

SIXTH JUDICIAL CIRCUIT ADMINISTRATIVE ORDERS
1996-1999

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CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT

SIXTH CIRCUIT
ADMINISTRATIVE ORDER 96-1

SUBJECT: EXHIBITS, DISPOSAL OF

1. **Court Exhibits:** All exhibits, with the exception of contraband, shall be disposed of pursuant to Part 1, Section N, Manual on Recordkeeping, Second Edition. Before releasing any exhibit, the Clerk of the Court shall send notice to all attorneys of record, and if no attorney, to the party offering an exhibit, stating that the exhibit(s) will be released to the attorney or party offering said exhibit(s). Upon receiving an exhibit, the attorney or party shall sign a receipt therefor which shall be filed in the case. If the exhibit(s) are not claimed within 30 days of the clerk's notice, an order disposing of such exhibits shall be signed by the judge presiding at the trial, or if the judge is unavailable, by the Presiding Judge of the county in which the trial was held. The order shall be in substantially the same form as Appendix 1 of this Administrative Order. Upon compliance with the court's order, the clerk shall sign and file in the cause a Certificate of Compliance in substantially the same form as Appendix 2 of this Administrative Order, and forthwith transmit a copy of the Certificate to the issuing judge. Destruction shall be by incineration or by any method deemed appropriate by the clerk or, in the case of contraband, by the Sheriff. Any exhibits containing toxic or dangerous material shall be destroyed in accordance with state and federal laws, rules and regulations. Sales of exhibits shall be conducted at a public auction sanctioned by the County Board and the proceeds delivered to the County Treasurer.

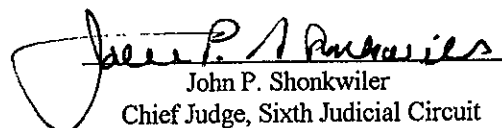
2. **Contraband:** The provisions of Paragraph 1 of this Administrative Order shall apply to all exhibits, with the exception of contraband, which includes, but is not limited to, weapons used in the commission of a crime and illegal drugs. Transfer or destruction of contraband shall occur only by order of the judge presiding at the trial, or if the judge is unavailable, by the Presiding Judge of the county in which the trial was held. The order shall be in substantially the same form as Appendix 1 of this Administrative Order and filed in the cause. Upon receiving the court's order, the Clerk of the Court, or Deputy Clerk, shall forthwith deliver the contraband to the Sheriff for destruction and, within 14 days thereafter, all exhibits listed in the order shall be destroyed and both the Sheriff and Clerk of the Court shall certify to the court that the destruction has been completed. At least two persons shall witness the destruction of the exhibits and sign the Certificate of Compliance. The Certificate of Compliance, in substantially the same form as Appendix 2 of this Administrative Order, shall be filed in the cause and a copy transmitted to the issuing judge. If a weapon has been admitted into evidence as an exhibit, in lieu of destroying such weapon, the court may order the weapon transferred to a law enforcement agency pursuant to 720 ILCS 5/24-6. If a weapon has been so transferred, both the court's order and Certificate of Compliance shall be filed in the cause and contain a detailed description of the weapon including serial number and agency receiving the weapon. In addition, the certificate shall contain the name of the person receiving the weapon on behalf of the agency, and the date received.

3. Any exhibit may be released at any other time by order of the judge presiding at the trial after due notice to all interested parties and full hearing.

4. **Disputed Ownership of Exhibits:** If the ownership of any exhibit(s) is disputed, the judge presiding at the trial, or if unavailable, the Presiding Judge of the county in which the trial was held, shall determine ownership of such exhibit(s) after due notice to all interested parties and full hearing.

ENTER: November 8, 1996

EFFECTIVE: November 8, 1996


John P. Shonkwiler
Chief Judge, Sixth Judicial Circuit

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT
_____ COUNTY

V.

Case No. _____

ORDER OF SALE/DESTRUCTION/TRANSFER OF EXHIBITS

PURSUANT TO Part 1, Section N, Clerk's Manual on Recordkeeping, Second Edition, and Sixth Judicial Circuit's Administrative Order 96-1, the below designated exhibits shall be disposed of pursuant to this order:

1. Exhibits ordered destroyed:

Exhibit No.	Description:
_____	_____
_____	_____
_____	_____
_____	_____

2. Exhibits ordered sold:

Exhibit No.	Description:
_____	_____
_____	_____
_____	_____

3. Contraband ordered destroyed within fourteen (14) days:

Exhibit No.	Description:
_____	_____
_____	_____
_____	_____

4. Attorney(s) of record, and if no attorney, party(s) who have deposited exhibits with the Clerk of the Court have been notified by a Clerk's Notification dated _____ and filed in this cause, and said exhibits have not been removed by the attorney(s)/party(s).

5. Exhibits listed below are ordered transferred to _____ a law enforcement agency, pursuant to 720 ILCS 5/24-6

Exhibit No.	Description:
_____	_____
_____	_____
_____	_____

ENTER: _____

 Judge presiding at trial
 Presiding Judge _____ County

APPENDIX 1

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT
_____ COUNTY

V.

Case no. _____

CERTIFICATE OF COMPLIANCE

PURSUANT TO the court's order of _____ directing disposal of exhibits in the above-entitled cause, I hereby certify the following action was taken:

Exhibits destroyed:

Exhibit No:	Description:	Date destroyed:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Exhibits Sold:

Exhibit No.	Description:	Date sold/amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said sums were transferred to the Treasurer of _____ County on _____.

Contraband destroyed:

Exhibit No:	Description:	Date destroyed:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of two persons witnessing destruction of contraband:

_____	_____
print name	Type/print name

Exhibits transferred to a law enforcement agency pursuant to 720 ILCS 5/24-6

Exhibit No:	Description:	Date of transfer:
_____	_____	_____
_____	_____	_____

Signature and typed name of person receiving exhibit:

_____	_____
Signature	Typed/printed name
DATED THIS _____ DAY	_____
OF _____ 19-__	Clerk
[] File original	_____
[] Copy to issuing judge	Sheriff

APPENDIX 2

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT

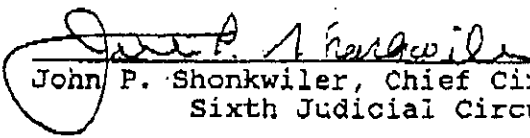
CIRCUIT ADMINISTRATIVE ORDER 96-2

**SUBJECT: Appointment of Presiding Judge, Champaign County,
and Acting Chief Judge, Sixth Judicial Circuit**

Pursuant to Rule 1.3(a) of the Rules of Practice of the Circuit Court, Sixth Judicial Circuit, Administrative Orders 94-1 and 94-8 are amended vacating the appointment of Harold L. Jensen as Presiding Judge, Champaign County, and as Acting Chief Circuit Judge, Sixth Judicial Circuit, as of November 30, 1996, 12:00 midnight. John G. Townsend is hereby appointed Presiding Judge of Champaign County, effective 12:01 a.m., December 1, 1996.

Further, pursuant to Rule 1.2(b) of the Rules of Practice of the Circuit Court, Sixth Judicial Circuit, Jerry L. Patton is designated the Acting Chief Circuit Judge to serve in the absence of the Chief Circuit Judge, effective 12:01 a.m., December 1, 1996.

ENTER: November 8, 1996



John P. Shonkwiler, Chief Circuit Judge
Sixth Judicial Circuit

CIRCUIT COURT OF ILLINOIS

SIXTH JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 97-1

**SUBJECT: FOSTER PARENT REPORTS:
PERMANENCY REVIEW/PLACEMENT HEARINGS**

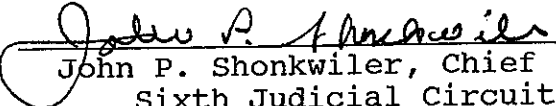
1. Pursuant to 705 ILCS 405/1-5(2)(a), the Department of Children and Family Services, or other agency designated by the court, shall provide to the foster parent of each child who is to appear before the court for a permanency review, or other hearing as described in sections 2-27 and 2-28 of the Illinois Juvenile Court Act (705 ILCS 405/2-27, 2-28 [1996]), a Notice and Foster Parent Report, in substantially the same form as found in Appendix A and B, respectively, of this Administrative Order.

