

**IN THE CIRCUIT COURT
OF THE SIXTH JUDICIAL CIRCUIT
CHAMPAIGN COUNTY, ILLINOIS**

COUNTY ADMINISTRATIVE ORDER 06-01

REVISED FILE AVAILABILITY / COURT FILINGS PROTOCOL

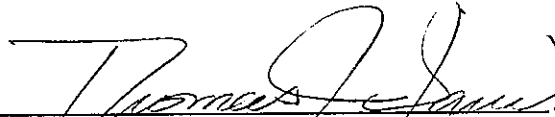
The Clerk of the Circuit Court for Champaign County shall deliver to the chambers of each judge in the Champaign County Circuit Court those files corresponding to the cases appearing on the Court calendar (in chronological order as they appear on the applicable day's court calendar) by 12:00 p.m. on the day prior to their appearance on the Court calendar or as otherwise directed by the Court via the Judge, his or her Court Clerk, the Court Administrator of Champaign County or anyone else designated by the Judge. In addition, any and all documents presented to the Clerk of the Circuit Court for filing will be noted within 24 hours and, when the file is located within the Clerk's office, placed in the applicable court file within 24 hours of filing.

In addition, upon receipt of communication from a judge, the Court Administrator, a Court Clerk, Administrative Legal Secretary, Executive Secretary, Court Reporting Supervisor, Court Reporting Services Employee, a member of Court Security or any other Circuit Court employee so designated, requesting that a file be delivered to a specified location or individual, said file will be delivered to that location or individual within ten (10) minutes of said request. If such request cannot be, or is not otherwise accomplished, the Clerk of the Circuit Court, the Chief Deputy Circuit Clerk or a supervisor from that office will appear before the requesting Judge to provide an explanation as to why the request has not been honored.

This Order is effective immediately.

ENTER:

_____ 3/14/06 _____



Thomas J. Difanis, Presiding Judge
Champaign County Circuit Court