTABLE ELECTRONIC DEVICES
IN THE COLES COUNTY COURTHOUSE**

The Circuit Court for Coles County in the Fifth Judicial Circuit of Illinois, pursuant to the Illinois Supreme Court Policy adopted January 6, 2022, adopts the following Administrative Order governing the use of Portable Electronic Devices in the Coles County Courthouse [the Courthouse]:

WHEREAS, the Illinois Supreme Court has found that the use of portable electronic devices in society has become essential, and many users see these devices as an invaluable, if not necessary, incident to their personal and business lives. People rely on these devices for communication, organization, data storage, and ensuring personal security. This court, following the direction of the Illinois Supreme Court, has adopted policies and procedures designed to move toward “paperless” courtrooms, in which the judiciary, the Circuit Clerk, and court personnel use portable electronic devices to access electronic rather than traditional paper filing systems. Appropriate use of portable electronic devices within the Courthouse will allow attorneys, parties, self-represented litigants, witnesses, and court personnel to access information for presentation to the court, and allow people to transact other necessary court-related and personal business. Inappropriate use of portable electronic devices may be a danger, cause distractions, and demean the order and processes of the court. This Administrative Order is intended to implement consistent requirements, prohibitions, restrictions, and procedures upon the possession and use of portable electronic devices in the Courthouse respecting and balancing the interests and needs of all who enter the Courthouse;

WHEREAS, the Illinois Supreme Court has found that policies barring portable electronic devices from courthouses prevent self-represented litigants or other court patrons from effectively presenting evidence in their cases, successfully accessing court resources, including language translation and hearing-impaired mobile applications, legal research, and other information, and communicating with others while in courthouses. By authorizing the possession and use of portable electronic devices in the Courthouse for evidentiary and other legitimate purposes, this Administrative Order is intended to improve access to justice and judicial efficiency by establishing known and consistent processes and procedures. Moreover, without portable electronic devices, court users may be prevented from seeking assistance, particularly if they rely on such devices to assist with a disability or language translation;

WHEREAS, without portable electronic devices, Courthouse patrons may be without means to communicate with their family, employers, or friends while in the Courthouse and, therefore, unable to seek assistance, coordinate transportation, or inform their employers of being in court. As a result, they may lose time from work or fail to meet family responsibilities;

WHEREAS, it is important for all patrons of the court and court facilities to know whether they may bring portable electronic devices into the Courthouse, and whether they may use them in courtrooms in appropriate circumstances. When court users and members of the public carrying portable electronic devices are denied entry to the Courthouse without reasonable prior notice that their devices are not permitted in the Courthouse or a courtroom, they may experience inconvenience and distress. This is especially problematic for people who use public transportation, who sometimes must store their portable electronic device in unsecured locations, risking the loss of the device and the information that the device contains. This Administrative Order is intended to recognize that notice of the court's policies regarding the possession and use of portable electronic devices must be accessible and effective;

WHEREAS, the Illinois Supreme Court has found that the misuse of portable electronic devices in courthouses present legitimate security concerns. Weapons may be disguised as portable electronic devices. Misuses of such devices include the unauthorized creation of photographs, video, and audio recordings that may be posted on social media or in other public forums; unauthorized communication with jurors or witnesses; and threats and intimidation directed towards parties, witnesses, jurors, or others. Every person who enters the Courthouse must be protected from such dangers and behaviors. Additionally, the misuse of portable electronic devices may cause either intentional or unintentional disruptions to the order and processes of the court. This Administrative Order is intended to recognize the need to maintain security, safety, and order in the Courthouse, while balancing the need for access; and

WHEREAS, after considering the interests of the judiciary, the patrons of the Courthouse, and the Sheriff who is responsible for court security, the judges of Coles County in the Fifth Judicial Circuit consider it to be in the best interests of the Circuit Court of Coles County to approve the following provisions applicable to the possession and use of portable electronic devices in the Courthouse, and acting through the Presiding Judge, adopt said provisions as the order of the court:

NOW, THEREFORE, IT IS ORDERED:

1. Definitions:

a. Portable Electronic Device is defined as a mobile device capable of electronically storing, accessing, or transmitting information. The term encompasses, among other things, a transportable computer of any size, including a tablet, notebook, and laptop; a cellular telephone, a smartphone (*e.g.*, iPhones, Android devices, and other mobile telephones that perform many of the functions of a computer), or other wireless telephone; a personal digital assistant; electronic calendars; e-book readers; devices that wirelessly connect to and pair with computers and smartphones to transmit data (including smart watches, earpieces, headphones, and fitness trackers); electronic monitoring devices; and any other similar devices that provide internet access.

b. Court Visitor means any person present at the Courthouse.

2. Application: This Administrative Order applies to the possession and use of Portable Electronic Devices by all Court Visitors. The requirements, prohibitions, restrictions, and procedures of this Administrative Order apply to the common areas and courtrooms of the Courthouse. Nothing in this Administrative Order shall be construed to affect the discretion of elected office-holders and department heads to determine how best to control the possession and use of portable electronic devices within their respective offices.

3. Possession and Use of Portable Electronic Devices: Portable Electronic Devices are allowed in the Courthouse and may be possessed and used by all Court Visitors, subject to: (1) inspection and clearance by security personnel upon entrance to the Courthouse, including by the Courthouse screening equipment, and (2) the following requirements, prohibitions, restrictions, and procedures:

a. Use in Common Areas: Courthouse Visitors may use Portable Electronic Devices in the common areas of the Courthouse, such as lobbies and hallways, for purposes of email, text-messaging, browsing, or the transmission of wireless data. So as to prevent disruption of ongoing court proceedings, Visitors may use cellphones for the purpose of making phone calls only from the first floor of the Courthouse or other designated areas unless otherwise permitted by the Court or Court security. At all times while within the Courthouse, Portable Electronic Devices must be placed and remain in a silent mode so that all ringtones and other sounds produced by such devices are disabled or silenced. Further restrictions, not inconsistent with this Administrative Order, including restricting mobile telephone conversations to designated areas, may be imposed by the Sheriff, Court or Court Security as needed to maintain safety, security, proper behavior, order, and the administration of justice.

b. Prohibited Uses in Common Areas and Courtrooms: No Court Visitor may use a Portable Electronic Device to communicate or attempt to communicate with any potential juror or juror at any time. No Court Visitor may use a Portable Electronic Device to harass, intimidate, or communicate about given testimony with any witness at any time.

c. Use in Courtrooms: Except only as expressly permitted by the provisions of this subparagraph, all Portable Electronic Devices must be turned or powered off by all Court Visitors before entering a courtroom.

i. While before the Court at litigant/counsel table or in the well of the courtroom, Case participants, including attorneys and their staff, parties (including self-represented litigants), court personnel, and witnesses reporting pursuant to subpoena or notice may use a Portable Electronic Device to check e-mail and calendars; perform case-related legal research; retrieve or store information; access data, applications, or files; present case-related information; or otherwise as approved by the judge presiding in the courtroom, provided the device emits no sound while in use, the use is respectful of others and is not audibly or visually distracting to others, does not disturb the court proceedings (*e.g.* by making a clicking sound on a keyboard or other audible tone), and the device is operated by the user's own power source unless first authorized by the judge presiding. All other uses of Portable Electronic Devices inside courtrooms may be prohibited by the judge presiding. At all times while within a courtroom, Portable Electronic Devices must be placed and remain in a silent mode so that all ringtones and other sounds produced by such devices are disabled or silenced.

ii. No Portable Electronic Device brought into a courtroom may be used for posting to or accessing of social media websites or to originate or receive telephone calls inside the courtroom unless first authorized by the judge presiding. No Devices brought into the courtroom may be used to access websites such as YouTube or other audio/video websites unless authorized.

iii. Except as otherwise authorized by this Administrative Order, photography, video recording, audio recording, or video transmission or communication of any information using any form of media from inside a courtroom is prohibited without prior authorization of the judge presiding in the courtroom.

d. Use in Courtrooms and Jury Rooms by Jurors: Unless the judge presiding in the courtroom has prohibited such possession or use for good cause in a particular case, jurors reporting pursuant to summons are authorized to bring Portable Electronic Devices into any jury assembly room or courtroom subject to: (1) inspection and clearance by security personnel upon entrance to the Courthouse, and (2) the following requirements, prohibitions, restrictions, and procedures:

i. Jurors may not use Portable Electronic Devices in a courtroom and all such devices must be turned or powered off in courtrooms. Jurors selected to serve on a case shall leave their phone with the trial bailiff or jury commissioner who shall secure the phone during jury trial days. Jurors shall have access to their phones at all times during jury service.

ii. Jurors may not possess, nor use Portable Electronic Devices during deliberations. All such devices must be turned or powered off and shall be secured by the jury commissioner or trial bailiffs during deliberations.

iii. Until their jury term has ended, jurors may not post on any social media, or otherwise publicize any information about their jury status which may affect their ability to serve. Until their jury term has ended, jurors may not use Portable Electronic Devices to read news accounts of the trial, conduct an independent investigation or research on any subject or person related to the case, ask legal questions of anyone, discuss the case with anyone, or express their views or experiences of serving as a juror online via any social media means or text messaging.

