

STATE OF ILLINOIS   )  
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COUNTY OF COOK     )

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
FIRST MUNICIPAL DISTRICT**

**GENERAL ADMINISTRATIVE ORDER 2003-4**

**RE: Establishment of a Docket for Search Warrants and Inspection Warrants**

1. **IT IS HEREBY ORDERED** that effective June 2, 2003, the Clerk of the Circuit Court of Cook County, Illinois, shall create a Search Warrant Docket which shall consist of all records regarding search warrants and inspection warrants requested by an agency of government in connection with the exercise of criminal police powers and the enforcement of municipal ordinances that are signed by a judge. The Search Warrant Docket shall be maintained in the Office of the Court Clerk at the 2600 S. California courthouse and at each branch of the Court Clerk's Office in suburban municipal districts Two through Six.
2. The Illinois Attorney General, the Cook County State's Attorney, and each public entity's attorney shall establish a catalogue docketing system of their requests for search and inspection warrants. No search warrant in connection with a criminal investigation shall be issued by any judge of the Circuit Court of Cook County, Illinois, unless the warrant application and proposed warrant have been reviewed and catalogued by either an Assistant Attorney General of Illinois, or by an Assistant State's Attorney of Cook County, Illinois. A county or municipal entity seeking a search warrant or inspection warrant in connection with the enforcement of its ordinances must have its attorney review the application and proposed warrant. The State's Attorney of Cook County will catalogue and review the applications and proposed search and inspection warrants for the unincorporated areas of Cook County.
  - A. The catalogue numbers shall be issued in numerical sequence and shall contain a two digit designation of the year, a two letter designation of the prosecutor (AG for Attorney General; SW for State's Attorney's Office) and a number not greater than four digits as the control number for the warrant; e.g., 03AG8001; 03SW4001. The number of sequence for the State's Attorney will begin at 4001 and for the Attorney General at 8001. All other public entities must catalogue their applications for search/inspection warrants and proposed search/inspection warrant orders in numerical sequence with a two digit designation of the year, the name of the

requesting public entity or agency and a number not greater than four digits, starting with number 6001.

- B. The signature of the attorney, date, and time of issuance, and the catalogue number shall be placed on the application for search/inspection warrant and on the search warrant to be presented for the judge's signature.
3. At issuance, the judge must note on the warrant that it is returnable to the judge issuing the warrant or to any other judge sitting in his or her stead at a specific courthouse.
4. Upon issuance of a search/inspection warrant, the signing judge shall record on a court sheet that a search warrant bearing the catalogue number has been issued, the date and time of issuance of the warrant, the courtroom and judge to which it is returnable, his or her signature and judge number.
5. The Clerk of the Circuit Court shall prepare special court sheets for the issuance of search/inspection warrants which contain spaces for the limited information to be recorded therein.
  - A. For any warrant issued during regular court hours, the court sheet shall be delivered to the Clerk of the Court immediately.
  - B. For any warrant issued outside of regular court hours or by a judicial officer not presiding over a session of court at the time of issuance, the judge shall prepare a court sheet or transmittal and deliver same to the Clerk of the Court the next business day.
6. Upon receipt of an issued search/inspection warrant, the Clerk shall create a file for the warrant and assign the file a docket number. That docket number shall consist of a two digit designation of the year, the number of the municipal district in which the authorizing judge sits, and a number in series beginning with 900,000. For example, 03M1900,001 will be the number for the first search/inspection warrant issued in Municipal District One after the effective date of this Order.
7. After the issuance of the search or inspection warrant:
  - A. Where the search results in the arrest and charging of any person(s), and the seizure of any items; the original search/inspection warrant, application for the warrant, and inventory of any instruments, articles, or things seized shall be returned to the courtroom of the judge to which the warrants is returnable and filed with the Court Clerk along with each arrestee's charges.

- B. Where items are seized but no arrest is made; the original search/inspection warrant, application for the warrant, and inventory of any instruments, articles, or things seized shall be returned to the courtroom of the judge to which the warrant is returnable and filed with the Court Clerk.
  - C. Where an arrest is made but no items are seized; the original search/inspection warrant, application for the warrant, and a statement that nothing was seized shall be delivered to the courtroom of the judge to which the warrant is returnable and filed with the Court Clerk along with each arrestee's charges.
  - D. Where no arrest is made and no items are seized; the original search/inspection warrant and application for the warrant shall be returned by the officer or other person who executed the search/inspection warrant to the courtroom of the judge to which the warrant is returnable, and file with the Court Clerk a statement that the warrant has been executed and that no arrest was made and that no items were seized.
  - E. The inventory of instruments, articles, or things seized must be signed under oath by the officer or person who executed the warrant.
  - F. The person who executed the search/inspection warrant may make a return by forwarding the warrant, application for such warrant, and an inventory to the judge in the courtroom to which it is returnable and to the Court Clerk's office and then listing the return on a Court Transmittal Listing.
  - G. The court before which the instruments, articles or things are returned shall enter an order providing for their custody pending further proceedings.
  - H. The person who executed the warrant shall be responsible for the care of all property seized, and pending further Order of Court, shall provide for its care. Proper inventory and delivery to the officer's law enforcement agency satisfies this requirement. For non-criminal matters, inventory and delivery to the government agency that requested the search/inspection warrant is sufficient.
8. Any search/inspection warrant not executed within 96 hours from the time of issuance shall be void, unless a statute provides for a different period of time in which a search or inspection warrant must be executed.
9. The return of the search/inspection warrant, application for the warrant, and any required inventories may be filed under seal of the Clerk of the Court until further order of the court, whether or not a warrant is executed, by motion of either the

Illinois Attorney General, the Cook County State's Attorney or other public entity's counsel and a finding that sealing those documents is in the public interest or is necessary to protect the integrity of a continuing investigation.

10. The Presiding Judge of each municipal district shall establish a "Warrant Return Call" in August and February of each year. Said call shall consist of all search/inspection warrants issued for which returns have not been made in the municipal district for the six month periods January 1 to June 30, and July 1 to December 31. The Clerk of the Court shall furnish a chronological list of all search/inspection warrants issued during and prior to the period of time for which there is no return of record to each entity that has requested a search/inspection warrant. Said list shall be furnished fifteen business days prior to the scheduled court call.
11. Upon application showing good cause, the Court may, upon written motion, delay until the next warrant return call the returns required herein.
12. Noncompliance with the Administrative Order shall not be deemed to invalidate an otherwise valid search, inspection or seizure.

**IT IS FURTHER ORDERED** that this General Order shall be spread upon the records of the court.

**Dated at Chicago, Illinois, this 2<sup>nd</sup> day of June, 2003.**

**Judge E. Kenneth Wright, Jr**

**ENTER:**

**JUN 02 2003**

**E. KENNETH WRIGHT, JR.**

**PRESIDING JUDGE**

**Circuit Court - 1624 FIRST MUNICIPAL DISTRICT**