

ADMINISTRATIVE ORDER 2020-02

**22nd Judicial Circuit
McHenry County, Illinois**

FILED

FEB 07 2020

KATHERINE M. KEEFE
McHENRY CTY. CIR. CLK.

On December 4, 2006, the Circuit Court of McHenry County was established as the 22nd Judicial Circuit and at said time Administrative Order No. 2006-12 was entered which adopted all Administrative Orders from the 19th Judicial Circuit, said circuit prior to December 4, 2006, consisting of the Counties of Lake and McHenry. There was in effect at such time, and still in effect, McHenry County Administrative Order No. 2001-02 which addresses the administration of court reporting services including but not limited to the assignments and duties of Official Court Reporters (OCR) and the Electronic Recorder Operator (ERO). Pursuant to the authority vested in the Chief Judge of the 22nd Judicial Circuit the Chief Judge finds it necessary to revise the provisions of McHenry County Administrative Order No. 2001-02.

THEREFORE IT IS ORDERED that McHenry County Administrative Order No. 2001-02 is vacated instant.

IT IS FURTHER ORDERED AS FOLLOWS: The Work Schedule for Court Reporting Services Employees assigned to the Judicial Department of McHenry County shall be as follows:

WORK SCHEDULE:

- A. The work schedule for all Court Reporting Services employees assigned to the Judicial Department of McHenry County shall be 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding Court Holidays designated by the Chief Judge of the 22nd Judicial Circuit. Each employee may utilize a lunchbreak not to exceed one hour. Any employee who is not available as scheduled should, if possible, advise his or her supervisor no later than the preceding day.
- B. An early court adjournment does not mean the employee may leave the courthouse for the day, whether it be an OCR assigned to a specific courtroom or an ERO assigned to multiple courtroom monitoring, unless the approval of the supervisor is sought and granted. Occasionally, matters may arise causing the court to reconvene, in which case, it is necessary that the employee be available. When requested by the Judge, court reporting services employees also must attend on the days that court is not ordinarily held, such as Saturdays and holidays and at times before 8:30 a.m. and after 4:30 p.m.
- C. The following OCR assignment rotation shall be continue to be in effect:

Felony I	-	Courtroom 304 (in Court)
Family	-	Courtrooms 359, 360, 361, 365
	-	Courtroom 101(Juvenile)
Special Assignment	-	Courtrooms 203, 357 (in Court)
	-	Visiting judges
ERO	-	ERS Control Room (monitoring back-up and special case monitoring)
Felony II	-	Courtroom 302 (in Court)
Misdemeanor	-	Courtrooms 102, 104, 203, 301, 303, 357
Civil	-	Courtrooms 103, 201, 202, 204, 358
	-	Involuntary MH cases, location to be determined (usually mental health facility)

If for any reason a Judge requires the presence of an OCR in Court, the first reporter called will be the one assigned to that courtroom.

- D. Requests for the preparation of transcripts will be made to the Court Administration Office. The OCR assigned to that courtroom and ERS Supervisor will be notified. (It is anticipated that requests for transcript arising out of the Felony courtrooms will continue to be made directly to the OCR who was present in court on the date or dates when that cases was heard.) The assignment of transcript work will be made strictly by the above schedule, whether or not the OCR was on vacation, sick, or otherwise not at work on the date being requested.

IT IS FURTHER ORDERED that the OCR(s) and the ERO(s) shall comply with the Administrative Regulations For Court Reporting Services in The Illinois Courts revised July 1, 2019 and as amended or revised thereafter.

DATED: 2-7-2020

ENTER:



JAMES S. COWLIN
CHIEF JUDGE 22ND JUDICIAL CIRCUIT