

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
DOMESTIC RELATIONS DIVISION**

ADMINISTRATIVE ORDER: 2022 D 1 Amended

SUBJECT: Uniform Procedures for Pending Cases in the Domestic Relations Division

This Administrative Order establishes consistent procedures in the Domestic Relations Division.¹ This Order details procedures and guidance attorneys, litigants, and court participants shall follow, together with those contained in existing General and Administrative Orders entered by the Court.²

This Administrative Order is subject to change without prior notice in accordance with General Orders from the Illinois Supreme Court, the Chief Judge of the Circuit Court of Cook County, or the Presiding Judge of the Domestic Relations Division.

In the event of any inconsistency between this Administrative Order and any order entered in a particular case, the order of the case shall control.

EFFECTIVE IMMEDIATELY IT IS HEREBY ORDERED THAT:

1. REMOTE & IN-PERSON PROCEEDINGS

In pursuit of the best practices for conducting court proceedings, case participants shall be permitted to attend court via the Circuit Court's available remote appearance technology without any advanced approval in non-evidentiary proceedings, unless otherwise directed by the judge presiding. With regard to evidentiary proceedings, all persons physically present in court shall be preferred, however the judge presiding may determine it is appropriate for some or all participants to appear remotely.

2. CIVILITY & DECORUM

All persons appearing before the Court shall adhere to the standards set out in Cook County Circuit Court Rule 13.11 and General Administrative Order No. 2013-05 Amended.

Further, for all remote court proceedings, all participants shall also adhere to the following unless the judge presiding grants specific, temporary permission to behave otherwise:

- A. No one other than the judge, court personnel, or a certified court reporter shall take screenshots, record, broadcast, or otherwise make an audio or visual record of the proceeding. Litigants and their attorneys are permitted to take notes of the proceeding as they would if the proceeding were conducted in person.
- B. Only the judge or court personnel shall be the designated host of any remote court proceeding. If someone other than the judge or court personnel has set up the remote court

¹ All persons and attorneys should familiarize themselves with Cook County Circuit Court Rule 13.

² Please check the Circuit Court of Cook County website www.cookcountycourt.org for the most current information.

proceeding, they shall transfer the host capabilities of the remote proceeding to the judge or court personnel at the start of the proceeding.

- C. At all times, the judge or court personnel shall be in total control of the means of recording, regardless of platform, and may not delegate that control to any attorney, party, or witness to the proceeding. If the hearing is recorded electronically by the judge, court personnel, or a certified court reporter, all participants will be notified at the commencement of the hearing and of the procedure for accessing the recording or the official record.
- D. No minor child is permitted to be present during any portion of the proceeding (e.g., in the same room or within earshot of the device used by any attorney, party, or witness) unless the Court finds it is impracticable to enforce this Paragraph, and no reasonable alternative can be utilized.
- E. At the commencement of every hearing, each participant shall identify every person in their presence as well as if/when anyone enters or leaves the room in which the participant is located.
- F. If the Court has entered an order to exclude any witness, it is each party's obligation to ensure the order is obeyed. The sanction for failure to do so may include, but not be limited to, barring the witness's testimony and exercise of the Court's contempt power.
- G. In light of the inherent difficulties in conducting hearings remotely, every participant shall use their best efforts to be courteous to one another, including, but not limited to, the following:
 - 1. Not speaking over other participants;
 - 2. Ensuring to the best of the participant's ability that they are in camera range at all times;
 - 3. Minimizing background noise; and
 - 4. Silencing the participant's phone(s) during the hearing.
- H. No communication of any kind is permitted between a witness, including a party, during their testimony (from the time the witness takes the stand until the witness is excused) and any other person by any means (e.g., verbally, texts, email, use of private chat functions, etc.).

3. COMMUNICATIONS WITH THE COURT

- A. Communication with a judge's clerk or court staff is allowed only for purposes of transmitting orders and administrative, procedural, or scheduling matters and shall be sent to the email addresses listed on the assigned courtroom email.³ If a self-represented litigant does not have access to email, they may call the court at the designated telephone number that is located on the website.

³ Please check the Circuit Court of Cook County website www.cookcountycourt.org for the most current information.

- B. All email communications with a judge's clerk or court staff shall have a subject line that begins with the case name, case number, and calendar number or letter.
- C. All email communications with a judge's clerk or court staff shall include all counsel of record and/or self-represented litigants. The only exception is if a self-represented litigant has no email address. In that case, the sender shall establish what steps were taken to ensure that the other party was made aware of the communication with the Court.
- D. Unless directed otherwise by the judge presiding over the matter, all communications with the judge shall be made in the form of a motion, petition, or pleading, properly noticed, and served on opposing counsel or the opposing party, if a self-represented litigant.
- E. Any email with a judge's clerk or court staff or with the judge presiding over the matter that includes information that may be construed as impermissible *ex parte* communication may be deleted and no response will be sent. Repeated violations may result in sanctions.