4. Confiscation of Equipment and Ejection of User:

a. Any Court Visitor possessing or using a Portable Electronic Device in violation of the requirements, prohibitions, restrictions, and procedures of this Administrative Order, or any other local court order or policy may be removed from the Courthouse, found in contempt of court, and/or be subject to the imposition of other sanctions and penalties as allowed by law. Any Portable Electronic Device reasonably suspected to have been used in violation of the provisions of this Administrative Order or any other local court order or policy may be confiscated by the Sheriff and inspected to determine whether court proceedings have been recorded, photographed, broadcast, or transmitted outside of a courtroom or there has been some other violation of the provisions of this Administrative Order. The Court Visitor in possession and owner of the Portable Electronic Device reasonably suspected to have been used in violation of the provisions of this Administrative Order or any other local court order or policy shall cooperate with the Sheriff in accessing the device for purposes of the inspections. Subject to any other orders of the court, any Portable Electronic Device so confiscated by the Sheriff may be held by the Sheriff until the Court Visitor in possession of the device leaves the Courthouse. The Sheriff shall not be responsible or liable for any damage to or loss of a confiscated Portable Electronic Device.

b. By entering the Courthouse with a Portable Electronic Device, any Court Visitor possessing or using such a device will be deemed to have consented to its confiscation and inspection to determine whether there has been a violation of the provisions of this Administrative Order or any other local court order or policy, and all Court Visitors and owners of such devices shall cooperate with the Sheriff in accessing such devices for purposes of any inspection deemed

necessary by the Sheriff. Violation of any portion of this Order can result in the suspension of a Visitor's privilege to bring a Device into the Courthouse.

5. Further Limitations and Restrictions by Judges: A judge presiding in a particular case may further restrict or prohibit the use of any Portable Electronic Device in the courtroom as follows:

a. To regulate media coverage the proceeding in compliance with the Illinois Supreme Court Policy for Extended Media Coverage in the Circuit Courts of Illinois; and

b. To protect the interests of security, safety, and privacy of parties, jurors, witnesses, attorneys, court personnel, or the public in a particular proceeding; ensure the integrity or orderly conduct of a particular proceeding; or terminate activity that is disruptive, distracting, or otherwise contrary to the administration of justice in a particular proceeding. If prohibiting or restricting or limiting the use of Portable Electronic Devices beyond the express provisions of this Administrative Order, the judge presiding shall state on the record the reason(s) that prohibition or further restriction or limitation is deemed necessary in that particular case.

6. Posting Notice of this Administrative Order: Signs with information regarding the requirements, prohibitions, restrictions, and procedures of this Administrative Order shall be posted at the Courthouse entrance, outside each courtroom, and in the Circuit Clerk's Office.

7. Cameras in the Courthouse: Except as otherwise provided herein, photography, video-recording, audio-recording, broadcasting, or transmission of court proceedings and courthouse spaces is prohibited.

a. Portable Electronic Devices, with camera or audio or video recording functions, may be possessed in the Courthouse. But using Portable Electronic Devices to take photographs, make audio or video recordings, or to transmit live audio or video streaming is prohibited in the Courthouse except with prior written authorization by the Presiding Judge.

b. Other electronic devices: cameras, video cameras, video recording equipment and recording devices [other electronic devices], not classified as Portable Electronic Devices, are not allowed in the Courthouse except for use at the ceremonial events described below. The foregoing restriction notwithstanding, members of the media may photograph and audio or video-record in public areas of the Courthouse, other than courtrooms, as designated by the Sheriff.

c. Other electronic devices may be allowed in the Courthouse with prior written authorization by the Presiding Judge as outlined in the Policy for Extended Media Coverage in the Circuit Courts of Illinois and Illinois Supreme Court Rule 44.

d. Photography and audio or video-recording is permitted in courtrooms for investiture ceremonies, weddings, problem-solving court graduations, and other ceremonial proceedings when authorized by the Presiding Judge. Photography and audio or video-recording is permitted at a judicial or Bar Association sponsored event at the Courthouse, so long as the photographing or recording is not otherwise prohibited by law.

8. Miscellaneous.

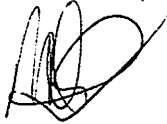
a. This Administrative Order shall be filed in the Office of the Clerk of the Circuit Court and made available to the public.

b. This Administrative Order shall be posted on Coles County's website.

c. The attached Guideline Sheet shall remain posted throughout the Courthouse upon implementation of this policy.

9. Effective Date: This Administrative Order is effective January 25, 2022.

ENTERED this 25^{*} day of JANUARY, 2022.



Mark E. Bovard, Presiding Judge

PORTABLE ELECTRONIC DEVICE GUIDELINES

These guidelines cover personal computers, tablet computers, mobile phones, electronic calendars, e-book readers, smartwatches and similar devices.



Must be turned off or on silent mode at all times.



Use prohibited in courtrooms unless authorized by the Judge.



May be used in common areas including lobbies and hallways as long as:



Telephone calls are only allowed on First Floor, unless otherwise authorized.



Does not disrupt others.



Does not interfere with operations of Courthouse business.



Does not threaten the safety and security of others.



Photographs and audio/video recordings are prohibited. (Except as authorized by Illinois Supreme Court Rule 44.)



No person may use the device to communicate or attempt to communicate with a potential juror or to harass, intimidate or communicate about given testimony with any witness at any time.

VIOLATION OF THIS POLICY MAY RESULT IN REMOVAL FROM THE COURTHOUSE, CONTEMPT OF COURT OR OTHER PENALTIES UNDER THE LAW

A device may be confiscated and held until the possessor leaves the Courthouse if used in violation of this policy

Court personnel shall not be held responsible or liable for any damage to or loss of a confiscated item.

IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
COLES COUNTY, ILLINOIS

Melissa Hurst
Circuit Clerk COLES COUNTY, ILLINOIS

ADMINISTRATIVE ORDER NO. 2022-5

REGARDING FACIAL COVERING MITIGATION MEASURES IN
COLES COUNTY COURTHOUSE

The Circuit Court for Coles County in the Fifth Judicial Circuit of Illinois adopts the following administrative order pertaining to court operations within the Coles County Courthouse [the Courthouse] during the 2019 Novel Coronavirus [COVID-19] pandemic:

WHEREAS, on March 17, 2020, the Illinois Supreme Court entered an Order - *In re: Illinois Courts Response to COVID-19 Emergency, MR. 30370*, directing all courts to establish and periodically update procedures to minimize potential exposure to and the impact of the COVID-19 pandemic on judicial operations, while continuing to provide access to justice; subsequent to that date the Court has issued additional orders for resuming court operations;

WHEREAS, on February 24, 2022, the Illinois Supreme Court entered amended Order - *In re: Illinois Courts Response to COVID-19 Emergency, MR. 30370*, which amended order provides in relevant part:

Each circuit court may adopt rules requiring the wearing of masks in courthouses pursuant to appropriate public health guidance. Absent such local rules, the wearing of masks within courthouses is permitted, but not required. Persons choosing to wear a mask may be directed by a judge to remove it if deemed necessary for court purposes, such as when addressing the court or testifying.

