

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

COUNTY ADMINISTRATIVE ORDER 05-03

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.

This Order is effective immediately.

ENTER: _____

4/11/05

Thomas J. Difanis

Thomas J. Difanis, Presiding Judge
Champaign County Circuit Court