ARTICLE 15: FAMILY

15.00 ASSIGNMENT OF CASES

(a) All newly filed "D" and "F" designated cases shall be randomly assigned by the Circuit Court Clerk to the family division Judge pursuant to the General order of assignments of Judges then in effect.

(b) Cases that are reinstated after having been dismissed without prejudice or non-suited shall be assigned to the judge hearing the case at the time of dismissal. Cases that are re-filed following a dismissal or non-suit, which involve the same parties and subject matter regardless of party designation, shall likewise be assigned to the Judge hearing the case at the time of dismissal.

(c) From time to time, the Chief Judge or the Presiding Judge of the Family Division may reassign cases to promote equity and manage caseloads within the division.

Gen. Order 14-22, eff. Oct. 1, 2014

15.01 DEFINITION

(a) The Local Rules set forth in this Article 15 are promulgated in accordance with the authority conferred in section 802 of the Illinois Marriage and Dissolution of Marriage Act 750 ILCS 5/802 and the Code of Civil Procedure 735 ILCS 5/1 *et seq.*

(b) For purposes of the Local Rules under this Article 15, a Family Division case is defined as any proceeding arising under the provisions of 750 ILCS, which seeks an order or judgment relating to dissolution of marriage or civil union, declaration of invalidity of marriage, legal separation, or paternity, including proceedings relating to matters of temporary support and maintenance, child custody, visitation, or applicable petitions for orders of protection.

Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature, eff. August 2013; amend. Gen. Order14-22, eff. Oct. 1, 2014

15.02 MARRIAGE AND CIVIL UNION

(a) A petition for an order directing the Kane County Clerk to issue a marriage or civil union license as provided in 750 ILCS 5/201 *et seq*. and shall be on one of the forms provided by the Clerk, or in a format substantially similar to it.

(b) An order granting such petition may be entered on the form provided by the Clerk, or in a format substantially similar to it.

(c) The issuance of a marriage or civil union license by the Kane County Clerk shall be prima facie evidence of compliance with the statute and may be relied upon by any Judge assigned to perform a marriage or civil union ceremony.

Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature, eff. August 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014

15.03 PERIODIC MEETINGS

(a) The Presiding Judge of the Family Division, and the Chairman of the Family Law Committee of the Kane County Bar Association, or their designees, shall meet periodically.

Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature, eff. August 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014

15.04 PLEADINGS, MOTIONS AND COURTESY COPIES

(a) All pleadings shall be filed in a form consistent with the relevant statutory authority, Local Rules and Supreme Court Rules.

(b) Courtesy copies shall be provided to the court as directed.

(c) Unless otherwise required by law, rule, or upon leave of court. **EXHIBITS, PRIOR ORDERS OR PLEADINGS SHALL NOT be attached and filed with the Circuit Clerk.** Violations of this rule may result in appropriate sanctions, including reasonable costs or fees associated with the enforcement of this rule, and in appropriate cases the barring of the particular exhibit.

Gen. Order 14-22, eff. Oct. 1, 2014 (removed and replaced prior 15.04 Notice – supersedes §15.03; §15.04 created by Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature, eff. Aug. 2013)

15.05 SETTING OF CASES ON COURT CALLS

(a) All pre-decree motions, including temporary support motions, shall be heard by the Judge assigned to the case, except for "emergency matters", as defined by Rule 15.06. All post-decree actions shall be heard by the Judge originally assigned to the case. If the Judge originally assigned to the case is not then serving in the Family Division, then the matter shall be transferred automatically to the Judge currently assigned to hear the originally assigned Judge's call.

(b) Pretrial and trial dates must be obtained from the assigned Judge. All other dates shall be obtained from the Family Division scheduler (in Room 149) subject to approval of the assigned Judge.

(c) The scheduling of court dates involving a petition where custody is in dispute shall be subject to Local Rule 15.21 and Supreme Court rules Article IX.

(d) Motion calls shall be held at such times as may be established and published by the Presiding Judge of the Family Division, or as provided by general order of the Chief Judge.

(e) The Chief Judge or Presiding Judge of the Family Division may reassign matters among the Judges assigned to that division in order to accomplish the expeditious

handling of cases.

Supersedes §15.10 Gen. Order 06-05, eff. January 10, 2006; §15.05 created by Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature, eff. August 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014

15.06 EMERGENCY MATTERS

(a) Designation of a matter as an "emergency" is determined to be an extraordinary measure and shall be heard at the discretion of the Court.

(b) Emergency motions will be heard by the Judge assigned to the case. If the assigned Judge is unavailable, then the emergency motion shall be heard by the Presiding Judge of the Family Law division or his or her designee.

(c) The proponent of an alleged "emergency" matter shall have the initial burden of proving the emergency which burden shall include, at a minimum, the following:

(1) Inability to obtain an assignment on the regularly scheduled call within a reasonable time given the circumstances for which or from which relief is sought;
(2) Proper Notice to the opposing party; and
(3) That immediate and irreparable injury, loss or damage will result if the relief is not granted and that there exists no adequate remedy at law.

(d) Upon a determination by the Court that a matter does not meet the criteria for "emergency" matters, an order so finding shall be entered thereby continuing the matter for hearing on a regular call. A party or their attorney who responds to a motion propounded as, but found not to be, an "emergency" may be entitled to reimbursement from the movant for actual expenses, fees and costs incurred in responding to the motion.

Supersedes §15.12; §15.06 created by Gen. Order 07-13, eff. 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature, eff. August, 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014

15.07 ORDERS OF PROTECTION PURSUANT TO THE DOMESTIC VIOLENCE ACT

(a) Petitions for Emergency Orders of Protection shall be heard by the Judge assigned to hear such matters by general order of the Chief Judge, or if that Judge is unavailable, then by any available Judge designated by the Family Law Scheduling office on the first floor of the Kane County Judicial Center. Petitions for Emergency Orders of Protection shall be heard promptly and need not be scheduled on the motion call.