4. GENERAL STRUCTURE OF DAILY CALL

A. PRELIMINARY CALENDARS

(Calendars C, D, E)

7:30 am – 9:00 am	Discretionary Pretrial Conferences; Case Management Conferences; Hearings; Other (only if scheduled in advance by the judge presiding)
9:00 am – 10:30 am.....	Emergency Motions; Status Reports; Discretionary Matters; Motions
10:30 am – 4:30 pm.....	Set Hearings; Pretrial Conferences; Case Management Conferences

B. TRIAL CALENDARS

(Calendars 31, 32, 33, 34, 35, 41, 42, 43, 44, 45, 51, 52, 53, 54, 55)

1. Prove up day (once per week);
2. Post-decree day (once per week);
3. State day (twice per month); and
4. Hearings; Pretrial/Case Management Conferences; Trials; Assigned Matters; Discretionary Matters (three days per week).

C. INDIVIDUAL CALENDARS

(Calendars 11, 13, 21, 22, 23, 24, 61, 62, 63, 64, 65, 66, 76, 82, 83, 84, 85, 86, 89, 93, 94, 95, 97, 98, 99)

7:30am – 9:00am	Discretionary Pretrial Conferences; Case Management Conferences; Hearings; Other (only if scheduled in advance by the judge presiding)
9:00am – 10:30am	Emergency Motions; Status Reports; Discretionary Matters; Motions; Prove Ups
10:30am – 4:30pm.....	Set Hearings; Pretrial Conferences; Case Management Conferences; Trials; Discretionary Matters

5. COURTESY COPY RULE

- A. Unless otherwise ordered, the moving party shall deliver courtesy copies of any filings and/or exhibits at least five (5) court business days before the scheduled hearing date via email.
- B. Unless otherwise ordered, courtesy copies shall be delivered in electronic form and shall be immediately printable without passcode or security restriction. No Zip files or Dropbox-type links are permissible unless otherwise allowed by the judge presiding. The Court reserves the right to request paper copies or a flash drive of any and all submissions.
- C. All courtesy copies shall be delivered with a copy of the order setting the matter for hearing, along with a statement identifying what materials are enclosed. Courtesy copies shall minimally include all motions, petitions, or pleadings, including any responses or replies and other materials necessary for the Court to adjudicate the matter.

6. COURT REPORTERS

- A. Other than hearings on emergency orders of protection, default prove ups, and in camera interviews of children, parties shall provide their own court reporter for trials, hearings, prove ups or other proceedings. Court reporters must be present in court for in-person litigation or via Zoom for remote litigation at the time of the scheduled hearing and be able to read back the record in real time. If a Civil Legal Services Provider has filed their appearance, an Official Court Reporter may be scheduled, in advance, of the hearing. Trial calendars may have an Official Court Reporter available on their designated prove up days, but please check with the Court's staff in advance of the prove up day to confirm.
- B. Only official court reporting personnel, as defined by Illinois Supreme Court Rule 46, shall be allowed in courtrooms to take the official record of court proceedings.

7. INTERPRETERS

Parties shall notify the judge's court staff if they need an interpreter or special accommodations. Foreign Language Interpreters interpreting languages other than Spanish or Polish shall be requested in advance of any set court date. Parties shall email the assigned courtroom email address and provide the following information: (a) the case name and number, (b) the language to be interpreted, (c) the party requiring interpreter services, (d) the date and time of the hearing, (e) if the hearing is scheduled for in-person proceedings or via Zoom, and (f) the estimated length of the proceeding. If a Spanish or Polish interpreter is required for hearing or trial expected to last longer than one (1) hour, a request shall also be made to the judge's court staff at least seven (7) days in advance of the set court date by emailing the assigned courtroom email address with the same information listed above.

8. MOTIONS/PLEADINGS⁴

- A. **Non-emergency motions/pleadings** shall be presented in accordance with **Administrative Order 2022 D 7** and shall be heard remotely before the judge to whom the case is assigned.⁵
- B. **Emergency motions/pleadings** shall be presented in accordance with **Administrative Order 2022 D 12**.
- C. **Emergency Orders of Protection** shall be presented in accordance with **Administrative Order 2022 D 13**.

9. NOTICE AND PROOF OF SERVICE OF PAPERS

- A. All pleadings, motions, and/or petitions shall be served in compliance with the Illinois Supreme Court Rules, the Civil Practice Act, and Cook County Circuit Court Rules. All pleadings, motions, and/or petitions shall be submitted for filing with the Clerk of the Circuit Court prior to presentment, at which time presentment dates shall be obtained through the Clerk of the Circuit Court.
- B. Notice of Motions shall be sent by delivery through regular USPS mail and/or email if feasible and appropriate. *See* Illinois Supreme Court Rule 11; Cook County Circuit Court Rule 2.1(c)(i).
- C. Upon presentation of all motions, the moving party shall be prepared to present proof that they have served the motion on the opposing party. Such proof may include proof of service by Regular Mail (USPS Certificate of Mailing), Certified Mail with a printout of the USPS Tracking Receipt showing proof of delivery, special process server receipt affidavit of service, Certificate of Service, etc., or otherwise provide proof of notice as set forth in Cook County Circuit Court Rule 2.1, or in compliance with section 5/1-109 of the Illinois Code of Civil Procedure.