2. The Notice and Foster Parent Report form shall be provided to each foster parent in sufficient time, prior to the hearing, to allow for its completion and return to the individual preparing the status report for the court.

3. Every report submitted to the court for a review hearing under section 2-28 of the Illinois Juvenile Court Act or a hearing as to placement under section 2-27 of such Act shall have attached thereto the Foster Parent Report for review by the court.

ENTER: December 22, 1997

EFFECTIVE: January 1, 1998


John P. Shonkwiler, Chief Judge
Sixth Judicial Circuit

NOTICE TO FOSTER PARENTS

As a foster parent you are a unique source of information with respect to the best interests of your foster child. The Juvenile Court values your input. To afford you an opportunity to be heard as to the needs of your foster child, the Court has prepared a form which you may use, if you so desire, to express to the judge any concerns you may have or information you wish to convey. Please understand, this is not an obligation. You are not required to answer any of the questions on the form if you do not wish to do so. However, the caseworker who is submitting the report must provide you with this form and give you an opportunity to complete it. If you do not wish to complete the form, sign, date, and return it promptly to the caseworker. This is necessary to assure that the caseworker has given you an opportunity to complete the form. The caseworker must attach the signed form to the report which is submitted to the court, whether or not you choose to answer any of the questions on the form.

Please remember that the caseworker must submit the report to the court at least five days before the next court hearing. A prompt response is essential.

Thank you very much for your kind interest in and service to the children.

FOSTER PARENT REPORT

CASE NO. _____

CHILD TO WHOM REPORT PERTAINS: _____

MORE SPACE IS NEEDED TO RESPOND OR YOU WISH TO SUPPLY ADDITIONAL INFORMATION, PLEASE ATTACH ADDITIONAL PAGES.

DO YOU BELIEVE YOUR FOSTER CHILD'S MENTAL, EMOTIONAL, DEVELOPMENT AND MEDICAL NEEDS ARE BEING ADEQUATELY MET AT THIS TIME:

YES **NO**

IF THE ANSWER TO THE PREVIOUS QUESTION IS "NO", PLEASE SPECIFY IN WHAT RESPECT YOU BELIEVE YOUR FOSTER CHILD'S NEEDS ARE NOT BEING MET AND WHAT ADDITIONAL SERVICES ARE NECESSARY TO MEET HIS OR HER NEEDS:

HAVE YOU RECEIVED AN OPPORTUNITY TO REVIEW THOSE PORTIONS OF THE REVIEW REPORT FOR THE UPCOMING HEARING WHICH PERTAIN TO YOUR FOSTER CHILD?

YES **NO**

IF THE ANSWER TO THE PREVIOUS QUESTION IS "NO", DO YOU WISH AN OPPORTUNITY TO REVIEW THOSE PORTIONS OF THE REPORT?

YES **NO**

IF YOU HAVE REVIEWED THE REPORT, DO YOU BELIEVE THAT IT IS ACCURATE WITH RESPECT TO YOUR FOSTER CHILD?

YES **NO**

IF YOU BELIEVE THE INFORMATION IN THE REPORT PERTAINING TO YOUR FOSTER CHILD IS INCORRECT, PLEASE EXPLAIN WHAT YOU BELIEVE IS INACCURATE:

IF THERE IS INFORMATION PERTAINING TO YOUR FOSTER CHILD WHICH YOU WOULD LIKE TO ADD, PLEASE DO SO HERE:

IF YOU HAVE INFORMATION OR CONCERNS WITH RESPECT TO THE CONDUCT OF THE BIOLOGICAL PARENT OR PARENTS WHICH YOU WISH TO CONVEY TO THE COURT, PLEASE DO SO HERE:

ARE YOU RECEIVING PROPER NOTICE OF COURT HEARINGS?

YES **NO**

IF THE ANSWER TO THE PREVIOUS QUESTION IS "NO", PLEASE EXPLAIN THE PROBLEM:

DATE: _____

NAME(S) OF FOSTER PARENT(S)
(please print or type)

(SIGNATURE(S) OF FOSTER PARENT(S))

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT
CIRCUIT ADMINISTRATIVE ORDER 98-1

SUBJECT: ISSUANCE OF SEARCH WARRANTS (725 ILCS 5/108-4)

Section 1. Presentation of Complaint for Search Warrant.

(a) The Complaint, Affidavit and Search Warrant shall be presented to any judge of the Sixth Judicial Circuit.

(b) The Complaint, Affidavit and Search Warrant shall be prepared in triplicate and presented by the State's Attorney, an attorney from the office of the Attorney General of the State of Illinois, or there shall otherwise be a written statement attached that the Complaint, Affidavit and Search Warrant have been approved by the State's Attorney or an attorney from the office of the Attorney General of the State of Illinois.

(c) Unless for good cause shown, at least one person signing the Complaint and Affidavit shall appear before a judge at the time said documents are presented to the court.

Section 2. Issuance of Search Warrants.

(a) Upon the determination by a judge that a Search Warrant should issue, the judge shall sign the Search Warrant and mark thereon the time and date of issuance. The original and two copies shall be signed by the judge. The original Complaint and Affidavit, together with a copy of the Search Warrant, shall be retained by the judge.

(b) The original and one copy of the Search Warrant and copies of the Complaint and Affidavit shall be delivered to the person presenting the Complaint.

(c)(i) If the judge deems appropriate, the original Complaint, Affidavit and a copy of the Search Warrant may be filed with the Clerk of the Court; or

(c)(ii) at the discretion of the issuing judge, the copy of the Search Warrant and original Complaint and Affidavit may be retained in a locked drawer by the issuing judge. If the documents remain with the judge, they shall be placed in a sealed envelope, and written thereon the name of the judge and the date of the issuance of the Warrant.

(c)(iii) If the documents are filed with the Clerk of the Court pursuant to (c)(i) above, they shall be placed in a sealed envelope and ordered impounded pending service of the Warrant. The sealed envelope shall be marked "Impounded", given a Miscellaneous Remedy docket number and placed in secured, locked storage by the Clerk of the Court.

(d) All orders shall be entered by the judge on the automated Record Sheet, who shall also enter an order specifying that any impoundment shall continue until the return of the Search Warrant and inventory of things seized, or until otherwise ordered by court. The Clerk of the Court shall designate the appropriate security codes, if available, in the automated recordkeeping system so that only the judge issuing the Search Warrant, that judge's official court reporter, or such clerk as designated by the judge, may have access to the automated record. When the impound order expires, the automated security code shall be deleted by the Circuit Clerk and the "Impound" designation stricken.

(e) If a security code is unavailable in the county's automated recordkeeping system, the court shall make a written entry on the record sheet outside the automated recordkeeping system which shall be kept with the documents stored.

The written entry(s) into the automated recordkeeping system shall be made upon return of the executed search warrant.

Section 3. Execution of the Search Warrant.

(a) If the Warrant is executed, a duplicate copy shall be left with any person from whom the item(s) were seized, or if no person is present, the copy shall be left at the place from which the item(s) were seized.

(b) If the Search Warrant is executed, but no item(s) seized, the Warrant shall be returned to the issuing judge with the time and date of the search marked thereon, with the words "Nothing Seized".

(c) Any Warrant not executed within 96 hours of the date and time of issue shall be returned to the issuing judge marked "Not Executed".

Section 4. Return of Search Warrant

(a) The original Search Warrant and verified inventory of any instruments, articles or things seized shall be returned to the judge issuing the Search Warrant, or a judge acting in his stead.