(b) All independent civil actions, not brought as part of a dissolution or criminal proceeding, and requests for interim or plenary orders, shall be heard by the Judge assigned by the Chief Judge or Presiding Judge of the Family Law division. Domestic violence issues relating to pending dissolution cases shall be heard by the Judge assigned to the dissolution case except where the relief sought is an Emergency Order of Protection, in which case (a) above shall apply.

(c) All Petitions, Findings and Orders of Protection shall be made on approved forms. If there is not sufficient space on the forms, an attachment shall be used as a rider to the

approved forms.

(d) Hearings on petitions to dissolve or modify Emergency Orders of Protection shall be given priority.

Supersedes §15.15 amend. Gen. Order 03-07, eff. March 7, 2003; §15.07 created by Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature, eff. August 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014

15.08 RULE TO SHOW CAUSE

(a) No Rule to Show Cause shall issue except upon proper notice and motion and by verified pleading. Petitions for Rule to Show Cause shall be handled as uncontested, non-scheduled matters, and there shall be no evidentiary hearing at the time of issuance. Accordingly, the burden of proof shall not shift to the respondent upon the issuance of the rule.

(b) Unless otherwise agreed to by the parties and approved by the court, all Rules shall be returnable not less than fourteen (14) days and no more than thirty (30) days from the date of issuance.

(b) Service shall be in accordance with Supreme Court Rules as in service of summons.

Supersedes §15.04; §15.08 created by Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 15, 2010; amend. by Judicial signature, eff. August 2013; amend. Gen. Order 14-22, Oct. 1, 2014

15.09 AFFIDAVITS RELATING TO INCOME AND EXPENSES

(a) Every pleading seeking to establish or otherwise affect issues of support or maintenance, whether temporary or permanent in nature shall be accompanied by an Affidavit of Income and Expenses form which is available from the Circuit Court Clerk, or in a format substantially similar to it.

(b) Said affidavit shall be attached to and filed with the initial and responsive pleadings. No affidavit prepared more than sixty (60) days before the date of hearing or pretrial shall be considered valid for purposes of that proceeding unless accompanied by a new affidavit stating that the party offering it represents there has been no substantial change in any of the information since the last affidavit.

(c) References in any pleading or order to an "Expense Affidavit" or "Income Affidavit" shall be presumed to refer to the document described herein.

(d) Failure by either party to submit the affidavit required hereunder may be cause for a continuance or sanctions as the court may deem appropriate, including but not limited to the striking of the pleadings of the party not in compliance.

(e) Prior to the date of the hearing on any pleading filed under paragraph (a), the

party filing the affidavit shall supplement the affidavit by producing the affiant's four (4) most recent pay stubs, two (2) most recent federal tax returns, and other written evidence of recent earnings from all sources for a period of not less than two (2) months preceding the date of the hearing. **These documents shall not be filed with the clerk.**

Supersedes §15.05 amend. Gen. Order 96-8, eff. Feb. 21, 1996; §15.09 created by Gen. Order 07-13, eff. April 12th 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature, eff. August 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014

15.10 DEFAULT

(a) Following the entry of default, appropriate written notice of intent to appear for prove-up shall be sent to the respondent, and certificate of such service shall be filed at or prior to the prove-up.

(b) Whenever there has been some communication and/or agreement between the parties concerning support, custody, or other material issues, the court may require both parties to appear in open court at the time of the prove-up to acknowledge their agreement. If defaulted party fails to appear at the prove-up, the movant or his or her attorney shall serve a copy of the judgment on such party by mail within ten (10) days from the entry of said judgment and shall file a proof of service with the Circuit Court Clerk.

(c) Unless waived by the parties in open court or in writing, no Family Division case will be heard upon its merits earlier than the summons return date or thirty (30) days from the date of filing of a response and/or appearance without issuance and service of summons.

Gen. Order 14-22, eff. Oct. 1, 2014 (supersedes prior §15.10 Prove-Ups; see now §15.12 Prove-Up Hearings)

15.11 JUDGMENTS FOR DISSOLUTION OF MARRIAGE, LEGAL SEPARATION OR DECLARATION OF INVALIDITY

(a) It shall be the responsibility of the person seeking to affect the marital status, or his or her attorney, to present to the trial Judge, the following:

(1) Judgment order;
(2) Fully completed Certificate of Dissolution, Declaration of Invalidity or Legal Separation which is available from the Circuit Court Clerk;
(3) Fully completed Support Order unless there is no support or maintenance obligation;
(4) If applicable, a Joint Parenting Agreement and Joint Parenting Order containing appropriate findings pursuant to 750 ILCS 5/602.1 where joint custody of the child(ren) has been approved by the Court; and
(5) Signed original of any written agreement of the parties that has been testified to, received into evidence and is to be incorporated in the Judgment or Declaration.

(b) Documents required hereunder shall be presented at prove up or trial, but no later than thirty (30) days after prove-up or trial, unless otherwise provided by Court order.

(c) Failure to comply with the foregoing paragraphs may result in the case being dismissed without prejudice.

Supersedes §15.07 amend. Gen. Order 06-05, eff. Jan. 10, 2006; §15.11 created by Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature, August 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014

15.12 PROVE-UP HEARINGS

(a) The Petitioner or the Counter-Petitioner shall present to the Judge hearing the prove-up, in a single package prior to commencement of testimony, the documents described in Rule 15.11(a).

(b) The Court may require a Court Reporter to take a verbatim record of the prove-up hearing, in which case the court reporter fees shall be paid in full at the time of hearing, unless waived by the Court. The payment of said fees is the responsibility of the party seeking dissolution. Failure to make prompt payment may delay the entry of judgment or result in sanctions against said party.

(c) Unless waived by the court, within thirty (30) days of the date of prove-up, a transcript of the proceeding shall be prepared and filed with the Circuit Court Clerk by the assigned court reporter.

(d) Matters which are not on the regularly scheduled "prove-up" call, but which are settled and treated as a "prove-up" (such as following a settlement conference or pretrial conference) shall be subject to all of the foregoing rules except as they may be modified by Local Rule 15.11.