WHEREAS, the Presiding Circuit Judge for Coles County has been granted temporary emergency administrative authority to enter orders affecting the general operation of the Courthouse pursuant to authority granted by the Chief Circuit Judge under Supreme Court Rule 21(b);

WHEREAS, since March 2020, the Circuit Judges of Coles County have considered national, state, and local public health data and the recommendations of the Centers for Disease Control and Prevention [CDC], the Illinois Department of Public Health [IDPH], and local public health agencies based upon that data, and have adopted measures designed to protect the health and welfare of all employees and patrons of the Courthouse, while fulfilling the judiciary's mission to protect the rights and liberties of the People by providing equal access to justice;

WHEREAS, the Circuit Judges of Coles County have considered national, state, and local public health data and the recommendations of the CDC, the IDPH, and local public health agencies based upon that data, and determined that public health conditions include decreasing COVID-19 infection rates within the County to such a degree that court operations should be modified relaxing

certain COVID-19 mitigation measures; all with the continued goals of protecting the health and welfare of all Courthouse employees and patrons, while fulfilling the judiciary's mission to provide essential services to the citizens of the County, and attending the court's administrative responsibilities; and

WHEREAS, the Circuit Judges of Coles County **FINDING** it is now necessary and appropriate to amend prior administrative orders entered in response to the COVID-19 pandemic while taking into account the mandate of the court to provide access to justice and protect the health and welfare of all Courthouse employees and patrons, and pursuant to Supreme Court Rule 21(b) and the court's inherent authority, acting through the Presiding Judge, adopt the following provisions as the order of the court:

NOW, THEREFORE, IT IS ORDERED:

1. **Effective Date.** This administrative order is effective February 28, 2022 and its precautionary measures shall remain in effect until amended or modified by further order of the court.
2. The provisions of prior Administrative Orders concerning facial coverings and masks are hereby supplemented, and to the extent inconsistent herewith superseded.
3. **Face Coverings.** Subject to the discretionary authority of the judges presiding over particular hearings/courtrooms to implement their own guidelines and practices, which may require facemasks/face coverings in particular hearings/courtrooms, no person, regardless of vaccination status, shall be required to wear a facemask/face covering or mask at any time when located within the indoor public spaces of the Courthouse. Nothing in this Administrative Order shall be construed to prohibit the wearing of a facemask/face covering by anyone choosing to do so within the indoor public spaces of the Courthouse. However, persons choosing to wear a facemask/face covering may be directed by a judge to remove it if deemed necessary for court purposes, such as when addressing the court or testifying.

Subject to the discretion of all elected and appointed officials, Courthouse personnel may be required to wear a facemask/face covering in their office or work space.

Reasonable accommodations will be provided for individuals choosing to wear facemasks/face coverings within the indoor public spaces of the Courthouse, including the courtrooms. Facemasks shall continue to be made available to all persons entering the Courthouse for their personal use if they do not have one of their own.

4. Miscellaneous.

- a. The court may issue further orders as necessary to address circumstances and conditions arising from the COVID-19 pandemic, including re-assessing the provisions of this Administrative Order to determine if additional measures are required to protect court personnel and the public, and/or whether public health conditions warrant the easing of precautionary measures.
- b. It is further ordered that this Administrative Order be filed in the Office of the Circuit Clerk of Coles County and be made available to the public.
- c. All other general administrative orders not in conflict with this Administrative Order remain in full force and effect.

Dated: this 25th day of February, 2022



Mark E. Bovard, Presiding Circuit Judge

**IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
VERMILION COUNTY, ILLINOIS**

**ADMINISTRATIVE ORDER NO. 2022-1
GOVERNING THE USE OF PORTABLE ELECTRONIC DEVICES
IN THE RITA B. GARMAN VERMILION COUNTY COURTHOUSE**

The Circuit Court for Vermilion County in the Fifth Judicial Circuit of Illinois, pursuant to the Illinois Supreme Court Policy adopted January 6, 2022, adopts the following Administrative Order governing the use of Portable Electronic Devices in the Rita B. Garman Vermilion County Courthouse [the Courthouse]:

WHEREAS, the Illinois Supreme Court has found that the use of portable electronic devices in society has become essential, and many users see these devices as an invaluable, if not necessary, incident to their personal and business lives. People rely on these devices for communication, organization, data storage, and ensuring personal security. This court, following the direction of the Illinois Supreme Court, has adopted policies and procedures designed to move toward “paperless” courtrooms, in which the judiciary, the Circuit Clerk, and court personnel use portable electronic devices to access electronic rather than traditional paper filing systems. Appropriate use of portable electronic devices within the Courthouse will allow attorneys, parties, self-represented litigants, witnesses, and court personnel to access information for presentation to the court, and allow people to transact other necessary court-related and personal business. Inappropriate use of portable electronic devices may be a danger, cause distractions, and demean the order and processes of the court. This Administrative Order is intended to implement consistent requirements, prohibitions, restrictions, and procedures upon the possession and use of portable electronic devices in the Courthouse respecting and balancing the interests and needs of all who enter the Courthouse;

WHEREAS, the Illinois Supreme Court has found that policies barring portable electronic devices from courthouses prevent self-represented litigants or other court patrons from effectively presenting evidence in their cases, successfully accessing court resources, including language translation and hearing-impaired mobile applications, legal research, and other information, and communicating with others while in courthouses. By authorizing the possession and use of portable electronic devices in the Courthouse for evidentiary and other legitimate purposes, this Administrative Order is intended to improve access to justice and judicial efficiency by establishing known and consistent processes and procedures. Moreover, without portable electronic devices, court users may be prevented from seeking assistance, particularly if they rely on such devices to assist with a disability or language translation;

WHEREAS, without portable electronic devices, Courthouse patrons may be without means to communicate with their family, employers, or friends while in the Courthouse and, therefore, unable to seek assistance, coordinate transportation, or inform their employers of being in court. As a result, they may lose time from work or fail to meet family responsibilities;

WHEREAS, it is important for all patrons of the court and court facilities to know whether they may bring portable electronic devices into the Courthouse, and whether they may use them in courtrooms in appropriate circumstances. When court users and members of the public carrying portable electronic devices are denied entry to the Courthouse without reasonable prior notice that their devices are not permitted in the Courthouse or a courtroom, they may experience inconvenience and distress. This is especially problematic for people who use public transportation, who sometimes must store their portable electronic device in unsecured locations, risking the loss of the device and the information that the device contains. This Administrative Order is intended to recognize that notice of the court's policies regarding the possession and use of portable electronic devices must be accessible and effective;

WHEREAS, the Illinois Supreme Court has found that the misuse of portable electronic devices in courthouses present legitimate security concerns. Weapons may be disguised as portable electronic devices. Misuses of such devices include the unauthorized creation of photographs, video, and audio recordings that may be posted on social media or in other public forums; unauthorized communication with jurors or witnesses; and threats and intimidation directed towards parties, witnesses, jurors, or others. Every person who enters the Courthouse must be protected from such dangers and behaviors. Additionally, the misuse of portable electronic devices may cause either intentional or unintentional disruptions to the order and processes of the court. This Administrative Order is intended to recognize the need to maintain security, safety, and order in the Courthouse, while balancing the need for access; and

WHEREAS, after considering the interests of the judiciary, the patrons of the Courthouse, and the Sheriff who is responsible for court security, the judges of Vermillion County in the Fifth Judicial Circuit consider it to be in the best interests of the Circuit Court of Vermillion County to approve the following provisions applicable to the possession and use of portable electronic devices in the Courthouse, and acting through the Presiding Judge, adopt said provisions as the order of the court:

NOW, THEREFORE, IT IS ORDERED:

1. Definitions:

- a. **Portable Electronic Device** is defined as a mobile device capable of electronically storing, accessing, or transmitting information. The term encompasses, among other things, a transportable computer of any size, including a tablet, notebook, and laptop; a cellular telephone, a smartphone (e.g., iPhones, Android devices, and other mobile telephones that perform many of the functions of a computer), or other wireless telephone; a personal digital assistant; electronic calendars; e-book readers; devices that wirelessly connect to and pair with computers and smartphones to transmit data (including smart watches, earpieces, headphones, and fitness trackers); electronic monitoring devices; and any other similar devices that provide internet access.

b. Court Visitor means any person present at the Courthouse.

2. Application: This Administrative Order applies to the possession and use of Portable Electronic Devices by all Court Visitors. The requirements, prohibitions, restrictions, and procedures of this Administrative Order apply to the common areas and courtrooms of the Courthouse. Nothing in this Administrative Order shall be construed to affect the discretion of elected office-holders and department heads to determine how best to control the possession and use of portable electronic devices within their respective offices. However, all such decisions shall be in conformity with County Board Policies as may be amended from time-to-time.