(b) The Search Warrant Return shall be signed by the person in charge of executing the Search Warrant and recite the date and time the search was executed.

(c) Upon return of the Search Warrant, if the judge has not filed the Complaint and Affidavit with the Clerk of the Court,

the judge shall forthwith do so, including the executed or unexecuted Warrant. If not previously created, a file shall then be made and given a Miscellaneous Remedy document number.

(d) The return of the Search Warrant executed or unexecuted, and the inventory, shall be placed in the same file as set forth in Section 2(c) above.

Section 5. Care of Property Seized

(a) The person in charge of executing the Search Warrant shall be responsible for the property seized until the judge issuing the Search Warrant, or a judge acting in his stead, enters an order for the custody of such property.

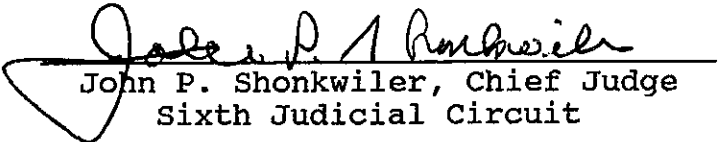
(b) Immediately after filing the return of the Warrant and verified inventory of the property seized, the judge issuing the Search Warrant, or judge acting in his stead, shall enter an order for the custody of the property seized pending further proceedings.

(c) If the person from whom or from whose premises the items were seized requests a copy of the inventory, the Clerk of the Circuit Court shall mail a copy of such inventory to said person and to the applicant for the Warrant.

Section 6. Noncompliance with Order

Noncompliance with the foregoing Administrative Order shall not be deemed to invalidate an otherwise valid search and seizure.

ENTER: February 11, 1998
EFFECTIVE: March 1, 1998


John P. Shonkwiler, Chief Judge
Sixth Judicial Circuit

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 99-1

**SUBJECT: PROCEDURES FOR REQUEST FOR USE OF PEN REGISTERS AND
TRAP AND TRACE DEVICES PURSUANT TO 18 USC 3121 et. seq.**

1. DEFINITIONS:

(a) Pen register - a device which records or decodes electronic or other impulses which identify the numbers dialed or otherwise transmitted on the telephone line to which such device is attached.

(b) Trap and trace device - a device which captures the incoming electronic or other impulses which identify the originating number of an instrument or device from which a wire or electronic communication was transmitted.

2. APPLICATION:

A state investigative or law enforcement officer may apply to the court for an order authorizing installation and use of a pen register or trap and trace device. The application shall be in writing and signed under oath or affirmation.

The application, in substantially the same form as Appendix 1 of this Administrative Order, shall include (1) the identity of the officer making the application and law enforcement agency conducting the investigation, (2) a certification by the applicant that the information likely to be obtained is relevant to an ongoing criminal investigation, and (3) a statement of the facts and circumstances relied upon by the applicant to establish reasonable cause to believe an individual is committing, has committed or is about to commit an offense under Illinois law and that relevant information is likely to be obtained.

3. FILING:

(a) The style of the case in matters involving applications for use of pen registration and trap and trace devices shall be: In the Matter of the Judicial Supervision of the Use of Pen Registers and Trap and Trace Devices by _____

Police Agency

_____ and shall be given an MR case number.

Agency's Case No.

4. SEALING

(a) The Basic Record, consisting of the case file and record sheet, shall be sealed in accordance with the Supreme Court's Manual on Recordkeeping, Second Edition, Part 1, Section L.2.

(b) Case information maintained on an automated system including, but not limited to, the index and record sheet, shall be accessible only to the Circuit Clerk or specifically authorized deputy.

(c) The Circuit Clerk shall designate up to two deputy clerks, specifically appointed and authorized by the Clerk of the Court, to handle pen register and trap and trace device cases.

(d) The judge may direct a court reporter, or other designated person, to type the record sheet entry.

5. RECORD SHEET:

A record sheet with the style of the case shall be initialed with the judge's initials in each separate case and shall include the names of all persons (or aliases, if appropriate) present at the application hearing and a notation of documents presented to the court without indicating on the record sheet any confidential matters contained in the petition, application, or other documents. The issuing judge shall insure that all pleadings and motions for inspection of information obtained shall be noted on the record sheet together with the court's rulings thereon.

6. FINDINGS:

If the court finds the officer has certified that the information likely to be obtained is relevant to an ongoing investigation and there is reasonable cause to believe that an individual is committing, has committed or is about to commit an offense and that relevant information is likely to be obtained, it shall enter an ex parte order authorizing use of a pen register or trap and trace device.

7. ORDER:

(a) The order, in a form substantially the same as Appendix 2 of this Administrative Order, shall be signed by the court and placed in the sealed file. The judge shall place the application or petition, affidavits, consents, order and other appropriate documents in the case file folder, which shall then be sealed and stored in the Clerk's Office in accordance with Paragraph 4 of this Administrative Order.

(b) The court's order shall direct that: (1) the order be sealed until otherwise ordered by the court, and (2) the person owning or leasing the line or who has been ordered to provide assistance not disclose the existence of the pen register, trap and trace device or the investigation to the subscriber or any other person unless otherwise ordered by the court.

8. SUBSEQUENT ACTIVITY:

Whenever any subsequent activity occurs in the case, the Circuit Clerk or designated deputy clerk, shall transmit the sealed file folder to the judge who issued the order or a judge acting in his stead. The judge will break the seal, conduct the business relating to the case, and have the case file resealed and returned to the Clerk's Office the same day. Before resealing the case file, the record sheet, whether made manually or on an automated system, shall be updated and placed in the file. The record sheet entry shall include not only the case activity that occurred, but the time and date the case file was unsealed and resealed by judicial order.

9. TIME AND EXTENSION OF ORDER:

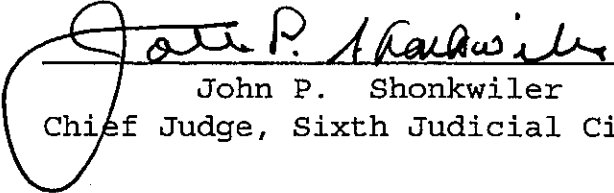
The order may authorize use of a pen register or trap and trace device for a period of up to 60 days. Extensions may be granted for additional periods of up to 60 days upon application being made.

10. If the State's Attorney determines (1) that an emergency exists that involves (a) immediate danger of death or serious bodily injury or, (b) conspiratorial activities characteristic of organized crime, that require the installation and use of a pen register or trap and trace device before an order can be obtained

with due diligence and, (2) there are grounds upon which an order could be issued, such device may be installed and use a pen register or trap and trace device without a court order if application is made and an order is entered within 48 hours thereafter.

ENTER: September 13, 1999

EFFECTIVE: October 1, 1999



John P. Shonkwiler
Chief Judge, Sixth Judicial Circuit

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT
_____ COUNTY

IN THE MATTER OF THE APPLICATION FOR)
AN ORDER AUTHORIZING THE INSTALLATION)
OF A PEN REGISTER OR TRAP AND TRACE) NO. _____-MR-_____
DEVICE ON)
_____)

APPLICATION

_____, of the _____,
(Name of Applicant) (Law Enforcement Agency)
(hereinafter referred to as the "applicant"), hereby applies to the
court for an order authorizing the installation and use of a pen
register or trap and trace on telephone number _____.

In support of this application he states the following:

1. The applicant is a state investigative or law enforcement
officer, and therefore, pursuant to Section 3122 of Title 18,
United States Code, may apply for an order authorizing the
installation and use of a pen register or trap and trace device.

2. The applicant certifies that the _____
(Law Enforcement Agency)
_____ is conducting a criminal investigation
of _____ and others in connection
(Name of Subject of Investigation)
with possible violations of Illinois Statute _____
ILCS _____; that it is believed
(Name of Offense)

that the subjects of the investigation are using telephone number _____, subscribed to in the name of _____, and located at _____, in furtherance of the subject offenses; and that the information likely to be obtained from the pen register or trap and trace device is relevant to the ongoing criminal investigation in that it is believed that this information will concern the aforementioned offenses.