(e) Unless excused by the Court, all parties must complete a "Certificate of Readiness and Order," form which is available from the Circuit Court Clerk, in order to obtain a prove-up date and time from the Family Division scheduler. Unless otherwise ordered by the Court prove-up hearings may be scheduled before the any of the trial judges within the division.

Gen. Order 14-22, eff. Oct. 1, 2014 (supersedes prior §15.12 Maintenance or Support Payments) (previously §15.10 Prove-Ups - Supersedes §15.06; §15.10 created by Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature, August 2013)

15.13 DISCOVERY RULES / COMPREHENSIVE FINANCIAL STATEMENT

(a) Local Rule 15.13 shall apply to dissolution of marriage or civil union proceedings and legal separation proceedings unless compliance is excused by order of Court on its own motion or on motion of a party for good cause shown. Local Rule 15.13 may further apply to actions to establish or declare parentage and to post-decree proceedings for modification or termination of maintenance; modification of child support; education contributions; contribution to medical, dental or psychological expenses; insurance expenses or reimbursement; and all other

pleadings raising financial issues; but the Rule shall apply in these cases only upon order of court on motion of either party or on the Court's own motion. These discovery rules do not apply to Joint Simplified Dissolution 750 ILCS 5/451 *et seq*. or to *praecipe* for summons.

(b) Within thirty (30) days of the filing of the defendant's general appearance or responsive pleading in any family law case, each party shall serve upon all parties entitled to notice the completed Comprehensive Financial Statement in the form provided by the Circuit Clerk and each party shall file with the Circuit Court Clerk within seven (7) days thereafter proof of service, certifying that the Comprehensive Financial Statement has been completed and setting forth the date on which the completed Comprehensive Financial Statement was served upon the opposing party. **The Comprehensive Financial Statement itself shall not be filed with the Circuit Court Clerk.**

(c) If a party is unable to complete any portion of the required Comprehensive Financial Statement, he shall indicate his inability to do so by indicating an "Unknown" as to each specific item and shall so certify on the last page of the Comprehensive Financial Statement pursuant to 735 ILCS 5/1-109. The parties are required to make every reasonable effort to obtain the information required and, to that end, neither party shall withhold records in his control relating to the information sought.

(d) All statements of income, assets and debts set forth in the Comprehensive Financial Statement shall be corroborated by written documents to be attached to and made part of the Comprehensive Financial Statement, whenever a party has such documentation, or whenever a party can obtain such documentation upon reasonable effort from other sources.

(e) It is the duty of each party and each party's attorney to reasonably supplement the Comprehensive Financial Statement. Reasonable supplementation shall occur every six (6) months at a minimum.

(f) No party shall be entitled to serve any request for discovery on another party until the requesting party has served the opposing party or their attorney with a copy of the Comprehensive Financial Statement with corroborating documents attached.

(g) Absent a court order or agreement by the parties to the contrary, all discovery shall be concluded thirty (30) days prior to trial.

Supersedes §15.24, amend. Gen. Order 96-33, eff. Sept. 10, 1996; §15.13 created by Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature August 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014

15.14 SETTLEMENT CONFERENCES

(a) No case shall be set for trial until a minimum of one (1) settlement conference has been conducted.

(b) Cases settled at a settlement conference may proceed to prove-up based on an oral agreement and subject to subsequent filing of a judgment incorporating all the terms of the Agreement. Unless otherwise ordered, the judgment should be presented and entered within thirty (30) days of the prove-up hearing.

(c) A Settlement Conference Memorandum, and any supporting documents, shall be submitted **(BUT NOT FILED)** by each party. The Settlement Conference Memorandum should set forth: the ages of the parties and duration of the marriage, the children of the parties and any agreements relating to custody, the assets and liabilities of the parties, and any other contested issues. Unless otherwise set by the court, the memorandum and supporting documentation shall be served upon opposing counsel, or party, and a courtesy copy sent to the assigned Judge, no later than five (5) days prior to the scheduled settlement conference.

(d) If either party or his attorney fails to appear at a settlement conference, the Court may impose reasonable sanctions.

Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13 2010; amend. by Judicial signature, August 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014

15.15 SETTING OF TRIAL STATUS DATE AND TRIAL

(a) All cases, including post-decree cases, may be set for a trial status conference before trial. Any Order setting the matter for trial may include schedules for any further discovery and compliance with Supreme Court Rule 213.

(b) Cases set for trial shall not be continued except for statutory cause shown, pursuant to notice, written motion, affidavit, and order of the trial Judge.

(c) The court may order trial counsel to appear on the Trial Status date and present copies of the following to the Court and Counsel: (A) A list of witnesses they expect to call during their case in chief. (B) Any stipulations expected to be used at trial. (C) A trial memorandum, which shall list all contested issues, all assets and the value ascribed to each asset by the party, all liabilities of the parties and balance on the indebtedness, and whether the asset(s)/liabilities are marital or non-marital, if applicable. (D) All pretrial motions, including motions in limine. (E) A numerical list of exhibits that party intends to offer during their case in chief, along with copies if not previously tendered.

(d) If a prove-up or a trial date has been set and the petitioner or his attorney fails to appear, the cause may be dismissed for want of prosecution.

(e) If a case set for trial or pretrial is proved-up prior to the date set, Petitioner, or Petitioner's attorney, shall promptly notify the Trial Court.

Supersedes §15.16; §15.15 created by Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature, August 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014

15.16 ATTORNEY'S FEES

(a) Interim Fees.

(1) Unless excused by the Court, all responsive pleadings to requests for interim fees shall be filed with the court within five (5) days of the receipt of the petition, but in no case later than the date set for hearing on the petition.

(2) Requests for evidentiary hearings shall be contained in the responsive pleading and supported by affidavit. The responding party bears the burden of setting forth good cause for an evidentiary hearing in their responsive pleading. If the court determines that the basis for the request for an evidentiary hearing is lacking, the court may award interim fees based on the pleadings in accordance with 750 ILCS 5/501(c) (1). In the event that an evidentiary hearing is ordered, it shall be conducted on an expedited and informal basis. The Court may conduct all or part of the hearing based on proffered testimony if the parties agree, or as the court deems just.