3. Possession and Use of Portable Electronic Devices: Portable Electronic Devices are allowed in the Courthouse and may be possessed and used by all Court Visitors, subject to: (1) inspection and clearance by security personnel upon entrance to the Courthouse, including by the Courthouse screening equipment, (2) the central qualification that all uses of Portable Electronic Devices within the Courthouse must be with proper decorum and with courtesy toward other Courthouse Visitors and all court operations, and (3) the following requirements, prohibitions, restrictions, and procedures:

a. Use in Common Areas: All Courthouse Visitors may use Portable Electronic Devices in the common areas of the Courthouse, such as lobbies and hallways, for purposes of email, telephone, text-messaging, browsing, or the transmission of wireless data. Further restrictions, not inconsistent with this Administrative Order, including restricting mobile telephone conversations to designated areas, may be imposed by the Sheriff as needed to maintain safety, security, proper behavior, order, and the administration of justice. At all times while within the Courthouse, Portable Electronic Devices must be placed and remain in a silent mode so that all ring tones and other sounds produced by such devices are disabled or silenced.

b. Prohibited Uses in Common Areas and Courtrooms: No Court Visitor may use a Portable Electronic Device to communicate or attempt to communicate with any potential juror or juror at any time. No Court Visitor may use a Portable Electronic Device to harass, intimidate, or communicate about given testimony with any witness at any time.

c. Use in Courtrooms: Except only as expressly permitted by the provisions of this subparagraph, all Portable Electronic Devices must be turned or powered off by all Court Visitors before entering a courtroom.

i. Case participants, including attorneys and their staff, parties (including self-represented litigants), court personnel, and witnesses reporting pursuant to subpoena or notice may use a Portable Electronic Device inside any courtroom to check e-mail and calendars; perform case-related legal research; retrieve or

store information; access data, applications, or files; present case-related information; or otherwise as approved by the judge presiding in the courtroom, provided the device emits no sound while in use, the use is respectful of others and is not audibly or visually distracting to others, does not disturb the court proceedings (*e.g.* by making a clicking sound on a keyboard or other audible tone), and the device is operated by the user's own power source unless first authorized by the judge presiding. All other uses of Portable Electronic Devices inside courtrooms may be prohibited by the judge presiding. At all times while within a courtroom, Portable Electronic Devices must be placed and remain in a silent mode so that all ring tones and other sounds produced by such devices are disabled or silenced.

- ii. Attorneys, their staff, parties, and self-represented litigants seated in the gallery while awaiting upcoming hearings may utilize Portable Electronic Devices for approved purposes (*i.e.* to check email or calendars; perform case-related legal research; retrieve or store information; access data or files; or otherwise as approved by the judge presiding), provided the devices emit no sound while in use, the use is respectful of others and is not audibly or visually distracting to others, does not disturb the court proceedings (*e.g.* by making a clicking sound on a keyboard or other audible tone), and the devices are operated by the users' own power sources unless first authorized by the judge presiding.
 - iii. No Portable Electronic Device brought into a courtroom may be used for posting on social media websites or to originate or receive telephone calls inside the courtroom unless first authorized by the judge presiding.
 - iv. Attorneys and their staff, parties, self-represented litigants, court personnel, and witnesses may access available public Wi-Fi connections, if any, provided by the court, all subject to any applicable policy requirements, prohibitions, restrictions, and procedures.
 - v. Except as otherwise authorized by this Administrative Order, photography, video recording, audio recording, or video transmission or communication of any information using any form of media from inside a courtroom is prohibited without prior written authorization of the Presiding Judge and the judge presiding in the courtroom.
- d. **Use in Courtrooms and Jury Rooms by Jurors:** Unless the judge presiding in the courtroom has prohibited such possession or use for good cause in a particular case, jurors reporting pursuant to summons are authorized to bring Portable Electronic Devices into any jury assembly, courtroom, and jury deliberation room, subject to: (1)

inspection and clearance by security personnel upon entrance to the Courthouse, and (2) the following requirements, prohibitions, restrictions, and procedures:

- i. Jurors may not use Portable Electronic Devices in a courtroom and all such devices must be turned or powered off in courtrooms.
- ii. Jurors may not possess, nor use Portable Electronic Devices during deliberations. All such devices must be turned or powered off and shall be secured by the trial bailiffs during deliberations.
- iii. Until their jury term has ended, jurors may not post on any social media, or otherwise publicize any information about their jury status which may affect their ability to serve. Until their jury term has ended, jurors may not use Portable Electronic Devices to read news accounts of the trial, conduct an independent investigation or research on any subject or person related to the case, ask legal questions of anyone, discuss the case with anyone, or express their views or experiences of serving as a juror online via any social media means or text messaging.
- iv. Grand jurors are authorized to bring Portable Electronic Devices into the Courthouse or other grand jury facility, subject to inspection and clearance by security personnel upon entrance to the facility, but may not use such devices in the grand jury room for any purpose while the grand jury is in session. All such devices must be turned or powered off during grand jury sessions. Until their grand jury term has ended, grand jurors may not post on any social media, or otherwise publicize any information about their grand jury status which may affect their ability to serve. Until their grand jury term has ended, grand jurors may not use Portable Electronic Devices to read news accounts of the cases under consideration, conduct an independent investigation or research on any subject or person related to the cases, ask legal questions of anyone, discuss the cases with anyone, or express their views or experiences of serving as a grand juror online via any social media means or text messaging.

4. Confiscation of Equipment and Ejection of User:

- a. Any Court Visitor possessing or using a Portable Electronic Device in violation of the requirements, prohibitions, restrictions, and procedures of this Administrative Order, or any other local court order or policy may be removed from the Courthouse, found in contempt of court, and/or be subject to the imposition of other sanctions and penalties as allowed by law. Any Portable Electronic Device reasonably suspected to have been used in violation of the provisions of this Administrative Order or any other local court order or policy may be confiscated by the Sheriff and inspected to determine whether court proceedings have been

recorded, photographed, broadcast, or transmitted outside of a courtroom or there has been some other violation of the provisions of this Administrative Order. The Court Visitor in possession and owner of the Portable Electronic Device reasonably suspected to have been used in violation of the provisions of this Administrative Order or any other local court order or policy shall cooperate with the Sheriff in accessing the device for purposes of the inspections. Subject to any other orders of the court, any Portable Electronic Device so confiscated by the Sheriff may be held by the Sheriff until the Court Visitor in possession of the device leaves the Courthouse. The Sheriff shall not be responsible or liable for any damage to or loss of a confiscated Portable Electronic Device.

- b. By entering the Courthouse with a Portable Electronic Device, any Court Visitor possessing or using such a device will be deemed to have consented to its confiscation and inspection to determine whether there has been a violation of the provisions of this Administrative Order or any other local court order or policy, and all Court Visitors and owners of such devices shall cooperate with the Sheriff in accessing such devices for purposes of any inspection deemed necessary by the Sheriff.

5. Further Limitations and Restrictions by Judges: A judge presiding in a particular case may further restrict or prohibit the use of any Portable Electronic Device in the courtroom:

- a. To regulate media coverage of the proceeding in compliance with the Illinois Supreme Court Policy for Extended Media Coverage in the Circuit Courts of Illinois; and
- b. To protect the interests of security, safety, and privacy of parties, jurors, witnesses, attorneys, court personnel, or the public in a particular proceeding; ensure the integrity or orderly conduct of a particular proceeding; or terminate activity that is disruptive, distracting, or otherwise contrary to the administration of justice in a particular proceeding. If prohibiting or restricting or limiting the use of Portable Electronic Devices beyond the express provisions of this Administrative Order, the judge presiding shall state on the record the reason(s) that prohibition or further restriction or limitation is deemed necessary in that particular case.

6. Posting Notice of this Administrative Order: Signs with information regarding the requirements, prohibitions, restrictions, and procedures of this Administrative Order shall be posted at the Courthouse entrance, outside each courtroom, and in the Circuit Clerk's Office.

7. Cameras in the Courthouse: Except as otherwise provided herein, photography, video-recording, audio-recording, broadcasting, or transmission of court proceedings and courthouse spaces is prohibited.

- a. Portable Electronic Devices, with camera or audio or video recording functions, may be possessed in the Courthouse. But using Portable Electronic Devices to take photographs,

make audio or video recordings, or to transmit live audio or video streaming is prohibited in the Courthouse except with prior written authorization by the Presiding Judge.

- b. Other electronic devices: cameras, video cameras, video recording equipment and recording devices [other electronic devices], not classified as Portable Electronic Devices, are not allowed in the Courthouse except for use at the ceremonial events described below. The foregoing restriction notwithstanding, members of the media may photograph and audio or video-record in public areas of the Courthouse, other than courtrooms, as designated by the Sheriff.
- c. Other electronic devices may be allowed in the Courthouse with prior written authorization by the Presiding Judge as outlined in the Policy for Extended Media Coverage in the Circuit Courts of Illinois and Illinois Supreme Court Rule 44.
- d. Photography and audio or video-recording is permitted in courtrooms for investiture ceremonies, weddings, problem-solving court graduations, and other ceremonial proceedings when authorized by the Presiding Judge. Photography and audio or video-recording is permitted at a judicial or Bar Association sponsored event at the Courthouse, so long as the photographing or recording is not otherwise prohibited by law.

8. Miscellaneous.

- a. This Administrative Order shall be filed in the Office of the Clerk of the Circuit Court and made available to the public.
- b. The Clerk of the Circuit Court shall post this Administrative Order on her website.
- c. This Administrative Order shall be posted upon the court's website.

9. Effective Date: This Administrative Order is effective March 21, 2022, and the provisions of all prior administrative orders pertaining to the possession and use of Portable Electronic Devices in the Courthouse are hereby supplemented, and to the extent inconsistent herewith, superseded.

ENTERED this 22nd day of February, 2022.