3. Applicant states that he has reasonable cause based upon the following facts to believe that an individual is committing, has committed or is about to commit an offense and that relevant information may be obtained by use of such a device: _____

4. The applicant requests that the court issue an order authorizing the installation and use of a pen register to register numbers dialed or pulsed from telephone number _____ or to install a trap and trace device to capture the numbers from which calls to _____ originated, to record the date and time of such dialings or pulsing, and to record the length of time the telephone receiver is off the hook for incoming or outgoing calls for a period of 60 days.

5. The applicant further requests that the order direct the furnishing of information, facilities and technical assistance necessary to unobtrusively accomplish the installation of the pen register by _____ with reasonable compensation
(Service Provider)
to be paid by the _____ for reasonable
(Law Enforcement Agency)
expenses incurred in providing such facilities and assistance.

6. The applicant further requests that the court order _____ to provide subscriber information,
(Service Provider)
including name and address, of all telephone numbers retrieved through use of this device, as well as the origin of incoming calls to include telephone number, name and address of the subscriber during the period of this order with reasonable compensation to be

paid by the _____ for reasonable expenses
(Law Enforcement Agency)

incurred in providing such information.

WHEREFORE, it is respectfully requested that the court grant an order for a period of 60 days to begin at the time of the installation/activation of the device: (1) authorizing the installation and use of a pen register to record numbers dialed or pulsed from telephone number _____ and authorizing the installation of a trap and trace device to record numbers dialed or pulsed to number _____,

(2) directing _____ to forthwith furnish agents
(Service Provider)

of the _____ with all information, facilities
(Law Enforcement Agency)

and technical assistance necessary to accomplish the installation and use of the device unobtrusively and with minimum interference to the service presently accorded persons whose dialings or pulsings are the subject of the pen register, and (3) directing

_____ to provide subscriber information,
(Law Enforcement Agency)

including name and address, on all telephone numbers retrieved through the use of this device, as well as the origin of incoming calls to include telephone number, name and address of the subscriber during the period of this order with reasonable

compensation to be paid by the _____ for
(Law Enforcement Agency)

reasonable expenses incurred in providing such information, and

(4) sealing this application and the court's order.

Applicant

Date

Subscribed and sworn to before me _____.

Judge

Approved by:

Date

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT
_____ COUNTY

IN THE MATTER OF THE APPLICATION FOR)
AN ORDER AUTHORIZING THE INSTALLATION)
OF A PEN REGISTER OR TRAP AND TRACE) NO. _____-MR-_____
DEVICE ON)
_____)

ORDER

This matter having come before the court pursuant to an application under Title 18, United States Code, Section 3122 by a state investigative or law enforcement officer, which application requests an order under Title 18, United States Code, Section 3123 authorizing the installation and use of a pen register or trap and trace device on telephone number _____, the court finds that the applicant has certified that the information likely to be obtained by such installation and use is relevant to an ongoing criminal investigation into possible violation of Illinois State Statutes, specifically _____ ILCS _____, _____ by the person(s) (Name of Offense) specified in the application, and that there is reasonable cause to believe that _____ is committing, has committed or is about to commit an offense and that relevant information is likely to be obtained.

IT APPEARING that the numbers dialed or pulsed from telephone number _____ subscribed to in the name of _____, and located at _____
(Name of Subscriber) (Address)

_____, are relevant to an ongoing criminal investigation of the specified offenses.

IT IS ORDERED, pursuant to Title 18, United States Code, Section 3123, that agents of the _____
(Law Enforcement Agency)

may install and use a pen register to register numbers dialed or pulsed from telephone number _____, to record the length of time the telephone receiver in question is off the hook for incoming or outgoing calls for a period of 60 days; and

IT IS FURTHER ORDERED, pursuant to Title 18, United States Code, Section 3123(b)(2), that _____
(Service Provider)

shall furnish agents of the _____
(Law Enforcement Agency)

forthwith all information, facilities, and technical assistance necessary to accomplish the installation of the pen register unobtrusively and with minimum interference with the services that are accorded persons with respect to whom the installation and use is to take place; and

IT IS FURTHER ORDERED, pursuant to Title 18, United States Code, Section 3123(d), that this order and the application be SEALED until otherwise ordered by the court, and that _____

_____ shall not disclose the existence of the (Service Provider)

pen register or the existence of the investigation to the listed subscriber or to any other person unless or until otherwise ordered by the court.

AUTHORIZATION BY THIS COURT is for sixty (60) days commencing on the date and time of the installation/activation of the above mentioned device.

ENTER: _____

FOR THE COURT:

Judge

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 99-2

SUBJECT: CHILD SUPPORT DATA SHEET REQUIRED IN ALL DISSOLUTION OF MARRIAGE, ORDER OF PROTECTION, AND FAMILY CASES WHERE CHILD SUPPORT (OR CHILD SUPPORT AND MAINTENANCE) HAS OR MAY BE ORDERED

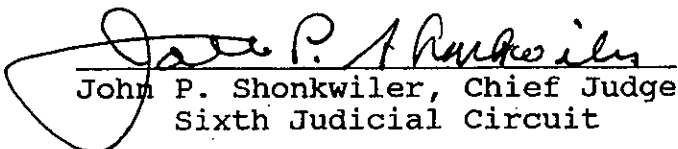
Pursuant to Public Act 91-212, parties in cases in which an order for support is entered or modified are required to disclose to the court certain information which is essential to facilitate statewide collection and disbursement of support payments, and such information is to be provided to the State Case Registry by the Circuit Clerk.

Any party filing a petition initiating a Dissolution of Marriage (D), Order of Protection (OP) or Family (F) case in which support is requested, or in a petition to modify an existing order for support, and any party filing a response thereto, shall properly complete a "CHILD SUPPORT DATA SHEET," in substantially the same form as provided in Appendix 1 of this Administrative Order, and shall file such Data Sheet with the Circuit Clerk at the time of filing said petition. No final order shall be entered until such fully completed "CHILD SUPPORT DATA SHEET" has been filed.

THE CIRCUIT CLERK IS DIRECTED to provide a copy of this Administrative Order, together with the attached form "CHILD SUPPORT DATA SHEET," to the attorneys of record and pro se litigants, in pending Dissolution of Marriage (D), Order of Protection (OP), and Family (F) cases.

IT IS FURTHER ORDERED that in all pending Dissolution of Marriage (D), Order of Protection (OP), and Family (F) cases in which child support has been, or will be, requested, a properly completed "CHILD SUPPORT DATA SHEET" is to be filed with the Circuit Clerk by each attorney of record or pro se party in those cases within 15 days after receiving a copy of this Administrative Order from the Clerk.

Enter: September 24, 1999
Effective: October 1, 1999


John P. Shonkwiler, Chief Judge
Sixth Judicial Circuit

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT

_____ COUNTY

_____))
 Plaintiff)
 vs.)
 _____))
 Defendant.)
 CASE NO.: _____)

FILE MARK

CHILD SUPPORT DATA SHEET

Pursuant to Circuit Administrative Order 99-2, Sixth Judicial Circuit, the following form must be completed by both parties within 15 days and submitted to the Circuit Court:

PETITIONER INFORMATION	RESPONDENT INFORMATION
Last name First Middle In.	Last name First Middle In.
Residential Address (Str./P.O. Box, City, State, Zip)	Residential Address (Str./P.O. Box, City, State, Zip)
Mailing Address (Str./P.O. Box, City, State, Zip)	Mailing Address (Str./P.O. Box, City, State, Zip)
Date of Birth:	Date of Birth:
Driver's License No.:	Driver's License No.:
Social Security No.:	Social Security No.:
Home Phone Number: ()	Home Phone Number: ()
Employer(s):	Employer(s):
Employer(s) Address:	Employer(s) Address:
Employer ID Number:	Employer ID Number:
Work Phone Number: ()	Work Phone Number: ()

CHILD/CHILDREN INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	DATE OF BIRTH	SOCIAL SECURITY NUMBER
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

Submitted by: _____
 (Print name)

 (Signature)

 (Date)

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 99-3

SUBJECT: GEOGRAPHICAL LIMITS ON SERVICE OF WARRANTS OF ARREST

Pursuant to 725 ILCS 5/107-9(d)(8), unless otherwise ordered by the court issuing any warrant of arrest, the following geographical limits shall apply, and the below language included, on all warrants of arrest issued within the Sixth Judicial Circuit:

To be marked by issuing judge.