(b) Final Fees and Contribution

(1) All petitions for contribution of fees sought by a party against another shall be filed, whenever possible, prior to trial and, unless otherwise ordered by the Court, shall be heard in connection with trial on the merits of the pending preceding. Independent petitions for contribution brought by current or former counsel of either party may be filed and heard in accordance with sections 503 and 508 of the Illinois Marriage and Dissolution Act.

(2) All petitions for final fees sought by an attorney against his/her client or former client, whether seeking a consent judgment or not, shall be supported by an affidavit in substantial compliance with the applicable subsections of 750 ILCS 5/508(d).

(c) Guardian *ad Litem* (GAL) Fees

(1) GAL Fees shall be paid promptly; and, unless agreed to by the GAL and the parties, shall be reduced to a judgment and subject to a specific pay order consistent with 750 ILCS 506(b).

(2) Petitions for GAL fees may be heard by the court on a hand-up basis, upon proper notice to the parties, unless written objection is made by either party setting forth the basis for their objection. Otherwise, all proceedings on petitions for GAL fees shall be non-evidentiary and summary in nature.

Supersedes §15.09 amend. Gen. Order 89-18, eff. Aug. 15, 1989; §15.16 created by Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature, August 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014

15.17 FORM CUSTODY AND VISITATION ORDERS

RESERVED

Supersedes §15.14; §15.17 created by Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature August 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014

15.18 FAMILY MEDIATION PROGRAM

(a) Definitions:

(1) "Mediation" is a cooperative process for resolving conflict with the assistance of a trained, neutral third party, whose role is to facilitate communication, to assist the parties in identifying issues needing to be resolved, to explore options, to negotiate acceptable solutions, and to assist in reaching agreement on the issues. Fundamental to the mediation process described herein are principles of cooperation, informality, privacy, confidentiality, self-determination, and full disclosure by the parties of relevant information. Mediation under this rule is a means for parties to maintain control of parenting decisions, by resolving for themselves the issues of custody, visitation, removal, and other non-financial children's issues. Parties are encouraged to participate in mediation process by attempting good faith negotiation and resolution of the issues brought to mediation. Mediation under this rule is not to be considered a substitute for independent legal advice. Instead, it is designed to work in partnership with the attorneys and the legal process, by giving the parties the ability to be fully informed of options for resolution of their issues, which would include obtaining legal advice before, during and after the mediation process.

(2) "Impediment to mediation" means any condition including, but not limited to domestic violence or intimidation, substance abuse, child abuse, mental illness or a cognitive impairment, which hinders the ability of a party to negotiate safely, competently, and in good faith. Pursuant to these rules, the identification of impediments in a case is necessary to determine if mediation should be required, and, to insure that only parties having a present, undiminished ability to negotiate are required to participate in mediation.

(b) Subject Matter of Mediation. Court required mediation will be limited to disputes involving child custody, visitation, removal, or other non-economic issues relating to the child(ren), either prior to dissolution of a marriage or post-judgment. Mediation may be ordered by the Court for resolving family law issues other than child custody, visitation, removal, or non-economic issues relating to the child(ren) only if the parties and their attorneys agree. For mediation of these other issues, the Court shall take into account the qualifications and professional background of the individual mediator appointed.

(c) Prerequisite to Mediation. The parties referred to mediation by the Court shall complete the parent education program prior to starting mediation or as soon after

starting mediation as the parent education program's schedule allows. The mediator shall screen for the identification of cases that may be deemed as inappropriate for mediation under this rule, pursuant to Rule 15.18(a) (2).

(d) Qualifications and Requirements of Dissolution Mediators;

(1) Any person who meets the following criteria is eligible to serve as a mediator for the purposes of this rule:

i. The applicant has satisfactorily completed a forty (40) hour divorce mediation training program, approved by the Court. In addition, the applicant must have completed training specific to domestic violence, child abuse, substance abuse, and mental illness, which gives the applicant an understanding of the issues related to these impairments and one's ability to negotiate effectively when impacted by one or more of these impairments.

ii. The applicant has been awarded a degree in law or a graduate degree in a field that includes the study of psychiatry, psychology, social work, human development, family counseling, or other behavioral science substantially related to marriage and family interpersonal relationships, or a related field otherwise approved by a Presiding Judge of the Family Division, or his/her designee.

iii. Member in good standing in professional organizations of his/her respective disciplines.

iv. The applicant shows proof of professional liability insurance which covers the mediation process.

v. The applicant has minimum of two (2) years of work experience in their discipline of profession, or otherwise supervised by a qualified mediator.

vi. The applicant maintains an office in the respective county where the Court is located, unless otherwise allowed by the Presiding Judge of the Family Division, or his/her designee.

(2) All persons meeting the requirements above who are interested in acting as a Court appointed mediator shall provide proof by way of affidavit which is supported by documentation of the aforesaid requirements to the Presiding Judge of the Family Division or the person designated to receive such material in each county. Additionally, each applicant shall specify the hourly rate they will charge for mediation services.

(3) A periodic list shall be prepared by the Presiding Judge of the Family Division or the person designated to keep such list in each county. Said list shall contain the hourly rate of each mediator.

(4) A mediator shall participate in six (6) hours of continuing education every two (2) years from programs approved by the Court, relating to family law and/or mediation, and be personally responsible for ongoing professional growth. A mediator is encouraged to join with other mediators and

members of related professions to promote mutual professional development.

(5) The Court mediators may be required from time to time to attend specific training offered or sponsored by the Family Mediation Program, the Bar Associations or other individuals or organizations.

(6) A mediator shall mediate two (2) low income cases, as identified by the Court, per year at a reduced fee or pro bono if required by the Court.

