

Brett N. Olmstead

Associate Judge
Room 332C
Courthouse
101 East Main Street
Urbana, Illinois 61801

Sixth Judicial Circuit
Champaign County

Telephone (217) 384-3867
Fax (217) 384-8424

Courtroom “D”
COVID-19 Precautionary Measures
Interim Protocol and Calendar Changes

- I. On March 9, 2020, Governor Pritzker declared a [State of Emergency](#) in response to COVID-19.
- II. Champaign County Administrative Order 2020-03 closed the Champaign County Courthouse from March 16 - 27, 2020.
- III. On March 13, 2020, the Sixth Judicial Circuit, Champaign County, provided in [Precautionary Measures](#) the authority for each judge to establish interim protocols in light of that judge’s upcoming scheduled calls and hearings.
- IV. On March 17, 2020, the Illinois Supreme Court established “guidelines in order to protect the health and safety of court patrons, staff, judges and the general public”, including the direction that “All non-essential court matters and proceedings should be continued or, where possible, conducted remotely via telephone or video or other electronic means.” [Ill.S.Ct. M.R. 30370](#).
- V. On March 20, 2020, Sixth Judicial Circuit Administrative Order 2020-01 required “all courthouses within the 6th Judicial Circuit” to continue hearings set through April 10, 2020, unless they fell within a limited list of exceptions.
- VI. The Champaign County Courthouse remains closed until April 13, 2020, except for limited emergency matters, which must be coordinated through the Presiding Judge.
- VII. Courtroom “D” conducts regular, non-emergency calls that gather large numbers of people.
- VIII. Avoiding large gatherings and maintaining social distance is essential at this time to mitigate the danger and to keep the number of infections requiring critical care below our health providers’ capacity to manage that care.
- IX. In order to protect health and safety while still providing for the orderly operation of the Court’s essential functions, the Court has established the following interim protocol for Courtroom “D”:
 - A. **All large court calls are canceled** through April 30, 2020, meaning:
 - i. Eviction First Appearances and Status Calls
 - ii. Small Claims/LM First Appearances and Status Calls
 - iii. Citations
 - iv. Rules to Show Cause
 - v. Motion Calls

- B. **Court will notify of cancellation:** The Court will notify counsel and self-represented litigants of these cancellations.
- C. **Plaintiffs must notify of rescheduled dates:** Plaintiffs' counsel for all canceled large court calls except Motion Calls must:
 - i. Contact the Champaign County Circuit Clerk (217-384-3725) to obtain new settings;
 - ii. Send notice and file proof of service; and
 - iii. If Plaintiff intends to request a default judgment for non-appearance, warn the Defendant of that possibility in the sent notice.
- D. **Dates have been added:** The Court has added dates in May and June to the Courtroom "D" schedule to accommodate rescheduled large court calls. The Revised Schedule is attached.
- E. **Alias Summons/Citation:** If the Defendant in a canceled large court call has not been served, Plaintiff's counsel may notify the Court by email (alusk@co.champaign.il.us) or telephone (217-384-1284), or through the e-filing draft order system, and the Court will order Alias Summons/Citation to issue.
- F. **Motion Calls:** For canceled Motion Calls, the Court will send notice to all parties setting a deadline to file objections/arguments, as indicated in the attached List of Changes for each canceled call. The Court then will decide the Motions without oral argument, as permitted by Sixth Judicial Circuit Local Rule 2.1(c), make docket entry orders and notify counsel and self-represented litigants.
- G. **All other hearings while the Courthouse is closed** are being rescheduled, as indicated in the attached List of Changes.
- H. **All other hearings from April 13 through April 30** will be managed individually with counsel and self-represented litigants, as indicated in the attached List of Changes.
- I. **Emergency Settings:** Once the Courthouse reopens, if an emergency setting is needed in Courtroom "D" for any matter that has been continued under this Protocol, a Motion for Emergency Hearing must be filed, supported by affidavit, and emailed to or otherwise brought to this Court's immediate attention.
- J. **Telephonic Appearances Encouraged:** The Court has changed many individual hearings to telephonic appearances, and intends to use telephonic hearings as much as possible.
- K. **Bench Trials:** Some canceled Bench Trials have been set for Status hearing for the purpose of rescheduling, but if the parties contact the Court, they may instead be rescheduled for Bench Trial at an agreed date. The Court has not, through this Interim Protocol, canceled Bench Trials set from April 13 through April 30; however, for any such Bench Trial:
 - i. Motions for continuance will be viewed favorably; and

ii. The parties may always agree to vacate and reschedule the Bench Trial by email or telephone.