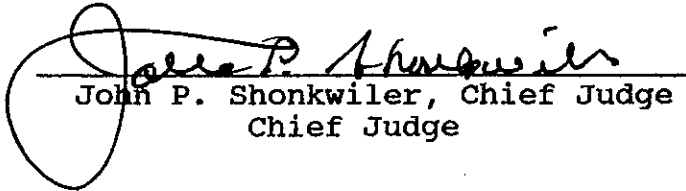
No geographical limits;

Geographical limits apply.

Any jurisdiction within the State of Illinois; .

All areas in Illinois south of I-80 and north of I-64.

Enter: November 12, 1999
Effective: January 1, 2000



John P. Shonkwiler, Chief Judge
Chief Judge

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 99-4

SUBJECT: COURT-ANNEXED MEDIATION

I. GENERAL:

A. A Court-Annexed Mediation program of civil cases is hereby established within the Sixth Judicial Circuit in counties of the circuit wherein the presiding judge has filed an order with the Office of Chief Judge adopting the provisions of this Administrative Order.

Mediation under this order involves a confidential process by which a neutral mediator, selected by the parties or appointed by the court, assists the litigants in reaching a mutually acceptable agreement. The role of the mediator is to assist in identifying the issues, reducing misunderstanding, clarifying priorities, exploring areas of compromise, and finding points of agreement as well as legitimate points of disagreement. Any agreement reached by the parties shall be based on the autonomous decisions of the parties and not the decisions of the mediator. It is anticipated that while an agreement may not resolve all of the disputed issues, the process can reduce points of contention. Parties and their representatives are required to mediate in good faith but are not compelled to reach an agreement.

II. ACTIONS ELIGIBLE FOR COURT ANNEXED MEDIATION:

A. Referral by Judge or by Stipulation

Except as hereinafter provided, the judge to whom a matter is assigned may order any contested civil matter asserting a claim having a value, irrespective of defenses or set-offs, in excess of \$30,000 referred to mediation. In addition, the parties to any such matter may file a written stipulation to mediate any issue between them at any time. Such stipulation shall be incorporated into Order of Referral.

B. Exclusions from Mediation

Except as otherwise set forth in II.A. above, the presiding judge of a county in the Sixth Judicial circuit adopting the provisions of this Administrative Order may specify matters to be excluded from mediation upon petition of all parties and approval of the court.

III. SCHEDULING OF MEDIATION:

A. Conference Hearing Date

Unless otherwise ordered by the court, the first mediation conference shall be held within eight (8) weeks of the Order of Referral.

At least ten (10) days prior to the conference, each side shall present to the mediator a concise, written summary of the case containing a list of issues as to each party and the names and addresses of all participants in the mediation. If the attorney filing the summary wishes its contents to remain confidential, the attorney should advise the mediator in writing at the same time the summary is filed. The summary shall include the facts of the occurrence, opinions on liability, all damages and injury information, and any offers or demands regarding settlement.

B. Notice of Date, Time and Place

Within 28 days after the Order of Referral, the mediator shall notify the parties in writing of the date, time and place of the mediation conference.

C. Motion to Dispense with Mediation

A party may move, within 14 days after the Order of Referral, to dispense with mediation if:

1. The issue to be considered has been previously mediated between the same parties pursuant to this Administrative Order;
2. The issue presents a question of law only;
3. The order violates Sec. II.B. of this Administrative Order; or
4. Other good cause is shown.

D. Motion to Defer Mediation

Within 14 days of the Order of Referral, any party may file a motion with the court to defer the proceeding. The movant shall set the motion to defer for hearing prior to the scheduled date for mediation. Notice of the hearing shall be provided to all interested parties, including any mediator who has been appointed. The motion shall set forth, in detail, the facts and circumstances supporting the motion. Mediation shall be tolled until disposition of the motion.

IV. MEDIATION RULES AND PROCEDURES:

A. Appointment of the Mediator

1. Within 14 days of the Order of Referral, the parties may agree, upon stipulation, that the court designate:

- a. A certified mediator; or
- b. A mediator who does not meet the certification requirements of these rules but who, in the opinion of the parties and upon review by and approval of the presiding judge, is otherwise qualified by training or experience to mediate all or some of the issues in the particular case.

2. If the parties cannot agree upon a mediator within 14 days of the Order of Referral, the plaintiff's attorney (or another attorney agreed upon by all attorneys) shall so notify the court within 7 days of the expiration of the period to agree on a mediator. The court shall then appoint a certified mediator selected by rotation or by such other procedures as may be adopted by order of the presiding judge in the county of the circuit adopting the provisions of this Administrative Order.

3. Unless fully disclosed and waived by the parties, a mediator must not have an interest in the outcome of the litigation, must not have been retained or employed by any of the parties or attorneys involved in the litigation within the last five (5) years, or be related to any of the parties or attorneys in the litigation as set forth under the provisions of Supreme Court Rule 63C(1)(e).

B. Compensation of the Mediator

The mediator shall be compensated by the parties at a per hour rate to be determined by the presiding judge of the county within the Sixth Judicial Circuit participating in the Court-Annexed Mediation Program.

C. Disqualification of a Mediator

Any party may move to enter an order disqualifying a mediator for good cause. If the court rules that mediator is disqualified from hearing a case, an order shall be entered setting forth the name of a qualified replacement. Nothing in this provision shall preclude mediators from disqualifying themselves or refusing any assignment. The time for mediation shall be tolled during any periods in which a motion to disqualify is pending.

D. Interim or Emergency Relief

A party may apply to the court for interim or emergency relief at any time. Mediation shall continue while such a motion is pending absent a contrary order of the court or a decision of the

mediator to adjourn pending disposition of the motion.

E. Sanctions for Failure to Appear

If a party fails to appear at a duly noticed mediation conference without good cause, the court upon motion shall impose sanctions, including an award of mediator and attorney fees and other costs, against the party failing to appear. If a party to mediation is a public entity, that party shall be deemed to appear at a mediation conference by the physical presence of a representative with full authority to negotiate on behalf of the entity and to recommend settlement of the appropriate decision-making body or the entity. Otherwise, unless stipulated by the parties, or by order of the court, a party is deemed to appear at a mediation conference if the following persons are physically present:

1. The party or its representative having full authority to settle without further consultation; and
2. The party's counsel of record, if any; and
3. A representative of the insurance carrier for any insured party who is not such carrier's outside counsel and who has full authority to negotiate and recommend settlements to the limits of the policy or the most recent demand, whichever is lower without further consultation.

F. Adjournments

The mediator may adjourn the mediation conference at any time and may set times for reconvening the adjourned conference. No further notification is required for parties present at the adjourned conference.

G. Counsel

The mediator shall at all times exercise authority of the mediation process and procedures. Counsel shall be permitted to communicate privately with their clients.

H. Communication with Parties

The mediator may meet and consult privately with either party and his/her representative during the mediation session.

I. Completion of Mediation

Mediation shall be completed within seven (7) weeks of the first mediation conference unless extended by order of the court or by stipulation of the parties.

J. Agreement

If an agreement is reached, it shall be reduced to writing and signed by the parties and their counsel, if any, at the conclusion of the mediation.

