

2023-6
ADMINISTRATIVE ORDER NO. ~~2022-6~~

22nd Judicial Circuit

McHenry County, Illinois

(Duty Judge / Emergencies / Warrants / Weddings)

FILED
MAR 16 2023

KATHERINE M. KEEFE
McHENRY CTY. CIR. CLK.

WHEREAS, the Courts of the State of Illinois provide a vital function for the well-being of those in the State, in addressing requests for and otherwise providing certain relief under the law for those in the State;

WHEREAS, the Court which handles requests for relief under the law in this Circuit, handles cases arising in or otherwise involving people and property in the County of McHenry, and operates in the the Michael J. Sullivan Judicial Center (2200 North Seminary Avenue, Woodstock, Illinois 60098) which is generally open for such requests Monday through Friday from 8:00 a.m. through 4:30 p.m.;

WHEREAS, certain requests for relief under the law arise when the Judicial Center is not open or a Judge to whom a particular matter might be assigned is not available, and require immediate attention to constitute an emergency;

WHEREAS, the Court desires and strives to properly and timely continue to address any and all requests for relief under the law, such that a Judge of this Circuit should always be available to address emergencies and provide such relief as is found to be necessary; and

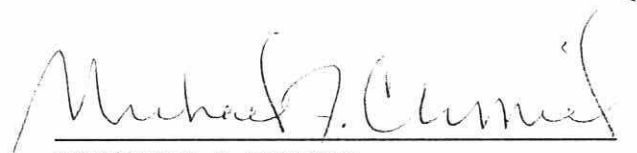
THEREFORE, IT IS ORDERED that this Administrative Order shall take effect and apply upon its entry, to enable the Court to more fully address any emergency which might arise in this Circuit, in accordance with the following:

1. The position of Duty Judge is hereby recognized.
2. A Judge of this Circuit shall be assigned to be the Duty Judge beginning each Friday at 5:00 p.m. and concluding on the following Friday at 5:00 p.m.
3. A list of those who are assigned to be the Duty Judge shall be periodically updated in advance of any such assignment and maintained in the Office of the Trial Court Administrator of the Circuit and in the Office of the McHenry County Sheriff.
4. A party who needs to present a request under the law for relief on an emergency basis when the Judicial Center is open, shall contact the Office of the Trial Court Administrator at the Judicial Center or at (815) 334-4385, and when the Judicial Center is closed, any such party should contact the Office of the Sheriff at (815) 334-2141.
5. When the Judicial Center is not open, and to the extent the Duty Judge is temporarily unavailable to handle a request, the Duty Judge shall delegate the Duty Judge's obligations

under this Administrative Order to another Judge of this Circuit, and shall advise the Office of the Trial Court Administrator and the Office of the Sheriff in advance of or contemporaneous with any such delegation.

6. When the Judicial Center is open, and to the extent the Duty Judge is temporarily unavailable to handle a request due to other assignments, the Office of the Trial Court Administrator shall communicate with the other Judges of the Circuit to arrive at a Substitute Duty Judge who is available to handle the request and to whom the request shall be assigned.
7. When any such request is received, the Duty Judge (or Substitute Duty Judge) shall be apprised of the request and shall determine if an emergency exists, and if so, address the same as the Duty Judge (or Substitute Duty Judge) deems appropriate.
8. The requests contemplated under this Administrative Order generally involve emergencies, but also involve warrants for which a case is not already pending and assigned to a certain Judge, and weddings.
9. Requests which do not constitute an emergency shall be addressed to the Office of the Trial Court Administrator, and shall be scheduled through that Office in a manner which respects the other duties which are otherwise assigned to the Duty Judge.

DATED: March 16, 2023



MICHAEL J. CHMIEL
Chief Judge