Thomas M. O'Shaughnessy, Presiding Judge

**IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
VERMILION COUNTY, ILLINOIS**

**ADMINISTRATIVE ORDER NO. 2022-2
REGARDING FACIAL COVERING MITIGATION MEASURES IN
THE RITA B. GARMAN VERMILION COUNTY COURTHOUSE**

The Circuit Court for Vermilion County in the Fifth Judicial Circuit of Illinois adopts the following administrative order pertaining to court operations within the Rita B. Garman Vermilion County Courthouse [the Courthouse] during the 2019 Novel Coronavirus [COVID-19] pandemic:

WHEREAS, on March 17, 2020, the Illinois Supreme Court entered an Order - *In re: Illinois Courts Response to COVID-19 Emergency, MR. 30370*, directing all courts to establish and periodically update procedures to minimize potential exposure to and the impact of the COVID-19 pandemic on judicial operations, while continuing to provide access to justice; subsequent to that date the Court has issued additional orders for resuming court operations;

WHEREAS, on February 24, 2022, the Illinois Supreme Court entered amended Order - *In re: Illinois Courts Response to COVID-19 Emergency, MR. 30370*, which amended order provides in relevant part:

Each circuit court may adopt rules requiring the wearing of masks in courthouses pursuant to appropriate public health guidance. Absent such local rules, the wearing of masks within courthouses is permitted, but not required. Persons choosing to wear a mask may be directed by a judge to remove it if deemed necessary for court purposes, such as when addressing the court or testifying.

WHEREAS, the Presiding Circuit Judge for Vermilion County has been granted temporary emergency administrative authority to enter orders affecting the general operation of the Courthouse pursuant to authority granted by the Chief Circuit Judge under Supreme Court Rule 21(b);

WHEREAS, since March 2020, the Circuit Judges of Vermilion County have considered changing national, state, and local public health data and the recommendations of the Centers for Disease Control and Prevention [CDC], the Illinois Department of Public Health [IDPH], and local public health agencies based upon that data, and adopted measures designed to protect the health and welfare of all employees and patrons of the Courthouse, while fulfilling the judiciary's mission to protect the rights and liberties of the People by providing equal access to justice;

WHEREAS, the Circuit Judges of Vermilion County have considered changing national, state, and local public health data and the recommendations of the CDC, the IDPH, and local public health agencies based upon that data, and determined that public health conditions include decreasing COVID-19 infection rates within the County to such a degree that court operations

should be modified relaxing certain COVID-19 mitigation measures; all with the continued goals of protecting the health and welfare of all Courthouse employees and patrons, while fulfilling the judiciary's mission to provide essential services to the citizens of the County, and attending the court's administrative responsibilities; and

WHEREAS, the Circuit Judges of Vermilion County **FINDING** it is now necessary and appropriate to amend prior administrative orders entered in response to the COVID-19 pandemic while taking into account the mandate of the court to provide access to justice and protect the health and welfare of all Courthouse employees and patrons, and pursuant to Supreme Court Rule 21(b) and the court's inherent authority, acting through the Presiding Judge, adopt the following provisions as the order of the court:

NOW, THEREFORE, IT IS ORDERED:

1. **Effective Date.** This administrative order is effective February 28, 2022 and its precautionary measures shall remain in effect until amended or modified by further order of the court.
2. The provisions of Administrative Order Nos. 2020-1 through 2020-12, 2020-17, 2021-1, 2021-3, 2021-5 and 2021-6 are hereby supplemented, and to the extent inconsistent herewith superseded.
3. **General Restrictions upon Entry into the Courthouse.** The General Restrictions for entry into the Courthouse as provided in prior Administrative Orders and which are not inconsistent with the provisions of this Administrative Order remain in effect, specifically including that all persons seeking entry into the Courthouse, including, but not limited to all State and County employees and elected officials essential to court operations (judges, court administration staff, deputy circuit clerks, state's attorney's staff, public defender staff, court security, court reporters and specialists, probation services staff, building and grounds staff, information technology staff, and the like), attorneys, litigants, witnesses, and vendors should not enter the Courthouse if they:
 - a) have new flu-like symptoms including fever, cough, or shortness of breath (excluding such symptoms caused by chronic conditions);
 - b) currently have been directed to quarantine or isolate at home by any medical provider or public health official; or
 - c) reside or have regular close contact with a person currently subject to a quarantine or isolation direction issued by a medical provider or public health official and are not themselves fully vaccinated.
4. **Face Coverings.** Subject to the discretionary authority of the judges presiding over particular hearings/courtrooms to implement their own guidelines and practices, which may require facemasks/face coverings in particular hearings/courtrooms, no person, regardless of

vaccination status, shall be required to wear a facemask/face covering or mask at any time when located within the indoor public spaces of the Courthouse. Nothing in this Administrative Order shall be construed to prohibit the wearing of a facemask/face covering by anyone choosing to do so within the indoor public spaces of the Courthouse. However, persons choosing to wear a facemask/face covering may be directed by a judge to remove it if deemed necessary for court purposes, such as when addressing the court or testifying.

Subject to the discretion of all elected and appointed officials, Courthouse personnel may be required to wear a facemask/face covering in their office or work space.

These provisions with respect to face coverings shall extend to and apply to all persons entering the Vermilion County Administration Building or any other facility for grand jury proceedings.

Reasonable accommodations will be provided for individuals choosing to wear facemasks/face coverings within the indoor public spaces of the Courthouse, including the courtrooms. Facemasks shall continue to be made available to all persons entering the Courthouse for their personal use if they do not have one of their own.

5. Miscellaneous.

- a) The court may issue further orders as necessary to address circumstances and conditions arising from the COVID-19 pandemic, including re-assessing the provisions of this Administrative Order to determine if additional measures are required to protect court personnel and the public, and/or whether public health conditions warrant the easing of precautionary measures.
- b) It is further ordered that this Administrative Order be filed in the Office of the Circuit Clerk of Vermilion County and be made available to the public.
- c) The Clerk of the Circuit Court shall post this Administrative Order on her website.
- d) This Administrative Order shall be posted upon the County's website.
- e) All other general administrative orders not in conflict with this Administrative Order remain in full force and effect.

Dated: this 24th day of February, 2022



Thomas M. O'Shaughnessy, Presiding Circuit Judge

**IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
CLARK COUNTY, ILLINOIS**

ADMINISTRATIVE ORDER NO. 2022-1

**REGARDING FACIAL COVERING MITIGATION MEASURES IN
THE CLARK COUNTY COURTHOUSE**

The Circuit Court for Clark County in the Fifth Judicial Circuit of Illinois adopts the following administrative order pertaining to court operations within the Clark County Courthouse during the [COVID-19] pandemic:

WHEREAS, on March 17, 2020, the Illinois Supreme Court entered an Order - *In re: Illinois Courts Response to COVID-19 Emergency, MR. 30370*, directing all courts to establish and periodically update procedures to minimize potential exposure to and the impact of the COVID-19 pandemic on judicial operations, while continuing to provide access to justice.

WHEREAS, on February 24, 2022, the Illinois Supreme Court entered amended Order - *In re: Illinois Courts Response to COVID-19 Emergency, MR. 30370*, which provides in relevant part:

Each circuit court may adopt rules requiring the wearing of masks in courthouses pursuant to appropriate public health guidance. Absent such local rules, the wearing of masks within courthouses is permitted, but not required. Persons choosing to wear a mask may be directed by a judge to remove it if deemed necessary for court purposes, such as when addressing the court or testifying.

WHEREAS, the Presiding Circuit Judge for Clark County has been granted temporary emergency administrative authority to enter orders affecting the general operation of the Courthouse pursuant to authority granted by the Chief Circuit Judge under Supreme Court Rule 21(b);

WHEREAS, it is now necessary and appropriate to amend prior administrative orders entered in response to the COVID-19 pandemic while taking into account the mandate of the court to provide access to justice and protect the health and welfare of all Courthouse employees and patrons, the following provisions are adopted as the order of the court:

NOW, THEREFORE, IT IS ORDERED:

1. **Effective Date.** This administrative order is effective March 1, 2022 and its precautionary measures shall remain in effect until amended or modified by further order of the court.

- 2. Face Coverings.** Subject to the discretionary authority of the judges presiding over particular hearings/courtrooms to implement their own guidelines and practices, which may require facemasks/face coverings in particular hearings/courtrooms, no person, regardless of vaccination status, shall be required to wear a facemask/face covering or mask at any time when located within the indoor public spaces of the Courthouse. Nothing in this Administrative Order shall be construed to prohibit the wearing of a facemask/face covering by anyone choosing to do so within the indoor public spaces of the Courthouse. However, persons choosing to wear a facemask/face covering may be directed by a judge to remove it if deemed necessary for court purposes, such as when addressing the court or testifying.