K. Lack of Agreement

If the parties do not reach an agreement as to any matter as a result of mediation, the mediator shall report the lack of an agreement to the court without comment or recommendation.

L. Imposition of Sanctions

In the event of any breach or failure to perform under the agreement, the court, upon motion, may impose sanctions, including cost, attorney fees, or other appropriate remedies including entry of judgment on the agreement.

M. Discovery

Discovery may continue throughout mediation.

N. Confidentiality of Communications

All oral or written communications in a mediation conference, other than executed settlement agreements, shall be exempt from discovery and shall be confidential and inadmissible as evidence in the underlying cause of action unless all parties agree otherwise. Evidence with respect to alleged settlement agreements shall be admissible in proceedings to enforce the settlement. Subject to the foregoing, unless authorized by the parties, the mediator may not disclose any information obtained during the mediation process.

O. Forms

The following documents, in substantially the same form as in Appendices A, B, C and D of this Administrative Order shall be used in conjunction with court-annexed mediation:

1. Order of Referral to Court-Annexed Mediation (Appendix A);
2. Confidentiality Agreement and Non-representation Acknowledgement (Appendix B);
3. Memorandum of Agreement (Appendix C);
4. Mediation Held/No Agreement Resulted (Appendix D).

V. MEDIATOR QUALIFICATIONS

A. General Requirements

The presiding judge in each county of the Sixth Judicial Circuit adopting the provisions of this Administrative Order shall maintain a list of mediators who have been certified by the presiding judge and who have registered and been accepted for appointment.

For certification in major civil cases, an applicant must:

1. Complete a minimum of 16 hours mediation training, in a program approved by the circuit court, during the one (1) year period prior to application or reapplication for certification as a mediator; and

2. Be a retired judge, or licensed to practice law in the State of Illinois, with at least seven (7) years of practice in Illinois, and be actively practicing in the State of Illinois for twelve (12) consecutive months immediately preceding application or reapplication for certification as a mediator under these rules;

3. Submit a completed application in a form prescribed by the presiding judge in the county of this circuit adopting the provisions of this Administrative Order, which shall include educational background, areas of practice, years of practice. By making an application to become certified under these Rules, the applicant shall be deemed to have consented to disclosure of the information submitted in connection with his or her application; as well as the nature of cases mediated, number of cases mediated and number of cases settled, and other pertinent information regarding the applicant's qualifications to attorneys or parties involved in litigation to be mediated as well as any other persons to whom disclosure is deemed appropriate by the circuit court.

B. Continuing Responsibilities as a Certified Mediator

In each case, the mediator shall comply with this general order regarding mediation and such other general standards as may, from time to time, be established and promulgated in writing by the court.

C. Decertification of Mediators

The presiding judge of a county within the Sixth Judicial Circuit which has adopted the provisions of this Administrative Order may decertify a mediator previously certified under the provisions of this Order for any of the following reasons:

1. Revocation or suspension of mediator's license to practice law in the State of Illinois;

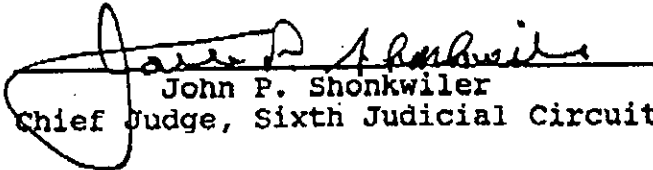
2. Failure or refusal of the mediator to comply with the provisions of this Administrative Order governing mediation or any general standards issued by the presiding judge regarding mediation;

3. Other unprofessional conduct by the mediator that interferes with the ability of the circuit court to provide appropriate mediation services; or

4. The request of the mediator to be decertified.

Enter: November 12, 1999

Effective: December 1, 1999


John P. Shonkwiler
Chief Judge, Sixth Judicial Circuit

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT
_____ COUNTY

_____)	
Plaintiff(s),)	
vs.)	NO. _____
_____)	
Defendant(s).)	

ORDER OF REFERRAL TO COURT-ANNEXED MEDIATION

THIS CAUSE came before the court pursuant to Administrative Order 99-4 of the Sixth Judicial circuit for referral to mediation.

THE COURT HEREBY ORDERS:

1. All parties are required to participate in mediation.

a. The appearance of counsel who will try the case and each party or representatives of each party with full authority to enter into a full and complete compromise and settlement is mandatory. If insurance is involved, an adjustor with authority to negotiate and recommend settlements shall attend. All parties are urged to bring interested individuals who might assist in facilitating settlement to the negotiation session (lienholders, governmental officials and others whose approval is necessary or those whose interest may need to be negotiated and compromised).

b. The court may impose sanctions against parties who do not attend the conference or violate the terms of this Order.

c. At least ten (10) days before the conference, each side shall present to mediator a brief, written summary of the case containing a list of issues as to each party. If the attorney filing the summary wishes its contents to remain confidential, the attorney should advise the mediator in writing at the same time the summary is filed. The summary shall include the facts of the occurrence, opinions on liability, all damages and injury information, and any offers or demands regarding settlement. Names of all participants in the mediation shall be disclosed to the mediator in the summary prior to the session.

at the mediation conference shall be privileged consistent with the Confidentiality Agreement to be signed on behalf of each party prior to the commencement of the first mediation conference. The Confidentiality Agreement shall be made a part of the court record in the case.

e. The mediator shall be compensated by the parties at the rate of \$_____ per hour unless otherwise agreed in writing, and each party shall bear the cost proportionately.

f. The mediator shall have no power to compel or enforce settlement agreements and shall not render legal advice to any party. Upon settlement being reached, the attorneys shall reduce the agreement to writing at the conclusion of the mediation.

2. The plaintiff's attorney (or another attorney agreed upon by all attorneys) shall be responsible for obtaining a mediator and scheduling the mediation conference within 14 days of this Order of Referral. The parties shall attempt to agree upon a mediator. A date and time for mediation convenient to all shall be obtained from the mediator.

3. If the parties cannot agree on a mediator within 14 days of the Order of Referral, the responsible attorney shall notify the court within seven days of the expiration of the 14-day period, and the court shall appoint a certified mediator selected by rotation.

4. Mediation shall be completed within seven weeks of the first mediation conference unless extended by order of the court or by stipulation of the parties.

5. This cause is set for status _____, _____, at _____ .M.

Judge

Dated: _____

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT
_____ COUNTY

COURT-ANNEXED MEDIATION

_____)	
Plaintiff(s),)	
vs.)	NO. _____
_____)	
Defendant(s).)	

CONFIDENTIALITY AGREEMENT AND
NON-REPRESENTATION ACKNOWLEDGEMENT

IT IS HEREBY AGREED by and between the mediation participants' ATTORNEY _____, and _____, Mediator, that all matters discussed during any and all mediation sessions shall be confidential and shall not be disclosed by the participants or the mediator in any court of law. If is further acknowledged by the parties to this lawsuit that the Mediator, _____, and the mediator's law firm, _____, are not representing any party to this lawsuit and are not affording or providing any legal advice to any such party.

Dated:

, MEDIATOR

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT
_____ COUNTY

COURT-ANNEXED MEDIATION
MEMORANDUM OF AGREEMENT

Date _____

Case No. _____

IN THE MATTER OF MEDIATION BETWEEN:

and

We, the undersigned, having participated in a mediation session on _____, _____, and being satisfied that the provisions of the resolution of our dispute are fair and reasonable, hereby agree to abide by and fulfill the following:

, MEDIATOR

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT
_____ COUNTY

COURT-ANNEXED MEDIATION
MEDIATION HELD/NO AGREEMENT RESULTED

Date _____

Case No. _____

IN THE MATTER OF MEDIATION BETWEEN:

and

ATTORNEY _____, and _____,

Mediator, appeared for mediation _____, for their scheduled mediation.

The parties appeared in a good faith effort to attempt mediation of the dispute that exists between them.

The dispute was not resolved through mediation.