L. **E-Filing Draft Orders: The Court encourages counsel to conduct as much court business as possible through the e-filing draft order system, which the Court will review and address as often as possible.**

M. **Changes likely coming:** The Court likely will modify this Interim Protocol as matters develop. The COVID-19 crisis is continually changing, and as adjustments to this Protocol are required, the Court will notify counsel and self-represented litigants as soon as possible.

N. **Please monitor the status of your case at:**

<https://www.champaigncircuitclerk.org/public-court-records/>

DATE: March 23, 2020

/s/ Brett N. Olmstead

Brett N. Olmstead, Associate Judge

Courtroom “D” Revised Schedule for 3/16/20 – 4/30/20
as of 3/23/20

3/16 at 9:00a, 10:00a, 11:00a	FED 1 st App and Status: Vacated, Plaintiff’s counsel to contact Circuit Clerk to reschedule; Plaintiff to send notice; but if no proof of service as of 3/17, alias summons docket entry already has been made
3/16 at 1:30p, 2:30p	Rules: Vacated; Plaintiff’ counsel in each case to contact Circuit Clerk to reschedule; Plaintiff to send notice
3/17 at 9:00a	16-CM-15 Status and Motion: Vacated, counsel already notified to re-set
3/17 at 10:00a, 11:00a, 3:00p	Bench Trials in 19-LM-1562, 16-SC-760, 19-LM-643: Vacated, set for Status Hearing 5/5 2:30p. The parties may contact the Court before that date by email or telephone to agree on a re-set Bench Trial.
3/18 at 9:00a	Plenary OPs: Vacated, rescheduled to 5/6 at 1:30p; any EOP issued extended to that day on Court’s motion; notices already sent
3/18 at 1:30p, 2:30p	Motions Call: Vacated; objections/argument to be filed by 5/1 and Court will decide based on filings
3/18 at 3:30p	19-SC-1322 Motion Hearing: Vacated, rescheduled to 3/31 at 1:30p by telephone
3/19 at 9:00a, 10:00a	FED Trials: Vacated
3/19 at 1:15p	Bondouts: Vacated, rescheduled to 5/14 at 1:15p; Court to send notice
3/19 at 1:30p, 2:30p	Citations: Vacated; Plaintiff in each case to re-set and send notice, or notify Court that it was not served, and Court will make docket entry that Alias Citation is to issue
3/19 at 3:00p	19-CF-1061 PT and 19-DT-30 Status: Rescheduled to 5/5 at 3:30p
3/20 at 9:00a, 10:00a, 11:00a	SC/\$LM 1 st App and Status: Plaintiff in each case to re-set and send notice, or notify Court that it was not served, and Court will make docket entry that Alias Summons is to issue
3/20 at 11:30a	19-LM-616 Status: Vacated, counsel contacted to reschedule
3/20 at 1:15p	19-LM-576 Status: Vacated, counsel contacted to reschedule
3/23 at 9:00a, 10:00a, 11:00a	FED 1 st App and Status: Plaintiff in each case to re-set and send notice, or notify Court that it was not served, and Court will make docket entry that Alias Summons is to issue
3/23 at 1:30p	18-CM-985 Remission: Rescheduled to 5/15 at 1:30p
3/24, 27 at 1:30p	19-OP-848 Plenary OP: Vacated, rescheduled to 4/1 at 9:00a
3/25 at 9:00a	Plenary OPs: Vacated, rescheduled for 4/29 at 9:00a; any EOP issued extended to that day on Court’s motion

