

## **DECEMBER 2020 SPECIAL CIRCUMSTANCE COMMISSIONER MONTHLY REVIEW CALL PROCEDURES**

- a.** All Commissioners will conduct December 2020 Monthly Review Calls by Webex.
- b.** There will be NO in-person Monthly Review Calls.
- c.** A Webex telephone call-in number and code will be posted on the Commission website, with the time and date for each of the Commissioner's Monthly Review Calls.
- d.** Filed motions and / or Petitions must be forwarded to the Commissioner and his/her Administrative Assistant ***no less than two business days*** prior to the Commissioner's Monthly Review Call.
- e.** Motions and Petitions that are not timely submitted, by e-mail, will not be heard.
- f.** When conducting the Monthly Review Call, Commissioners will call cases by the line number, or captioned case name. Parties should be present on time, via Webex at the start of the Review Call with their computer or phones MUTED until their case is called. You are in court, please conduct yourselves in that manner.
- g.** Any matter that is not acted upon by the Commissioner or does not receive an in-person hearing date, will be continued 30 or 60 days according to the assigned venue, to the Commissioner's next Review Call.
- h.** All matters that are set for an in-person hearing will be set for a date certain by the Commission, and the parties will be notified of the time, date and place for hearing, by email.
- i.** Parties should not appear at the Commission hearing site until five (5) minutes prior to the scheduled in-person hearing.
- j.** When the parties arrive for a hearing before a Commissioner, they must always be masked and practice social distancing of at least 6 feet. A person who attempts to enter a hearing room without an appropriate mask will be excluded and if needed the matter will be continued. Furniture will be arranged to accommodate social distancing.
- k.** Cases other than those in Cook County will be set in the assigned venue, unless otherwise indicated by the Commission notice to the parties.
- l.** The parties may communicate with the Commissioner by e-mail or by telephone conference, as scheduled by the Commissioner to advise of settlement, continuance or trial, or for discussion or other assistance.
- m.** These procedures will remain in effect until modified or dismissed, as unnecessary.