, MEDIATOR

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 99-5

SUBJECT: USE OF UNIFORM ORDER FOR CHILD SUPPORT

WHEREAS, the wide-spread use of automation in this State for child and spousal support enforcement has mandated the need for commonality in the collection of data, and

WHEREAS, the Clerks of the Circuit Courts of this State are directed to provide certain information on each new or modified support order to the Illinois Case Registry, and

WHEREAS, federal mandates have caused this State to require its Circuit Courts to include specific information in new and modified orders for support, and

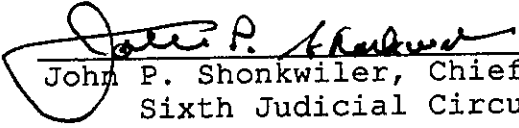
WHEREAS, the Conference of Chief Circuit Judges has recommended the use of a uniform order for support in the Circuit Courts of this State,

NOW, THEREFORE, IT IS ORDERED:

A. Judges of this Circuit enter a fully completed Uniform Order for Support in substantially the same form as Appendix A of this Administrative Order in each case in which a child support or spousal support obligation is created or modified.

B. Clerks of the Court of this circuit provide a copy of this Administrative Order, including Appendix A, to attorneys who regularly appear in their respective courts and to pro se litigants who seek a new or modified order for support.

Enter: December 20, 1999
Effective: January 1, 2000


John P. Shonkwiler, Chief Judge
Sixth Judicial Circuit

IN THE CIRCUIT COURT OF _____

_____ COUNTY, ILLINOIS

UNIFORM ORDER FOR SUPPORT

- Initial Order
- Modification

Petitioner/Plaintiff)	Court Case No. _____
vs.)	<input type="checkbox"/> Illinois Dept. of Public Aid is, or has been, granted leave to intervene.
Respondent/Defendant)	IDPA No. _____

Definitions:

Obligor- An individual who owes a duty to make support payments pursuant to an order for support.

Obligee- An individual to whom a duty of support is owed or the individual's legal representative.

Payor- Any payor of income to an obligor.

Unallocated Support- A total amount for maintenance and child support and not a specific amount for either.

The Court finds:

- a) The net income of the obligor as of the date of this order is \$ _____ per _____.
- b) The amount of arrearage as of the date of this order is \$ _____ for child support and \$ _____ for maintenance or unallocated support.
- c) The amount of child support cannot be expressed exclusively as a dollar amount because all or a portion of the obligor's net income is uncertain as to source, time of payment, or amount.

It is ordered that _____, Obligor, is to provide:

MAINTENANCE OR UNALLOCATED SUPPORT

Payment Amount: Current Maintenance or Unallocated Support Payment: \$ _____ Arrearage Payment: \$ _____ Payments Begin: _____ (date)	Payment Frequency: <input type="checkbox"/> every week <input type="checkbox"/> every other week <input type="checkbox"/> monthly <input type="checkbox"/> twice each month on _____ & _____ (date) <input type="checkbox"/> every year <input type="checkbox"/> other _____
---	---

CHILD SUPPORT (Do not complete this section if Unallocated Support is ordered.)

Payment Amount: Current Child Support Payment: \$ _____ Arrearage Payment: \$ _____ Payments Begin: _____ (date)	Payment Frequency: <input type="checkbox"/> every week <input type="checkbox"/> every other week <input type="checkbox"/> monthly <input type="checkbox"/> twice each month on _____ & _____ (date) <input type="checkbox"/> every year <input type="checkbox"/> other _____
--	---

[] PERCENTAGE AMOUNT OF CHILD SUPPORT

(Complete this section only if finding c) is checked above.)

In addition to the specific dollar amount of support ordered above, current child support shall be paid in the amount of _____% of obligor's _____ payable _____. The obligor is further ordered to provide income records sufficient to determine and enforce the percentage amount of child support, **within 7 days** of receipt of income subject to this percentage assessment, to the obligee and Clerk of the Court.

[X] PAYMENT ARRANGEMENTS

Check Only One

(Payments must be sent to the STATE DISBURSEMENT UNIT if this box is checked.) A Notice to Withhold Income shall issue immediately and shall be served on the employer at the address listed in this Order. Payments shall be made payable to the State Disbursement Unit and sent to the State Disbursement Unit at _____. Payments must include CASE NUMBER, COUNTY of the Court issuing this Order, and obligor's name and social security number. Any subsequent employer may be served with a Notice to Withhold Income without further order of Court.

The parties have entered into a written agreement providing for an alternative arrangement for the payment of support that is approved by the Court and attached to this Order, meeting all requirements of, and consistent with, applicable law. An income withholding notice is to be prepared and served only if the obligor becomes delinquent in paying the order for support. Payments shall be made in accordance with the written agreement of the parties attached hereto. In the event the income withholding notice is served, payments shall be made to the State Disbursement Unit as set forth above.

State law does not require payment to the State Disbursement Unit and the parties have not entered into a written agreement as provided above. Payments shall be made payable to _____ and sent to THE CLERK OF THE CIRCUIT COURT at _____. Payments must include CASE NUMBER and COUNTY of the Court issuing this Order.

In addition to and separate from amounts ordered to be paid as maintenance or child support, the obligor shall pay a \$36 per year Separate Maintenance and Child Support Collection Fee. This sum shall be paid directly to the Clerk of the Circuit Court of _____ County at _____ and **not** to the State Disbursement Unit.

[X] DELINQUENCY

If the obligor becomes delinquent in the payment of support after the entry of this Order For Support, the obligor must pay, in addition to the current support obligation, the sum of (a) \$ _____ for child support per the payment frequency ordered above for child support, and (b) \$ _____ for maintenance or unallocated support per the payment frequency ordered above for maintenance or unallocated support, until the delinquency is paid in full. (This additional amount, the total of (a) and (b), shall not be less than 20 percent of the total of the current support amount and the amount to be paid periodically for payment of any arrearage stated in the order for support.) A support obligation, or any portion of a support obligation which becomes due and remains unpaid for 30 days or more shall accrue interest at the rate of 9% per annum.

[X] TERMINATION

This obligation to pay child support terminates on _____ - _____ - _____ unless modified by written order of the Court. (Insert a date no earlier than the date that the youngest child reaches the age of 18 or is expected to graduate from high school, whichever comes later.) **This termination date does not apply to any arrearage that may remain unpaid on that date.** The child/children covered by this order is/are: _____

[] INSURANCE

The [] obligor, [] obligee, [] obligor and obligee, shall provide health insurance for the child(ren) either by [] enrolling them in any health insurance coverage available through the [] obligor's, [] obligee's, [] obligor's and obligee's, employment or [] securing a private health insurance policy, accepted by the obligor and obligee or approved by the Court, which names the child(ren) as beneficiary. Both the obligor and the obligee shall be provided a copy of the insurance policy and the insurance card. The name of the health insurance provider and the number of the insurance policy regarding dependent benefits/coverage on the date of this order are as follows:

Name of Health Insurance Provider (s):

Policy No.(s):

It is further ordered that:

The obligor shall give written notice to the Clerk of the Court, and if a party is receiving child and spouse services under Article X of the Illinois Public Aid Code, to the Department of Public Aid, **within 7 days**, of:

- any new residential, mailing address or telephone number;
- the name, address and phone number of any new employer, and;
- the policy name and identifying number(s) of health insurance coverage available.

The obligor shall submit a written report of termination of employment and of new employment, including name and address of the new employer, to the Clerk of the Court and the obligee **within 10 days**. Obligor and obligee shall advise each other of a change of residence **within 5 days** except when the Court finds that the physical, mental or emotional health of a party or that of a minor child, or both, would be seriously endangered by disclosure of the party's address. An obligee receiving payments through income withholding shall notify the Clerk of the Court and the State Disbursement Unit **within 7 days**, of a change in residence. The obligor and obligee shall report to the Clerk of the Court any change of information included in the Child Support Data Sheet (Exhibit 1) **within 5 business days** of such change.