3/25 at 1:30p, 2:30p	Bench Trials in 19-LM-34, 19-SC-1714: Vacated, re-set for Status Hearing 5/5 at 2:30p. The parties may contact the Court by email or telephone to agree on a re-set Bench Trial.
3/26 at 9:00a	FED Trials: Vacated
3/26 at 1:30p	15-L-238 Status: Vacated; counsel notified to reschedule
3/26 at 2:00p	17-P-225/226 Status: Vacated; counsel notified to reschedule
3/26 at 3:00p	97-MC-37, 43 Petitions: Vacated, counsel notified to reschedule
3/26 at 3:30p	1900-CH-9819 Petition: Vacated, counsel notified to reschedule
3/27 at 9:00a, 10:00a, 11:00a	SC/\$LM 1 st App and Status: Plaintiff in each case to re-set and send notice, or notify Court that it was not served, and Court will make docket entry that Alias Summons is to issue
3/30 at 10:00a	19-SC-1849 Bench Trial: Vacated; Court will notify counsel/self-represented litigant to reschedule
3/30 at 3:00p	17-CH-218 Ruling and Status: Vacated; Court will notify counsel to reschedule, hearing will be telephonic
3/31 at 9:00a	19-SC-1762 Bench Trial: Vacated; Court will notify counsel/self-represented litigant to reschedule
3/31 at 10:00a	19-LM-1374 Bench Trial: Vacated; Court will notify counsel/self-represented litigant to reschedule
3/31 at 11:00a	19-SC-761 Bench Trial: Vacated; Court will notify counsel/self-represented litigant to reschedule
3/31 at 1:30p	19-SC-1322 Motions: Vacated; Court will notify counsel to reschedule
3/31 at 3:00p	19-SC-406 Bench Trial: Vacated; Court will notify counsel/self-represented litigant to reschedule
3/31 at 3:30p	19-SC-1167 Bench Trial: Vacated; Court will notify counsel/self-represented litigant to reschedule
4/1 at 9:00a	19-OP-848 Plenary Hearing: Vacated; counsel notified to reschedule
4/2 at 1:15p	Bondouts: Vacated and rescheduled to 5/14 at 1:15p
4/2 at 1:30p, 2:30p	Citations: Vacated; Plaintiff in each case to re-set and send notice, or notify Court that it was not served, and Court will make docket entry that Alias Citation is to issue
4/2 at 3:30p	19-LM-501 CMC: Vacated; Court will notify counsel to reschedule
4/3 at 9:00a, 10:00a, 11:00a	SC/\$LM 1 st App and Status: Plaintiff in each case to re-set and send notice, or notify Court that it was not served, and Court will make docket entry that Alias Summons is to issue
4/6 at 9:00a, 10:00a, 11:00a	FED 1 st App and Status: Plaintiff in each case to re-set and send notice, or notify Court that it was not served, and Court will make docket entry that Alias Summons is to issue