Subject to the discretion of all elected and appointed officials, Courthouse personnel may be required to wear a facemask/face covering in their office or work space.

Reasonable accommodations will be provided for individuals choosing to wear facemasks/face coverings within the indoor public spaces of the Courthouse, including the courtrooms. Facemasks shall continue to be made available to all persons entering the Courthouse for their personal use if they do not have one of their own.

3. Restrictions on Entry to the Courthouse.

The following provisions of the order of the Illinois Supreme Court (M.R. 30370) remain in effect:

Individuals, including judges, court staff, parties, attorneys, jurors and witnesses, should not enter the courthouse if they

- a. have new flu-like symptoms including fever, cough, or shortness of breath (excluding such symptoms caused by chronic conditions);
- b. currently have been directed to quarantine or isolate at home by any medical provider or public health official; or
- c. reside or have regular close contact with a person currently subject to a quarantine or isolation direction issued by a medical provider or public health official and are not themselves fully vaccinated.

4. Miscellaneous.

- a. The court may issue further orders as necessary to address circumstances and conditions arising from the COVID-19 pandemic, including re-assessing the provisions of this Administrative Order to determine if additional measures are

required to protect court personnel and the public, and/or whether public health conditions warrant the easing of precautionary measures.

- b. It is further ordered that this Administrative Order be filed in the Office of the Circuit Clerk of Clark County and be made available to the public.

Dated: this 24th day of February, 2022



Tracy W. Resch, Presiding Circuit Judge

**IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
CLARK COUNTY, ILLINOIS**

**ADMINISTRATIVE ORDER NO. 2022-2
GOVERNING THE USE OF PORTABLE ELECTRONIC DEVICES
IN THE CLARK COUNTY COURTHOUSE**

The Circuit Court for Clark County in the Fifth Judicial Circuit of Illinois, pursuant to the Illinois Supreme Court Policy adopted January 6, 2022, adopts the following Administrative Order governing the use of Portable Electronic Devices in the Clark County Courthouse:

WHEREAS, the Illinois Supreme Court has found that the use of portable electronic devices in society has become essential, and many users see these devices as an invaluable, if not necessary, incident to their personal and business lives. People rely on these devices for communication, organization, data storage, and ensuring personal security. This court, following the direction of the Illinois Supreme Court, has adopted policies and procedures designed to move toward “paperless” courtrooms, in which the judiciary, the Circuit Clerk, and court personnel use portable electronic devices to access electronic rather than traditional paper filing systems. Appropriate use of portable electronic devices within the Courthouse will allow attorneys, parties, self-represented litigants, witnesses, and court personnel to access information for presentation to the court, and allow people to transact other necessary court-related and personal business. Inappropriate use of portable electronic devices may be a danger, cause distractions, and demean the order and processes of the court. This Administrative Order is intended to implement consistent requirements, prohibitions, restrictions, and procedures upon the possession and use of portable electronic devices in the Courthouse respecting and balancing the interests and needs of all who enter the Courthouse;

WHEREAS, the Illinois Supreme Court has found that policies barring portable electronic devices from courthouses prevent self-represented litigants or other court patrons from effectively presenting evidence in their cases, successfully accessing court resources, including language translation and hearing-impaired mobile applications, legal research, and other information, and communicating with others while in courthouses. By authorizing the possession and use of portable electronic devices in the Courthouse for evidentiary and other legitimate purposes, this Administrative Order is intended to improve access to justice and judicial efficiency by establishing known and consistent processes and procedures. Moreover, without portable electronic devices, court users may be prevented from seeking assistance, particularly if they rely on such devices to assist with a disability or language translation;

WHEREAS, without portable electronic devices, Courthouse patrons may be without means to communicate with their family, employers, or friends while in the Courthouse and, therefore, unable to seek assistance, coordinate transportation, or inform their employers of being in court. As a result, they may lose time from work or fail to meet family responsibilities;

WHEREAS, it is important for all patrons of the court and court facilities to know whether they may bring portable electronic devices into the Courthouse, and whether they may use them in courtrooms in appropriate circumstances. When court users and members of the public carrying portable electronic devices are denied entry to the Courthouse without reasonable prior notice that their devices are not permitted in the Courthouse or a courtroom, they may experience inconvenience and distress. This is especially problematic for people who use public transportation, who sometimes must store their portable electronic device in unsecured locations, risking the loss of the device and the information that the device contains. This Administrative Order is intended to recognize that notice of the court's policies regarding the possession and use of portable electronic devices must be accessible and effective;

WHEREAS, the Illinois Supreme Court has found that the misuse of portable electronic devices in courthouses present legitimate security concerns. Weapons may be disguised as portable electronic devices. Misuses of such devices include the unauthorized creation of photographs, video, and audio recordings that may be posted on social media or in other public forums; unauthorized communication with jurors or witnesses; and threats and intimidation directed towards parties, witnesses, jurors, or others. Every person who enters the Courthouse must be protected from such dangers and behaviors. Additionally, the misuse of portable electronic devices may cause either intentional or unintentional disruptions to the order and processes of the court. This Administrative Order is intended to recognize the need to maintain security, safety, and order in the Courthouse, while balancing the need for access; and

WHEREAS, after considering the interests of the judiciary, the patrons of the Courthouse, and the Sheriff who is responsible for court security, it is found to be in the best interests of the Circuit Court of Clark County to approve the following provisions applicable to the possession and use of portable electronic devices in the Courthouse, and acting through the Presiding Judge, adopt said provisions as the order of the court:

NOW, THEREFORE, IT IS ORDERED:

1. Definitions:

- a. **Portable Electronic Device** is defined as a mobile device capable of electronically storing, accessing, or transmitting information. The term encompasses, among other things, a transportable computer of any size, including a tablet, notebook, and laptop; a cellular telephone, a smartphone (e.g., iPhones, Android devices, and other mobile telephones that perform many of the functions of a computer), or other wireless telephone; a personal digital assistant; electronic calendars; e-book readers; devices that wirelessly connect to and pair with computers and smartphones to transmit data (including smart watches, earpieces, headphones, and fitness trackers); electronic monitoring devices; and any other similar devices that provide internet access.

b. Court Visitor means any person present at the Courthouse.

2. Application: This Administrative Order applies to the possession and use of Portable Electronic Devices by all Court Visitors. The requirements, prohibitions, restrictions, and procedures of this Administrative Order apply to the common areas and courtrooms of the Courthouse. Nothing in this Administrative Order shall be construed to affect the discretion of elected office-holders and department heads to determine how best to control the possession and use of portable electronic devices within their respective offices. However, all such decisions shall be in conformity with County Board Policies as may be amended from time-to-time.

3. Possession and Use of Portable Electronic Devices: Portable Electronic Devices are allowed in the Courthouse and may be possessed and used by all Court Visitors, subject to: (1) inspection and clearance by security personnel upon entrance to the Courthouse, including by the Courthouse screening equipment, (2) the central qualification that all uses of Portable Electronic Devices within the Courthouse must be with proper decorum and with courtesy toward other Courthouse Visitors and all court operations, and (3) the following requirements, prohibitions, restrictions, and procedures:

a. Use in Common Areas: All Courthouse Visitors may use Portable Electronic Devices in the common areas of the Courthouse, such as lobbies and hallways, for purposes of email, telephone, text-messaging, browsing, or the transmission of wireless data. Further restrictions, not inconsistent with this Administrative Order, including restricting mobile telephone conversations to designated areas, may be imposed by the Sheriff as needed to maintain safety, security, proper behavior, order, and the administration of justice. At all times while within the Courthouse, Portable Electronic Devices must be placed and remain in a silent mode so that all ring tones and other sounds produced by such devices are disabled or silenced.

b. Prohibited Uses in Common Areas and Courtrooms: No Court Visitor may use a Portable Electronic Device to communicate or attempt to communicate with any potential juror or juror at any time. No Court Visitor may use a Portable Electronic Device to harass, intimidate, or communicate about given testimony with any witness at any time.

c. Use in Courtrooms: Except only as expressly permitted by the provisions of this subparagraph, all Portable Electronic Devices must be turned or powered off by all Court Visitors before entering a courtroom.

i. Case participants, including attorneys and their staff, parties (including self-represented litigants), court personnel, and witnesses reporting pursuant to subpoena or notice may use a Portable Electronic Device inside any courtroom to check e-mail and calendars; perform case-related legal research; retrieve or store information; access data, applications, or files; present case-related

information; or otherwise as approved by the judge presiding in the courtroom, provided the device emits no sound while in use, the use is respectful of others and is not audibly or visually distracting to others, does not disturb the court proceedings (*e.g.* by making a clicking sound on a keyboard or other audible tone), and the device is operated by the user's own power source unless first authorized by the judge presiding. All other uses of Portable Electronic Devices inside courtrooms may be prohibited by the judge presiding. At all times while within a courtroom, Portable Electronic Devices must be placed and remain in a silent mode so that all ring tones and other sounds produced by such devices are disabled or silenced.

- ii. Attorneys, their staff, parties, and self-represented litigants seated in the gallery while awaiting upcoming hearings may utilize Portable Electronic Devices for approved purposes (*i.e.* to check email or calendars; perform case-related legal research; retrieve or store information; access data or files; or otherwise as approved by the judge presiding), provided the devices emit no sound while in use, the use is respectful of others and is not audibly or visually distracting to others, does not disturb the court proceedings (*e.g.* by making a clicking sound on a keyboard or other audible tone), and the devices are operated by the users' own power sources unless first authorized by the judge presiding.
 - iii. No Portable Electronic Device brought into a courtroom may be used for posting on social media websites or to originate or receive telephone calls inside the courtroom unless first authorized by the judge presiding.
 - iv. Attorneys and their staff, parties, self-represented litigants, court personnel, and witnesses may access available public Wi-Fi connections, if any, provided by the court, all subject to any applicable policy requirements, prohibitions, restrictions, and procedures.
 - v. Except as otherwise authorized by this Administrative Order, photography, video recording, audio recording, or video transmission or communication of any information using any form of media from inside a courtroom is prohibited without prior written authorization of the Presiding Judge and the judge presiding in the courtroom.
- d. Use in Courtrooms and Jury Rooms by Jurors:** Unless the judge presiding in the courtroom has prohibited such possession or use for good cause in a particular case, jurors reporting pursuant to summons are authorized to bring Portable Electronic Devices into any jury assembly, courtroom, and jury deliberation room, subject to: (1)

inspection and clearance by security personnel upon entrance to the Courthouse, and (2) the following requirements, prohibitions, restrictions, and procedures:

- i. Jurors may not use Portable Electronic Devices in a courtroom and all such devices must be turned or powered off in courtrooms.
- ii. Jurors may not possess, nor use Portable Electronic Devices during deliberations. All such devices must be turned or powered off and shall be secured by the trial bailiffs during deliberations.
- iii. Until their jury term has ended, jurors may not post on any social media, or otherwise publicize any information about their jury status which may affect their ability to serve. Until their jury term has ended, jurors may not use Portable Electronic Devices to read news accounts of the trial, conduct an independent investigation or research on any subject or person related to the case, ask legal questions of anyone, discuss the case with anyone, or express their views or experiences of serving as a juror online via any social media means or text messaging.
- iv. Grand jurors are authorized to bring Portable Electronic Devices into the Courthouse or other grand jury facility, subject to inspection and clearance by security personnel upon entrance to the facility, but may not use such devices in the grand jury room for any purpose while the grand jury is in session. All such devices must be turned or powered off during grand jury sessions. Until their grand jury term has ended, grand jurors may not post on any social media, or otherwise publicize any information about their grand jury status which may affect their ability to serve. Until their grand jury term has ended, grand jurors may not use Portable Electronic Devices to read news accounts of the cases under consideration, conduct an independent investigation or research on any subject or person related to the cases, ask legal questions of anyone, discuss the cases with anyone, or express their views or experiences of serving as a grand juror online via any social media means or text messaging.

4. Confiscation of Equipment and Ejection of User:

- a. Any Court Visitor possessing or using a Portable Electronic Device in violation of the requirements, prohibitions, restrictions, and procedures of this Administrative Order, or any other local court order or policy may be removed from the Courthouse, found in contempt of court, and/or be subject to the imposition of other sanctions and penalties as allowed by law. Any Portable Electronic Device reasonably suspected to have been used in violation of the provisions of this Administrative Order or any other local court order or policy may be confiscated by the Sheriff and inspected to determine whether court

proceedings have been recorded, photographed, broadcast, or transmitted outside of a courtroom or there has been some other violation of the provisions of this Administrative Order. The Court Visitor in possession and owner of the Portable Electronic Device reasonably suspected to have been used in violation of the provisions of this Administrative Order or any other local court order or policy shall cooperate with the Sheriff in accessing the device for purposes of the inspections. Subject to any other orders of the court, any Portable Electronic Device so confiscated by the Sheriff may be held by the Sheriff until the Court Visitor in possession of the device leaves the Courthouse. The Sheriff shall not be responsible or liable for any damage to or loss of a confiscated Portable Electronic Device.

- b. By entering the Courthouse with a Portable Electronic Device, any Court Visitor possessing or using such a device will be deemed to have consented to its confiscation and inspection to determine whether there has been a violation of the provisions of this Administrative Order or any other local court order or policy, and all Court Visitors and owners of such devices shall cooperate with the Sheriff in accessing such devices for purposes of any inspection deemed necessary by the Sheriff.

5. Further Limitations and Restrictions by Judges: A judge presiding in a particular case may further restrict or prohibit the use of any Portable Electronic Device in the courtroom:

- a. To regulate media coverage of the proceeding in compliance with the Illinois Supreme Court Policy for Extended Media Coverage in the Circuit Courts of Illinois; and
- b. To protect the interests of security, safety, and privacy of parties, jurors, witnesses, attorneys, court personnel, or the public in a particular proceeding; ensure the integrity or orderly conduct of a particular proceeding; or terminate activity that is disruptive, distracting, or otherwise contrary to the administration of justice in a particular proceeding. If prohibiting or restricting or limiting the use of Portable Electronic Devices beyond the express provisions of this Administrative Order, the judge presiding shall state on the record the reason(s) that prohibition or further restriction or limitation is deemed necessary in that particular case.

6. Posting Notice of this Administrative Order: Signs with information regarding the requirements, prohibitions, restrictions, and procedures of this Administrative Order shall be posted at the Courthouse entrance, outside each courtroom, and in the Circuit Clerk's Office.

7. Cameras in the Courthouse: Except as otherwise provided herein, photography, video-recording, audio-recording, broadcasting, or transmission of court proceedings and courthouse spaces is prohibited.

- a. Portable Electronic Devices, with camera or audio or video recording functions, may be possessed in the Courthouse. But using Portable Electronic Devices to take photographs, make audio or video recordings, or to transmit live audio or video streaming is prohibited in the Courthouse except with prior written authorization by the Presiding Judge.
- b. Other electronic devices: cameras, video cameras, video recording equipment and recording devices [other electronic devices], not classified as Portable Electronic Devices, are not allowed in the Courthouse except for use at the ceremonial events described below. The foregoing restriction notwithstanding, members of the media may photograph and audio or video-record in public areas of the Courthouse, other than courtrooms, as designated by the Sheriff.
- c. Other electronic devices may be allowed in the Courthouse with prior written authorization by the Presiding Judge as outlined in the Policy for Extended Media Coverage in the Circuit Courts of Illinois and Illinois Supreme Court Rule 44.
- d. Photography and audio or video-recording is permitted in courtrooms for investiture ceremonies, weddings, problem-solving court graduations, and other ceremonial proceedings when authorized by the Presiding Judge. Photography and audio or video-recording is permitted at a judicial or Bar Association sponsored event at the Courthouse, so long as the photographing or recording is not otherwise prohibited by law.

8. Miscellaneous.

- a. This Administrative Order shall be filed in the Office of the Clerk of the Circuit Court and made available to the public.
- b. The Clerk of the Circuit Court shall post this Administrative Order on her website.

9. Effective Date: This Administrative Order is effective March 21, 2022, and the provisions of all prior administrative orders pertaining to the possession and use of Portable Electronic Devices in the Courthouse are hereby supplemented, and to the extent inconsistent herewith, superseded.

ENTERED this 25th day of February, 2022.



Tracy W. Resch, Presiding Judge

**IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
EDGAR COUNTY, ILLINOIS**

ADMINISTRATIVE ORDER NO. 2022-3

**REGARDING FACIAL COVERING MITIGATION MEASURES IN
EDGAR COUNTY COURTHOUSE**

The Circuit Court for Edgar County in the Fifth Judicial Circuit of Illinois adopts the following administrative order pertaining to court operations within the Edgar County Courthouse [the Courthouse] during the 2019 Novel Coronavirus [COVID-19] pandemic:

WHEREAS, on March 17, 2020, the Illinois Supreme Court entered an Order - *In re: Illinois Courts Response to COVID-19 Emergency, MR. 30370*, directing all courts to establish and periodically update procedures to minimize potential exposure to and the impact of the COVID-19 pandemic on judicial operations, while continuing to provide access to justice; subsequent to that date the Court has issued additional orders for resuming court operations;

WHEREAS, on February 24, 2022, the Illinois Supreme Court entered amended Order - *In re: Illinois Courts Response to COVID-19 Emergency, MR. 30370*, which amended order provides in relevant part:

Each circuit court may adopt rules requiring the wearing of masks in courthouses pursuant to appropriate public health guidance. Absent such local rules, the wearing of masks within courthouses is permitted, but not required. Persons choosing to wear a mask may be directed by a judge to remove it if deemed necessary for court purposes, such as when addressing the court or testifying.

WHEREAS, the Presiding Circuit Judge for Edgar County has been granted temporary emergency administrative authority to enter orders affecting the general operation of the Courthouse pursuant to authority granted by the Chief Circuit Judge under Supreme Court Rule 21(b);

WHEREAS, since March 2020, the Circuit Judges of Edgar County have considered changing national, state, and local public health data and the recommendations of the Centers for Disease Control and Prevention [CDC], the Illinois Department of Public Health [IDPH], and local public health agencies based upon that data, and adopted measures designed to protect the health and welfare of all employees and patrons of the Courthouse, while fulfilling the judiciary's mission to protect the rights and liberties of the People by providing equal access to justice;

WHEREAS, the Circuit Judges of Edgar County have considered changing national, state, and local public health data and the recommendations of the CDC, the IDPH, and local public health agencies based upon that data, and determined that public health conditions include decreasing

COVID-19 infection rates within the County to such a degree that court operations should be modified relaxing certain COVID-19 mitigation measures; all with the continued goals of protecting the health and welfare of all Courthouse employees and patrons, while fulfilling the judiciary's mission to provide essential services to the citizens of the County, and attending the court's administrative responsibilities; and

WHEREAS, the Circuit Judge of Edgar County **FINDING** it is now necessary and appropriate to amend prior administrative orders entered in response to the COVID-19 pandemic while taking into account the mandate of the court to provide access to justice and protect the health and welfare of all Courthouse employees and patrons, and pursuant to Supreme Court Rule 21(b) and the court's inherent authority, acting through the Presiding Judge, adopt the following provisions as the order of the court:

NOW, THEREFORE, IT IS ORDERED:

1. **Effective Date.** This administrative order is effective March 1, 2022 and its precautionary measures shall remain in effect until amended or modified by further order of the court.
2. **Face Coverings.** Subject to the discretionary authority of the judges presiding over particular hearings/courtrooms to implement their own guidelines and practices, which may require facemasks/face coverings in particular hearings/courtrooms, no person, regardless of vaccination status, shall be required to wear a facemask/face covering or mask at any time when located within the indoor public spaces of the Courthouse. Nothing in this Administrative Order shall be construed to prohibit the wearing of a facemask/face covering by anyone choosing to do so within the indoor public spaces of the Courthouse. However, persons choosing to wear a facemask/face covering may be directed by a judge to remove it if deemed necessary for court purposes, such as when addressing the court or testifying.

Subject to the discretion of all elected and appointed officials, Courthouse personnel may be required to wear a facemask/face covering in their office or work space.

Reasonable accommodations will be provided for individuals choosing to wear facemasks/face coverings within the indoor public spaces of the Courthouse, including the courtrooms.

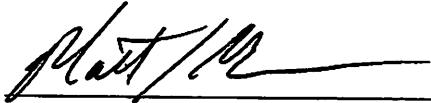
3. Miscellaneous.

- a. The court may issue further orders as necessary to address circumstances and conditions arising from the COVID-19 pandemic, including re-assessing the provisions of this Administrative Order to determine if additional measures are

required to protect court personnel and the public, and/or whether public health conditions warrant the easing of precautionary measures.

- b. It is further ordered that this Administrative Order be filed in the Office of the Circuit Clerk of Edgar County and be made available to the public.
- c. The Clerk of the Circuit Court shall post this Administrative Order on her website.
- d. This Administrative Order shall be posted upon the County's website.
- e. All other general administrative orders not in conflict with this Administrative Order remain in full force and effect.

Dated: this 28th day of February, 2022



Matthew L. Sullivan, Presiding Circuit Judge

IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
CUMBERLAND COUNTY, ILLINOIS

ADMINISTRATIVE ORDER NO. 2022-1

REGARDING FACIAL COVERING MITIGATION MEASURES IN
THE CUMBERLAND COUNTY COURTHOUSE

22CA6
Filed
3-01-22

The Circuit Court for Cumberland County in the Fifth Judicial Circuit of Illinois adopts the following administrative order pertaining to court operations within the Cumberland County Courthouse [the Courthouse] during the 2019 Novel Coronavirus [COVID-19] pandemic:

WHEREAS, on March 17, 2020, the Illinois Supreme Court entered an Order - *In re: Illinois Courts Response to COVID-19 Emergency, MR. 30370*, directing all courts to establish and periodically update procedures to minimize potential exposure to and the impact of the COVID-19 pandemic on judicial operations, while continuing to provide access to justice; subsequent to that date the Court has issued additional orders for resuming court operations;

WHEREAS, on February 24, 2022, the Illinois Supreme Court entered amended Order - *In re: Illinois Courts Response to COVID-19 Emergency, MR. 30370*, which amended order provides in relevant part:

Each circuit court may adopt rules requiring the wearing of masks in courthouses pursuant to appropriate public health guidance. Absent such local rules, the wearing of masks within courthouses is permitted, but not required. Persons choosing to wear a mask may be directed by a judge to remove it if deemed necessary for court purposes, such as when addressing the court or testifying.

WHEREAS, the Presiding Circuit Judge for Cumberland County has been granted temporary emergency administrative authority to enter orders affecting the general operation of the Courthouse pursuant to authority granted by the Chief Circuit Judge under Supreme Court Rule 21(b);

WHEREAS, since March 2020, the Circuit Judge of Cumberland County has considered changing national, state, and local public health data and the recommendations of the Centers for Disease Control and Prevention [CDC], the Illinois Department of Public Health [IDPH], and local public health agencies based upon that data, and adopted measures designed to protect the health and welfare of all employees and patrons of the Courthouse, while fulfilling the judiciary's mission to protect the rights and liberties of the People by providing equal access to justice;

WHEREAS, the Circuit Judge of Cumberland County has considered changing national, state, and local public health data and the recommendations of the CDC, the IDPH, and local public health agencies based upon that data, and determined that public health conditions include

decreasing COVID-19 infection rates within the County to such a degree that court operations should be modified relaxing certain COVID-19 mitigation measures; all with the continued goals of protecting the health and welfare of all Courthouse employees and patrons, while fulfilling the judiciary's mission to provide essential services to the citizens of the County, and attending the court's administrative responsibilities; and

WHEREAS, the Circuit Judge of Cumberland County **FINDING** it is now necessary and appropriate to amend prior administrative orders entered in response to the COVID-19 pandemic while taking into account the mandate of the court to provide access to justice and protect the health and welfare of all Courthouse employees and patrons, and pursuant to Supreme Court Rule 21(b) and the court's inherent authority, acting through the Presiding Judge, adopt the following provisions as the order of the court:

NOW, THEREFORE, IT IS ORDERED:

1. **Effective Date.** This administrative order is effective March 1, 2022 and its precautionary measures shall remain in effect until amended or modified by further order of the court.
2. The provisions of previous Administrative Orders are hereby supplemented, and to the extent inconsistent herewith superseded.
3. **Face Coverings.** Subject to the discretionary authority of the judges presiding over particular hearings/courtrooms to implement their own guidelines and practices, which may require facemasks/face coverings in particular hearings/courtrooms, no person, regardless of vaccination status, shall be required to wear a facemask/face covering or mask at any time when located within the indoor public spaces of the Courthouse. Nothing in this Administrative Order shall be construed to prohibit the wearing of a facemask/face covering by anyone choosing to do so within the indoor public spaces of the Courthouse. However, persons choosing to wear a facemask/face covering may be directed by a judge to remove it if deemed necessary for court purposes, such as when addressing the court or testifying.

Subject to the discretion of all elected and appointed officials, Courthouse personnel may be required to wear a facemask/face covering in their office or work space.

Reasonable accommodations will be provided for individuals choosing to wear facemasks/face coverings within the indoor public spaces of the Courthouse, including the courtrooms.

4. Miscellaneous.

- a. The court may issue further orders as necessary to address circumstances and conditions arising from the COVID-19 pandemic, including re-assessing the provisions

of this Administrative Order to determine if additional measures are required to protect court personnel and the public, and/or whether public health conditions warrant the easing of precautionary measures.

- b. It is further ordered that this Administrative Order be filed in the Office of the Circuit Clerk of Cumberland County and be made available to the public.
- c. All other general administrative orders not in conflict with this Administrative Order remain in full force and effect.

Dated: this 23rd day of February, 2022



Jonathan T. Braden, Presiding Circuit Judge