(e) Referral Procedures

(1) Upon the Court's Order or the parties' agreement to participate in mediation, the case shall be assigned a mediator. The mediator may be chosen by agreement of the parties. In the absence of any agreement, the Court shall assign a mediator from a list of qualified mediators prepared and kept by the Presiding Judge of the Family Division or the person designated to keep such a list. A Mediation Order shall be issued and signed by the Court. A mediation status date will be set for no later than sixty (60) days from the date the Mediation Order was issued.

(2) Parties are not obligated to participate in the mediation process until ordered by the Court, or agreed to by the parties. The attorneys shall encourage their clients to mediate in good faith, and the parties shall participate in mediation in good faith. After entry of a mediation order the Court, the absence of a party at a mediation session or the lack of a party's participation in the mediation process may result in sanctions, including reasonable costs to the other party for mediation and attorney's fees.

(3) If the mediator appointed has any conflict of interest, another mediator shall be appointed by the court from the list. If the mediator appointed on a designated low income case has already met his/her annual requirement for mediating low-income cases or pro bono cases and cannot or does not wish to take another, and so informs the Court, the Court shall appoint another mediator that has not reached the required quota or is willing to take such cases in excess of two cases per year. Mediators should notify the office of the Presiding Judge of Family Division of their Pro-Bono appointment so that a record may be maintained to ensure fair distribution of these cases to all mediators.

(4) By the status date, the mediator shall submit a report to the Court and the parties' legal counsel, in the form of a Mediator Report, notifying the Court and the legal counsel of information listed in this rule under section (k).

(f) Conflict of Interest

(1) Generally, in order to avoid the appearance of impropriety, a mediator who has represented or has had a professional relationship with either party prior to the mediation may not mediate the dispute unless the prior relationship is fully disclosed to both parties and each party consents in writing to the participation of the mediator notwithstanding the prior relationship. A mediator who is a mental health professional shall not

provide counseling or therapy to the parties during the mediation process. An attorney-mediator may not represent either party in any matter during the mediation process or in a dispute between the parties after the mediation process.

(2) Imputed Disqualifications. No mediator associated with a law firm or a counseling agency shall mediate a dispute when the mediator knows or reasonably should know that another attorney or counselor associated with that firm or agency would be prohibited from undertaking the mediation.

(3) Exception. A therapist-mediator, who would otherwise be disqualified from mediation as a result of imputed disqualification, may undertake the mediation only under the following circumstances:

i. There has been full disclosure to both parties about the conflict of interest and the imputed disqualification of the mediator, including the extent to which information is shared by personnel within the agency; and

ii. Both parties consent to the mediator in writing.

(g) Exclusionary Rule. The mediator shall be barred from testimony as to confidential mediation records and shall not be subpoenaed in any proceeding except by leave of the Court for good cause shown.

(h) Orientation Schedule. At the orientation session, a mediator shall inform the parties of the following:

(1) Neither therapy nor marriage counseling are part of the mediator's function.

(2) No legal advice will be given by the mediator.

(3) An attorney-mediator will not act as an attorney for either or both parties and no attorney-client relationship or attorney-client privilege will apply.

(4) The rules pertaining to confidentiality, as outlined in paragraph (g).

(5) The basis for termination of mediation, as outlined in paragraph (j).

(6) The proposed resolution of the mediated issues will be documented in a written summary. This summary will form the basis of the formal mediated agreement presented to the Court for approval.

(7) Each party shall be strongly encouraged to obtain independent legal counsel to assist and advise him/her throughout the mediation.

(8) Legal counsel for either party will not be present at any mediation session without the agreement of the parties and the mediator.

(i) The Mediation Process. At the initial session the mediator shall provide the parties with a written agreement outlining the guidelines under which mediation shall occur and the expectations of the parties and mediator. This initial agreement shall include at a minimum, all of the foregoing information in paragraph (h). Either or both of the parties shall be permitted to consult their respective legal counsel before executing this agreement. The mediator shall assess the ability and willingness of the parties to mediate at the orientation session and throughout the process, and shall advise the parties in the event the case is inappropriate for mediation.

(j) Termination of Mediation. The parties shall attend mediation until such time as they shall reach an agreement on the issues or the mediator or the Court suspends or terminates mediation. The mediator shall immediately advise the Court in writing if he/she suspends or terminates mediation or in the event that either or both parties fail to comply with the terms of this paragraph.

(k) Mediation Report.
  (1) The report to the Court shall be made on the form approved by the Administrative Office of the Illinois Courts.
  (2) In the event an agreement is reached on any of the issues, the mediator shall supply a written summary of the agreement to counsel and the Court.

(l) Discovery. Only written discovery shall be allowed until mediation is terminated by order of the Court.

(m) Payment of Fees. The mediator shall charge on an hourly basis for the time spent during mediation and the cost for mediation shall be shared equally by the parties, unless the Court directs otherwise in an order or otherwise agreed by the parties. This hourly fee shall be paid to the mediator at the time of each session for the time spent in mediation at the session. Along with the hourly fee, the mediator may request an advance deposit equal to two hours of mediation services to be paid at the first session. Such deposit may be applied to services rendered by the mediator outside of the mediation session, such as telephone conferences, correspondence, consultation with attorneys or other individuals, preparation of the Mediator Report, and any other work performed by the mediator on behalf of the parties. Any additional fees that exceed the deposit or the fees collected at the time of sessions for services rendered by the mediator shall be paid as required by the mediator. In the event payments are not made as required under this rule, or otherwise agreed to by the mediator and the parties, the mediation process may be suspended by the mediator pending compliance.

(n) Statistics. The Family Division Administrative Assistant will be responsible for all statistical data. Data shall include the number of cases referred to mediation, the number of low-income cases referred, the number and duration of sessions per case and the final outcome of each case. The statistics shall be forwarded annually to the Chief Judge of the 16th Judicial Circuit and the Presiding Judge of the Family Division. The Chief Judge of the 16th Judicial Circuit shall report annually to the Supreme Court of Illinois on this mediation program, including a count of the number of cases assigned to Court Ordered Mediation and the results achieved.