4/6 at 1:30p	18-SC-1070 Bench Trial: Vacated; Court will notify counsel/self-represented litigant to reschedule
4/7 at 10:00a	19-LM-1230 Bench Trial: Vacated; Court will notify counsel/self-represented litigant to reschedule
4/7 at 1:30p	17-SC-348 Bench Trial: Vacated; Court will notify counsel/self-represented litigant to reschedule
4/8 at 1:30p, 2:30p	Motions Call: Vacated; objections/argument to be filed by 5/1 and Court will decide based on filings
4/8 at 3:30p	PTRs: Rescheduled to 5/15 at 2:00p
4/9 at 9:00a	FED Trials: Vacated
4/9 at 1:30p, 2:30p	Rules: Vacated; Plaintiff in each case to re-set and send notice
4/13 at 9:00a, 10:00a, 11:00a	FED 1 st App and Status: Plaintiff in each case to re-set and send notice, or notify Court that it was not served, and Court will make docket entry that Alias Summons is to issue
4/13 at 1:30p	12-MR-408 Status: Changed to telephonic
4/13 at 3:00p	19-D-352 Status: Changed to telephonic
4/15 at 1:30p	06-CH-266 Motion Hearing or CMC: Changed to telephonic
4/16 at 9:00a	FED Trials: Vacated
4/16 at 1:15p	Bondouts: Vacated, none currently set
4/16 at 1:30p, 2:30p	Citations: Vacated, none currently set
4/17 at 9:00a, 10:00a, 11:00a	SC/money LM 1 st App and Status: Plaintiff in each case to re-set and send notice, or notify Court that it was not served, and Court will make docket entry that Alias Summons is to issue
4/20 at 9:00a, 10:00a, 11:00a	SC/money LM 1 st App and Status: Plaintiff in each case to re-set and send notice, or notify Court that it was not served, and Court will make docket entry that Alias Summons is to issue
4/22 at 1:30p, 2:30p	Motions Call: Vacated; objections/argument to be filed by 5/1 and Court will decide based on filings
4/27 at 9:00a, 10:00a, 11:00a	FED 1 st App and Status: Plaintiff in each case to re-set and send notice, or notify Court that it was not served, and Court will make docket entry that Alias Summons is to issue
4/27 at 1:30p, 2:30p	Rules: Vacated; Plaintiff in each case is to re-set and send notice
4/30 at 9:00a	FED Trials: Vacated
4/30 at 1:15p	Bondouts: Vacated, none currently set
4/30 at 1:30p, 2:30p	Citations: Vacated, none currently set
5/1 at 1:30p, 2:30p, 3:30p	Added setting for FED 1 st Apps at 1:30p and 2:30p, Status at 3:30p
5/4 at 1:30p, 2:30p, 3:30p	Added setting for FED 1 st Apps at 1:30p and 2:30p, Status at 3:30p
5/6 at 9:00a, 10:00a, 11:00a	Added setting for SC/\$LM 1 st Apps and Status that are rescheduled
5/6 at 1:30p, 2:30p	Motions Call: Vacated, none currently set; Court needs this time for Plenary OPs

5/7 at 10:00a	19-LM-976 Motion: Vacated, Court needs this time for FED Trials; counsel contacted to reschedule
5/7 at 9:00a-11:30a	Added setting for FED Trials
5/8 at 1:30p-4:30p	Added setting for FED Trials
5/13 at 9:00a, 10:00a, 11:00a	Added setting for SC/\$LM 1 st Apps, 11:00a Status
5/13 at 1:30p-4:30p	Added setting for Plenary OPs
6/8 at 9:00a, 10:00a, 11:00a	Added setting for FED 1 st Apps, 11:00a Status
6/12 at 1:30p-4:30p	Added setting for FED Trials
6/22 at 9:00a, 10:00a, 11:00a	Added setting for FED 1 st Apps, 11:00a Status
6/25 at 9:00a-11:30a	Added setting for FED Trials

Brett N. Olmstead

Associate Judge
Room 332C
Courthouse
101 East Main Street
Urbana, Illinois 61801

Sixth Judicial Circuit
Champaign County

Telephone (217) 384-3867
Fax (217) 384-8424

UPDATED March 2020 thru July 2020

**First Appearances in SC and LM
Cases (9:00 AM 10:00 AM)**

May 5/1, 5/4, 5/6, 5/8, 5/13, 5/15,
5/22, 5/27
June 6/5, 6/10, 6/12, 6/19, 6/26
July 7/1

Jail Bond Out (1:15 PM)

May 5/28
June 6/25

**Forcible Entry and Detainer First
Appearances (9:00 am 10:00 am)**

May 5/1, 5/4 at 1:30 and 2:30 pm,
5/11 and 5/18
June 6/1, 6/8, 6/15, 6/22, 6/29

**Forcible Entry and Detainer TRIALS
(9:00 am 10:00 am)**

May 5/8 at 1:30 pm, 5/14, 5/21
June 6/4, 6/12 at 1:30 pm, 6/18,
6/25
July 7/2

MOTIONS (1:30 pm and 2:30 pm)

May 5/20
June 6/3 and 6/17

CITATIONS (1:30 pm and 2:30 pm)

April 4/2, 4/16, 4/30
May 5/14 (also at 3:30 pm), 5/28
June 6/11 and 6/25

**Rules to Show Cause (1:30 pm and
2:30 pm)**

May 5/11
June 6/4 and 6/22