

**JUNE 2020**

**SPECIAL CIRCUMSTANCE ARBITRATION PROCEDURES**

**EXPLANATION AND NOTICE**

**TO THE BAR AND PRO SE LITIGANTS**

- **Each Arbitrator's June 2020 Monthly Status Calls will be conducted virtually, by WebEx.**
- **Each Arbitrator's WebEx telephone number and access code will be posted on the Commission's website.**
- **No less than 48 hours prior to the Arbitrator's June 2020 Monthly Status Call, a copy of any Motion, or Petition, under Sections 19(b) or 19(b-1) of the Act, must be forwarded to the Arbitrator by e-mail.**
- **A Calendar has been posted, identifying Call days, Status / Pre-Trial dates and Trial dates.**
- **All Pre-Trial or Status hearings will be held virtually, by WebEx.**
- **Arbitrators may communicate with the parties by e-mail.**
- **Arbitrators may schedule individual telephone conferences separate from Call days and Status / Pre-Trial days by WebEx.**
- **Arbitrators outside of Cook County will schedule Pro Se Settlement Contract in person hearings.**
- **All Trials will be held in person before the assigned Arbitrator on a date that the Arbitrator assigns.**
- **All attorneys appearing in person for a hearing must have their own and supply their clients and witnesses with PPE. Failure to be properly masked will result in a person's removal from the hearing site.**
- **Pro Se Litigants must also supply their own PPE. All matters will proceed pursuant to the June 2020 Special Circumstance Arbitration Procedures, as posted.**

## **JUNE 2020**

### **SPECIAL CIRCUMSTANCE**

#### **ARBITRATION PROCEDURES**

- a. There will be no Emergency Arbitrators hearing cases during the month of June. But, there will be a pro se Arbitrator in Chicago every Wednesday.
- b. All Arbitrators will conduct June 2020 Arbitration Calls telephonically, by WebEx.
- 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 Monthly Arbitration Status Calls.
- d. When conducting the Monthly Status Call, Arbitrators will call cases by page number.
- e. Any matter that does not receive a trial date will automatically be returned to the call, whether it is above the line or not.
- f. Arbitrators will set cases for status hearings from the June 2020 Call Sheets, together with any Motions or 19 (b) or 19 (b-1) Petitions that were filed and noticed for hearing during the month of June 2020.
- g. All Motions and Petitions that are set for a status hearing, by the Arbitrator, during the Arbitration Monthly Status Call will be heard telephonically, by WebEx.
- h. The party that requests a hearing must notify their opponent of the scheduled hearing date, in writing.
- i. Arbitrators will set cases for pre-trial discussion on a limited number of days during the month of June 2020.
- j. A list of the available pre-trial and trial dates will be given to the parties by the Arbitrator during his or her Status Call.

- k. After pre-trial discussions are held the Arbitrator will set four (4) cases per day on a set number of dates within the hearing cycle. The number of trial dates will vary by call site.
- l. Those that wish to proceed to trial must present a completed Stipulation Sheet to the Arbitrator in advance of the Status Call. Cases set for trial on each of the dates listed by the Arbitrator will be given a specific time and date for hearing, each receiving 1½ hours for hearing.
- m. Parties should not appear at the Arbitration hearing site until ten (10) minutes prior to the scheduled hearing time.
- n. When the parties arrive for a hearing before the Arbitrator, they must always be masked and practice social distancing of at least 6 feet. A person who attempts to enter a hearing site without an appropriate mask will be excluded and if needed the matter will be continued. Furniture will be arranged to accommodate social distancing.
- o. Trial times are 9:00 am to 10:30 am, 10:40 am to 12:10 pm. with a 12:10 pm. to 1:10 pm lunch break. Afternoon hearings will be held from 1:10 pm. through 2:40 pm and 2:50pm. through 4:20 pm. This gives the parties sufficient time to take a matter to hearing, and if not completed, the Arbitrator will continue the matter to a new date.
- p. As soon as the hearing is completed the parties must leave the premises immediately.**
- q. Cases other than those in Cook County will be set in the assigned venue, unless otherwise indicated on the Commission website.
- r. The parties may communicate with the Arbitrator, by e-mail, or by telephone conference, as scheduled by the Arbitrator for discussion, assistance and to advise of settlement, continuance or trial.
- s. These procedures will remain in effect until modified or dismissed, as unnecessary.