⁴ See 750 ILCS 5/105.

⁵ Please check the Circuit Court of Cook County website www.cookcountycourt.org for the most current information.

- D. The responding party to any pleading, motion, and/or petition served in a proceeding shall automatically be granted twenty-one (21) days after the receipt thereof to respond or otherwise plead thereto. Upon presentation of any pleading, motion, and/or petition served in a proceeding, the Court (on its own motion or upon request of either party) may extend or shorten the time for responding.

10. ORDERS

A. **Orders:**

- i. Shall be legible.
- ii. Shall list the parties and/or counsel present on the case.
- iii. Shall detail specifically why the matter was before the Court, the Court's findings, and rulings.
- iv. Shall list the name of the person who drafted the order, not simply the person's firm or agency.
- v. Shall list the email addresses for all attorneys and self-represented litigants.
- vi. Substantive orders shall be submitted to the Court in both Microsoft Word and PDF formats. Clerk of the Circuit Court Form Orders shall be submitted only in .pdf format.
- vii. Shall be submitted to the assigned courtroom email address no later than 4:00 p.m. on the day the case was before the Court, unless there are extenuating circumstances, and the attorneys advise the Court and receive permission for a later submission. If there are disputes concerning the language of orders, such disputes shall be timely brought to the attention of the Court, but not later than the following court business day.
- viii. Disposition orders for Orders of Protection shall be submitted by email to the assigned courtroom email address no later than 3:00 p.m. on the day the case was before the Court, as these orders need to be submitted to LEADS.

- B. **Agreed Orders** shall also be submitted pursuant to the procedures set forth in **Administrative Order 2022 D 4**.

11. PROVE UPS

Prove ups shall be set in accordance with the procedures set forth in **Administrative Order 2022 D 5** or **Administrative Order 2022 D 6 Amended** or **General Administrative Order 2023 D 1**, if applicable.

12. CASE MANAGEMENT CONFERENCE

The Court may set a case management conference upon the motion of one or both of the parties or on its own (*sua sponte*). All Counsel(s) familiar with the case shall attend. Case management conferences shall be scheduled as soon as reasonably practicable and appropriate, as follows:

- i. For cases involving minor children, parenting time, or parental responsibilities – not later than ninety (90) days after the petition or complaint has been served upon the respondent, in accordance with Illinois Supreme Court Rules 904 and 923; or,
- ii. For cases NOT involving minor children, parenting time, or parental responsibilities – not more than one hundred and eighty-two (182) days following the filing of the complaint, in accordance with Illinois Supreme Court Rule 218.

Further, case management dates and deadlines will be entered with the intention of complying with the Illinois Supreme Court's Time Standards for Case Closure in the Trial Courts effective July 1, 2022.

13. PRETRIAL CONFERENCES

The Court may set a pretrial conference upon request of one or both of the parties or on its own (*sua sponte*). Lead counsel(s) or self-represented litigants shall be prepared to advise the Court as to the expected length of the conference, whether each party, if represented, should be present or available by Zoom/telephone, and whether a pretrial memorandum is required and by when. All lead counsel(s) familiar with the case are expected to attend.

In an effort to address the Illinois Supreme Court's concerns articulated in *Palos Community Hospital v. Humana Insurance Company, Inc.*, 2021 IL 126008, the Court may require parties to execute a waiver of their respective right to seek a motion for substitution as a matter of right pursuant to 735 ILCS 5/2-1001(a)(2) if the parties wish for the Court to participate in a pretrial conference.

14. ROUTINE MOTIONS

- A. Motions for appointments of special process servers may be presented to the judge presiding over the matter any time Court is in session and are to be emailed with a draft proposed order to the Court's assigned email address for consideration and entry. Law firms and practitioners may alternatively file a motion before the Presiding Judge seeking a Standing Order for the appointment of designated special process servers in accordance with the requirements set forth in **Administrative Order 2022 D 10**.
- B. Motions for publication may be presented any time the Court is in session and are to be emailed with a draft proposed order to the Court's assigned email address for consideration and entry.
- C. Petitions for Waiver of Court Fees and Costs may be presented any time the Court is in session and are to be emailed with a draft proposed order to the Court's assigned email address for consideration and entry. Petitions for Waiver of Court Fees and Costs filed in District 1, Richard J. Daley Center, 50. W. Washington St. Chicago, IL 60602, shall adhere to the requirements set forth in **General Administrative Order 2023 D 3 Amended**.

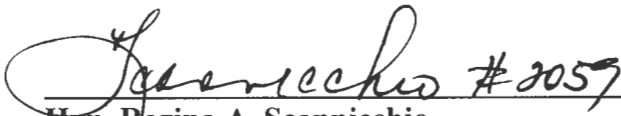
15. FAMILY COURT SERVICES

All referral orders to Family Court Services for Mediation, Home Studies, and Custody Evaluations shall be emailed to the following e-mail address: drd.family@cookcountyil.gov. