

**DOMESTIC RELATIONS
REMOTE SCHEDULING FORM AND INSTRUCTIONS**

Check CRIS for date availability

DATE: _____

CASE NUMBER: _____

COURTROOM NO.: _____

TOPIC CASE IS UP FOR: PRE-TRIAL PROVE UP PRESENTMENT STATUS HEARING

REQUESTING PARTY/ATTORNEY FOR REMOTE ACCESS PROCEDURE: _____

DURATION FOR REMOTE ACCESS PROCEDURE: _____

	FIRST CHOICE	SECOND CHOICE	THIRD CHOICE
DATE:			
TIME:			

EMAIL/PHONE FOR ATTENDEES FOR REMOTE PROCEDURE: _____

Name: _____ Pro se

DuPage County Attorney Number: _____

Attorney for: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Email: _____

We have received questions about the operation of the Domestic Division under the current Administrative order (20-20), effective May 1, 2020. Please review the Administrative order <https://www.dupageco.org/Courts/62821/>. Pages 9-10 of that order detail the current procedures for the Domestic Division.

Please be aware that pursuant to that order:

All Domestic Relations cases including those designate at “D” (MR, and F, effective May 18, 2020 all court calls will be heard remotely by the judge normally assigned to each case in his or her own courtroom. Duty Judges will no longer be available to hear domestic relations emergency motions and orders of protection. The judge normally assigned to each case will hear the matter if it is an emergency or an order of protection proceeding pursuant to prior Administrative Orders. All other domestic relations cases will proceed to pre-trial conference, status, presentment, or hearing through remote platforms only. Pursuant to prior Administrative Orders, all judges will continue to accept agreed orders for cases on their individual calls submitted to their email address by the parties or their attorneys.

All Domestic Division courtrooms (Rooms 3009, 3007, 3005, 3003, 3001B, 3004, 3006, 2002 and 2001) will be closed to attorneys and litigants. Do NOT come to the courthouse.

All emails to a Judge’s secretary and Judge MUST contain the case name, number, and courtroom and Judge assigned.

- To set matters for Zoom, Court Call, telephone, etc. you must do that through the secretaries using the **attached fillable form**. Fill out the form provided, and the judges secretary will check with the judge’s schedule. They will let you know if the date or dates you would like is approved or another will need to be picked. An order will be generated by the Court to secure your date and time.

If you participate by submitting an **agreed order** you do not need to use CourtCall or Zoom for that hearing. Please send the agreed order to the judge. It must say agreed order and signed by both attorneys and or both parties.

To schedule CourtCall go to CourtCall.com or call (888) 882-6878. You must have the date approved by the judges secretary by using the fillable form and an order generated before you contact CourtCall.

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

Courtroom	Judge	Email
3009	The Honorable Timothy J. McJoynt	Timothy.Mcjoynt@18thjudicial.org
3007	The Honorable Susan L. Alvarado	Susan.Alvarado@18thjudicial.org
3006	The Honorable Anne Therieau Hayes	Anne.Hayes@18thjudicial.org
3005	The Honorable Michael W. Reidy	Michael.Reidy@18thjudicial.org
3004	The Honorable Linda E. Davenport	Linda.Davenport@18thjudicial.org
3003	The Honorable Robert E. Douglas	Robert.Douglas@18thjudicial.org
3001B	The Honorable Richard D. Felice	Richard.Felice@18thjudicial.org
2002	The Honorable Elizabeth W. Sexton	Elizabeth.Sexton@18thjudicial.org
2001	The Honorable Neal W. Cerne	Neal.Cerne@18thjudicial.org