[] ADDITIONAL CONDITIONS OR FINDINGS

Child Support payment amount deviates from the amount required by statutory minimum guidelines. The amount of support that would have been required under the guidelines is \$ _____.

Reasons for deviation: _____

PLAINTIFF/PETITIONER

VS.

DEFENDANT/RESPONDENT

CASE NO. _____

COUNTY _____

DATE _____

CHILD SUPPORT DATA SHEET

OBLIGOR INFORMATION		OBLIGEE INFORMATION	
Last name:		Last name:	
First name:	Middle In.:	First name:	Middle In.:
Complete Residential Address:		Complete Residential Address:	
Complete Mailing Address (If other than above):		Complete Mailing Address (If other than above):	
Date of Birth:		Date of Birth:	
Driver's License No.:		Driver's License No.:	
*Social Security No.:		Social Security No.:	
Home Phone Number: ()		Home Phone Number: ()	
Employer(s) Name/Company:		Employer(s) Name/Company:	
Employer(s) Address:		Employer(s) Address:	
Employer(s) ID Number:		Employer(s) ID Number:	
Work Phone Number: ()		Work Phone Number: ()	

CHILD/CHILDREN INFORMATION

LAST	FIRST	MIDDLE INITIAL	DATE OF BIRTH	SOCIAL SECURITY NUMBER
1.				
2.				
3.				
4.				
5.				

(If more space is needed, attach an additional sheet.)

* If obligor is not a US citizen, so indicate and provide the obligor's alien registration number, passport number and home country's social security or national health number.

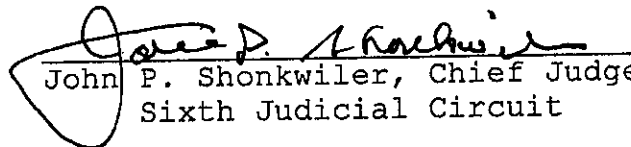
CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT

CIRCUIT ADMINISTRATIVE ORDER 99-6

SUBJECT: WAIVER OF FILING STATE'S ATTORNEYS' ANNUAL REPORT

The Office of Chief Judge, Sixth Judicial Circuit, having received written requests and Affidavits from the State's Attorneys of Champaign, DeWitt, Douglas, Macon, Moultrie and Piatt Counties seeking waivers of the necessity of filing of the State's Attorney's Report as required by the State's Attorneys Salaries and Fees Act (55 ILCS 5/4-2006[a]), and said Affidavits having certified that all court-ordered fines, fees, forfeitures and restitution are collected by the Clerk of the Court in their respective counties, and that none of said funds pass through the office of the State's Attorney, it is hereby ordered pursuant to 55 ILCS 5/4-2006(b) the filing of the report of fees as provided by subsection 4-2006(a) of said section is hereby waived.

Enter: December 20, 1999
Effective: December 20, 1999

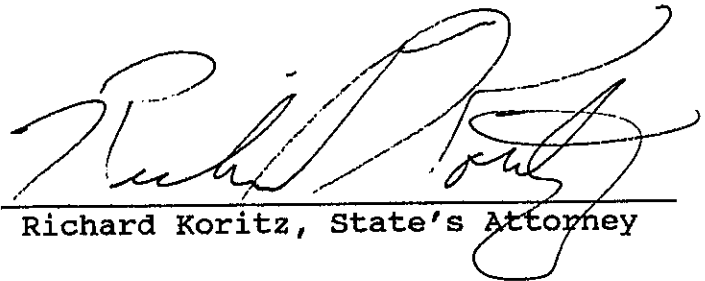

John P. Shonkwiler, Chief Judge
Sixth Judicial Circuit

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT
DeWITT COUNTY


AFFIDAVIT OF STATE'S ATTORNEY

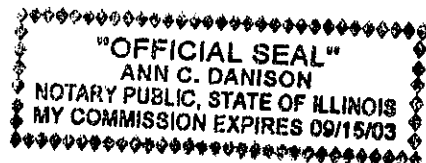
I, the undersigned, Richard Koritz, duly elected State's Attorney of DeWitt County, do hereby certify that, pursuant to 55 ILCS 5/4-2006(b), all fines, fees, forfeitures and restitution ordered by the Circuit Court of DeWitt County are collected by the Clerk of the Circuit Court, and further certify that none of said funds pass through the office of the DeWitt County State's Attorney. I hereby request that filing of the Report of Fees required pursuant to 55 ILCS 5/4-2006(a) be waived by written Administrative Order of the Chief Judge of the Sixth Judicial Circuit.

November 30th, 1999


Richard Koritz, State's Attorney

Subscribed and sworn to before me this 30th day of November, 1999.


Notary Public/Circuit Clerk



CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT
DOUGLAS COUNTY

AFFIDAVIT OF STATE'S ATTORNEY

I, the undersigned, Diane Sipich, duly elected State's Attorney of Douglas County, do hereby certify that, pursuant to 55 ILCS 5/4-2006(b), all fines, fees, forfeitures and restitution ordered by the Circuit Court of Douglas County are collected by the Clerk of the Circuit Court, and further certify that none of said funds pass through the office of the Douglas County State's Attorney. I hereby request that filing of the Report of Fees required pursuant to 55 ILCS 5/4-2006(a) be waived by written Administrative Order of the Chief Judge of the Sixth Judicial Circuit.

November 22, 1999

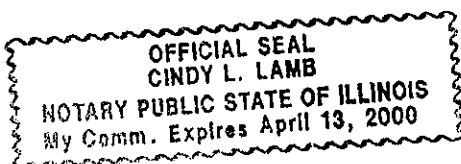
Diane Sipich

Diane Sipich, State's Attorney

Subscribed and sworn to before me this 22nd day of November, 1999.

Cindy L. Lamb

Notary Public/~~Circuit Clerk~~



CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT
MACON COUNTY

AFFIDAVIT OF STATE'S ATTORNEY

I, the undersigned, Lawrence R. Fichter, duly elected State's Attorney of Macon County, do hereby certify that, pursuant to 55 ILCS 5/4-2006(b), all fines, fees, forfeitures and restitution ordered by the Circuit Court of Macon County are collected by the Clerk of the Circuit Court, and further certify that none of said funds pass through the office of the Macon County State's Attorney. I hereby request that filing of the Report of Fees required pursuant to 55 ILCS 5/4-2006(a) be waived by written Administrative Order of the Chief Judge of the Sixth Judicial Circuit.

~~November~~ December 15, 1999

Lawrence R. Fichter
Lawrence R. Fichter, State's Attorney

Subscribed and sworn to before me this 15th day of ~~November~~ December, 1999.

Karen Bellinger
Notary Public/Circuit Clerk

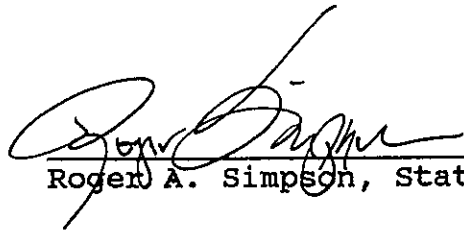


CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT
PIATT COUNTY

AFFIDAVIT OF STATE'S ATTORNEY

I, the undersigned, Roger A. Simpson, duly elected State's Attorney of Piatt County, do hereby certify that, pursuant to 55 ILCS 5/4-2006(b), all fines, fees, forfeitures and restitution ordered by the Circuit Court of Piatt County are collected by the Clerk of the Circuit Court, and further certify that none of said funds pass through the office of the Piatt County State's Attorney. I hereby request that filing of the Report of Fees required pursuant to 55 ILCS 5/4-2006(a) be waived by written Administrative Order of the Chief Judge of the Sixth Judicial Circuit.

November 10, 1999



Roger A. Simpson, State's Attorney

Subscribed and sworn to before me this 10th day of November,
1999.



Notary Public/Circuit Clerk