Supersedes §15.22 Gen. Order 91-16, eff. May 17, 1991; amend. Gen. Order 94-13, eff. Sept. 1, 1994; Gen. Order 95-9, eff. April 27, 1995; Gen. Order 01-12, eff. June 20, 2001; Gen. Order 02-09, eff. April 30, 2002; §15.18 created by Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. Judicial signature August 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014

15.19 "KIDS IN A DIVORCING SOCIETY" (KIDS) MANDATORY PARENT EDUCATION PROGRAM

(a) There is in the 16th Judicial Circuit, Kane County, Illinois, a parent education program known as "Kids in a Divorcing Society" (KIDS) Mandatory Parent Education Program, hereafter referred to as "KIDS Program".

(b) In all cases involving custody or visitation of minor children in the Family Division the parties shall be required to attend the KIDS Program no later than sixty (60) days after the initial case management conference and prior to entry of a final judgment disposing of the case.

(c) Each party's attendance and completion of the KIDS Program is mandatory and the Court shall not excuse attendance unless the reason is documented in the record and a finding is made that excusing one or both parents from attendance is in the best interests of the children.

(d) The Judge shall order one or both of the parties to pay the fees attendant thereto. The program fees for attendance by the parties shall be set by the Presiding Judge of the Family Division.

(e) If a party fails to attend and complete the KIDS Program within sixty (60) days after the initial case management conference, that party shall be charged a $50.00 late fee which shall be collected by the Circuit Clerk.

(f) The Court may impose sanctions on any party willfully failing to complete the KIDS Program.

Supersedes §15.23 amend. Gen. Order 92-10, eff. April 7, 1992; Gen. Order 93-3, eff. April 1, 1993; Gen. Order 94-4, eff. Jan 19, 1994; §15.19 created by Gen. Order 07-13, eff. April 12, 2007; Gen. Order 09-17, eff. May 1, 2009; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature August 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014

15.20 GUARDIANS AD LITEM, ATTORNEYS FOR CHILDREN AND CHILD'S REPRESENTATIVES

(a) The Presiding Judge of the Family Division of the 16th Judicial Circuit Court or his/her designee shall maintain a list of attorneys qualified to be appointed in child custody and visitation matters covered under Article IX of the Supreme Court Rules as Guardians *ad Litem*, Child Representatives, or Attorneys for Children.

(b) In order to qualify for the approved list, each applicant for the list shall meet the following minimum requirements:

(1) Each attorney shall be licensed and in good standing with the Illinois Supreme Court.

(2) Each attorney shall have attended the education program created by the Illinois State Bar Association for education of attorneys appointed in child custody cases or equivalent education programs consisting of a minimum of ten (10) hours of continuing legal education credit within the two (2) years prior to the date the attorney qualifies to be appointed. The ten (10) hours should include courses in child development; ethics in child custody cases; relevant substantive law in custody, guardianship and visitation issues;

domestic violence; family dynamics including substance abuse and mental health issues; and education on the roles and responsibilities of Guardian *ad Litem*, Child Representatives and Attorneys for Children. Attendance at programs approved by the 16th Judicial Circuit may be included as a portion of this continuing education requirement.

(3) To remain on the approved list, each attorney shall supply to the Presiding Judge of Family Division or his/her designee proof of one or more of the following:

i. Completion of continuing legal education regarding G.A.L. training consisting of at least ten (10) hours within the last four (4) year period.

ii. Any teaching or lecturing on the subject of the qualifications or duties of Guardians *ad Litem*, Child Representatives, or Attorneys for Children within the preceding two (2) years, and said course(s) cumulated at least three (3) credit hours.

iii. Service as a court appointed Guardians *ad Litem*, Child Representative, or Attorney for Children in at least three (3) cases per year over the last two (2) consecutive years, together with a minimum of three (3) CLE hours relating to Child custody issues during the same time period.

(4) Each attorney must complete the Guardian *ad Litem*/Child Representative Application provided by the 16th Judicial Circuit and submit it to the Presiding Judge of the Family Division along with a certification of attendance at continuing education.

(5) Each attorney must be a licensed attorney for a minimum of three (3) years (or be an associate with a firm which has a qualified attorney), must be experienced in the practice of Family Law, must maintain professional liability insurance coverage and must be trained in the representation of children.

(6) Each attorney must adhere to the minimum duties and responsibilities of attorneys for minor children as delineated in Supreme Court Rule 907.

(c) An attorney who wishes to be considered for appointment as Attorney, Guardian *ad Litem*, or Child's Representative for a child in a custody, visitation or removal proceeding in the Family Division shall make application to the Presiding Judge of the Family Division. The Presiding Judge shall send a notice to renew on or before April of each year. An attorney's renewal shall be made on or before May 30th of each year.

(d) In the event that the Court deems it is in the best interests of the child or children to have a Guardian *ad Litem*, Child's Representative or an Attorney for the Child(ren) appointed in a proceeding under Section IX of the Supreme Court Rules, but finds that the parties are both indigent, the court may appoint an attorney from the approved list to serve pro bono. The Presiding Judge of the Family Division shall rotate the appointment of pro bono representation from attorneys on the approved list. Each attorney on the approved list shall be required to accept one pro bono appointment each calendar year.

(e) In appointing an Attorney, Guardian *ad Litem* or Child's Representative for a child, the Court shall consider the experience of the attorney, the complexity and factual circumstances of the case, the recommendations or agreements of the parties, the geographic location of the child's residence, the parties' residences, and the office location of the Attorney for the Child, the Guardian *ad Litem* or Child's Representative.

(f) An Attorney for a Child, Guardian *ad Litem* or Child's Representative shall not be appointed as a mediator in the same case. A Guardian ad Litem shall not serve as the Attorney for the child in the same case. The Child's Representative shall not serve as the Attorney for the child or the Guardian *ad Litem* in the same case.

(g) Whenever a Court appoints a Child's Representative or a Guardian *ad Litem*, the appointment order shall specify the tasks expected of the Child's Representative or Guardian *ad Litem*. The designated counsel for the parties shall forward a copy of the appointment order within five (5) days of entry thereof to the Attorney for the Child, the Guardian *ad Litem* and/or the Child's Representative.

(h) Attorney for the Child, Guardian *ad Litem* and Child's Representative appointments shall be made pursuant to the standardized appointment order. In the appointment order, the Court shall order the parties to pay retainer amounts to the Attorney for the Child, Guardian *ad Litem* or the Child's Representative by a date certain. The Attorney for the Child, Guardian *ad Litem* or the Child's Representative shall submit statements to litigants for services rendered within ninety (90) days of his or her appointment, and every subsequent ninety (90) day period thereafter during the course of his or her appointment. Unless otherwise determined by the Court, upon good cause show, both parties shall be jointly and severely liable for the fees and costs of the Attorney for the Child, Guardian *ad Litem* and/or the Child's Representative.

(i) The Attorney for the Child, Guardian *ad Litem* or Child's Representative shall, upon retention, file an appearance. The Attorney for the Child, Guardian *ad Litem* or Child's Representative shall be provided copies of all court orders and pleadings. The Attorney for the Child, Guardian *ad Litem* or Child's Representative shall be notified of all court appearances and conferences with the Judge and appear unless excused by the Court or by agreement of the parties including the Attorney for the Child, Guardian *ad Litem*, or Child's Representative. Failure to give proper notice to the Attorney for the Child, Guardian *ad Litem* or Child's Representative may result in sanctions including, but not limited to, the vacating of any resulting court order or judgment. There will be no fee for the filing of an Appearance as a court-appointed Attorney for the Child, Guardian *ad Litem* or Child's Representative.

(j) The parties' attorneys shall not interview the child(ren) without the consent of the Attorney for the Child, and/or Guardian *ad Litem* and/or Child's Representative. Either the Attorney for the Child, Guardian *ad Litem* or Child's Representative, or any of them, shall have the right to be present during any such interview.

(k) The Attorney for the Child and/or Guardian *ad Litem* and/or Child's Representative should take measures to protect the child from harm that may be incurred as a result of the litigation by striving to expedite the proceedings and encouraging settlement in order to reduce trauma that can be caused by litigation.

(l) Unless previously discharged, the Court shall discharge the Attorney for the Child, the Guardian *ad Litem* and the Child's Representative at the conclusion of the performance of his duties as ordered pursuant to paragraph (f) above. Unless previously discharged, the final order disposing of the issues resulting in the appointment shall act as a discharge of the court-appointed Attorney for the Child, Guardian *ad Litem* and Child's Representative.

(m) At a trial or hearing, the Guardian *ad Litem* shall make the Court aware of all facts which the Court should consider. At the discretion of the Court, the Guardian *ad Litem* shall submit a written or oral report(s) by a date certain designated by the Court. If the Guardian *ad Litem* submits a written report, it shall be impounded by the Circuit Clerk and shall not be open to viewing by the public. The Guardian *ad Litem* may be duly sworn as a witness and be subject to examination by all parties. At the discretion of the Court, the Guardian *ad Litem* may be allowed to call and examine witnesses at trial.

(n) The Attorney for the child shall at all times act as the advocate for the child.

(o) Standards relating to Guardians *ad Litem*

(1) During the pretrial stage of a case, the Guardian *ad Litem* shall use appropriate procedures to elicit facts which the Court should consider in deciding the case. The Guardian *ad Litem* shall obtain leave of Court to instigate depositions and to file pleadings.

(2) At a trial or hearing, the Guardian *ad Litem* shall make the Court aware of all facts which the Court should consider.

(3) At the discretion of the Court, the Guardian *ad Litem* shall submit a written or oral report(s) by a date certain designated by the Court.

(4) The Guardian *ad Litem* may be duly sworn as a witness and be subject to examination by all parties.

(5) At the discretion of the Court, the Guardian *ad Litem* may be allowed to call and examine witnesses at trial.

(p) The Child's Representative shall at all times act in accordance with 750 ILCS 5/506 *et seq.*

Supersedes§15.25 amend. Gen. Order 98-1, eff. Jan 13, 1998; Gen Order 00-4, eff. Feb. 1, 2000; Gen. Order 01-13, eff. June 26, 2001; §15.20 created by Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. Judicial signature, August 2013; amend. Gen. Order 14-22, eff. Oct.1, 2014

15.21 PETITIONS FOR CUSTODY DETERMINATION

(a) Whenever possible and appropriate, all child custody proceedings relating to an individual child shall be conducted by a single judge.

(1) Upon written petition before the assigned trial judge in any divorce, paternity or custody case in the Family Division where custody or visitation of a minor child is at issue, and after personal consultation between the family court judge and the assigned probate judge, any probate action to establish or terminate guardianship of the person of a minor child may be transferred for consolidation and disposition with the pending Family Division case.

(2) In any case pending in the Family Division involving the custody of or visitation with a minor child who is the subject of a Juvenile Court Act petition, the family court judge may stay all or part of the proceedings pending the outcome of the Juvenile Court case.

(b) The goal of this Court is to have all child custody proceedings set for trial within twelve (12) months after the filing of a Petition involving an action affecting child custody or visitation (a "child custody proceeding"). Therefore, all child custody proceedings shall strictly adhere to Article IX of the Supreme Court Rules.

(c) Initial and Full case management conferences shall be conducted in accordance with Article IX of the Supreme Court Rules.

(d) At the Full Case Management Conference the following procedures apply:

(1) Any custody or mediation agreement between the parties and/or the mediator's written report should be tendered to the Court;

(2) If no mediation agreement was achieved between the parties:

i. The parties shall advise the Court; whether they are requesting a Guardian *ad Litem*, an Attorney for the Child or a Child's Representative; or, whether a 750 ILCS 5/640(b) evaluation is being requested, including names of proposed evaluators; proposed dates for deposition and completion of written discovery, the estimated length of the trial, and when it is reasonably anticipated that parties will be ready for trail.

ii. The Court shall consider, and may appoint, in the Court's discretion, an Attorney for the Child, a Guardian *ad Litem* and/or 750 ILCS 5/640(b) evaluators, and allocate costs for the same.

iii. In addition, the Court may order appropriate discovery cutoff dates, set pretrial conferences. Compliance deadlines for Supreme Court Rule 213(f) and 213(f)(2) opinion witnesses and their opinions.

iv. The parties shall advise the court of the anticipated length of trial, in light of all disclosed witnesses. The Court shall enter any appropriate orders regarding discovery and Supreme Court Rule 213(f)(3) witness disclosure schedules, including cutoffs, and set a trial date.

(e) Trial

(1) All custody trials should be held on consecutive days if possible.

(2) The court may order the parties to provide a Court Reporter for trial. It shall be the responsibility of the parties to provide a Court Reporter is so ordered by the court.

(f) Ruling by the Court

(1) At the conclusion of the trial hearing, if the matter is taken under advisement by the Court, Court shall render its decision as soon as possible but no later than sixty (60) days after the completion of the trial or hearing.

Supersedes §15.26 amend. Gen. Order 06-05, eff. January 10, 2006; §15.21 created by Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature August 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014

15.22 CHILD CUSTODY EVALUATION

(a) Establishment of 750 ILCS 5/604(b) Witness Roster.

Under the direction and at the discretion of the Chief Judge and the Presiding Judge of the Family Division, the 16th Judicial Circuit may establish a roster of qualified independent 604(b) custody evaluators, each of whom may be appointed by a trial judge from time to time to serve as a 604(b) evaluator.

(b) Independent 604(b) Evaluator Qualifications and Rules:

(1) Applicants. Applicants for custody evaluator appointments must file the required application with supporting documentation and meet the following minimum criteria:

i. Academic. Applicants must possess one of the following degrees: PhD; PSY.D; LCSW; LCPC; MD; Master's Degree in a mental health field; and possess the requisite active practice license in current good standing required by the State of Illinois;

ii. Professional. Applicants must have completed five (5) years of post-licensure practice. Practice must include education or training in the following areas of child welfare: child development, domestic violence, physical/sexual abuse, and substance abuse;

iii. Applicants must have the availability to conduct evaluations within a reasonable distance of Kane County;

iv. Experience. Post licensure practice must include no less than two (2) years experience in two or more of the following areas: families in distress, child or family experience, and domestic violence.

(2) Applicants must be available and agree to accept one pro bono assignment annually on a rotating basis.

(c) Roster Establishment and Maintenance

(1) The roster of qualified independent 604(b) evaluators shall be maintained by the Kane County Diagnostic Center, with a copy of the roster provided to the Presiding Judge of the Family Division. The Director of the Diagnostic Center or his designee shall review each application to determine if the applicants possess the required educational background and experience to qualify as a Child Custody Evaluator.

(2) After review of the application, the Diagnostic Center shall forward the roster to the Chief Judge and the Presiding Judge of the Family Division for approval.

(3) The Kane County Diagnostic Center shall maintain the roster. Each approved Custody Evaluator must send proof of current licensure, current professional liability insurance and any change of address in a timely fashion to the Kane County Diagnostic Center, no less than annually.

(4) An approved Custody Evaluator has the affirmative duty to inform the Kane County Diagnostic Center of any change in their licensure or any formal discipline. Upon receipt of this information the Kane County Diagnostic Center shall inform the Chief Judge and the Presiding Judge of the Family Division, along with any appropriate recommendations. Continued certification as a Child Custody Evaluator is at the discretion of the Chief Judge, which may include but is not limited to a review of compliance with rules for custody evaluations as well as timeliness of reports.

(5) The Kane County Diagnostic Center may review each evaluator's performance for quality assurance, and shall report any non-compliance to the Chief Judge.

(6) The Chief Judge has the discretion to remove a Custody Evaluator from the approved list at any time.

(d) Payment of Fees.

(1) The Hourly fee of the evaluator shall be fixed by the Chief Judge in consultation with the Presiding Judge of the Division and Director of the Kane County Diagnostic Center. Presently the rate is fixed at $225, with a maximum fee in a standard case not exceeding $7,875 (35 hours) for the investigation, costs of testing, analysis and preparation of the report. The cost of depositions and trial testimony shall be the responsibility of the party seeking the testimony in accordance with the evaluator's customary rate.

(2) The Court shall indicate in the appointing order whether the evaluation is to be conducted on a pro-bono or reduced fee basis. The parties shall be ordered to pay a retainer to the evaluator for all or a portion of the fee. Any balances due shall be paid by the parties as they come due. However, non-payment shall not suspend the evaluation process, but should be promptly reported to the court. The court shall take appropriate action to insure

payment of the evaluator's fees and may enter a judgment accordingly. In the event that the evaluation process is terminated prior to completion due to settlement or otherwise, the evaluator shall promptly refund any un-earned portion of the retainer.

(e) Evaluation and Report.

(1) A standard evaluation shall consist of up to 35 hours of sessions, testing, analysis and preparation of the report. Evaluator requests for compensation in excess of 35 hours will be granted only if approved by the trial court in advance for good cause shown (e.g. complex mental health issues, extraordinary large family groups). Prior to expending over 35 hours, the evaluator must present a written status report to the court and the parties document the number and need for proposed additional hours.

(2) The evaluation should be concluded and the report submitted to the Court and the Parties within 120 days of the appointing order. The evaluator shall immediately advise the court if the evaluation cannot be completed as ordered, in which case the court may grant additional time or appoint a different evaluator.

Supersedes §15.27 amend. Gen. Order 06-05, eff. January 10, 2006; §15.22 created by Gen. Order 07-13, eff. April 12, 2007; amend. Gen. Order 10-17, eff. Oct. 13, 2010; amend. by Judicial signature August 2013; amend. Gen. Order 14-22, eff. Oct. 1, 2014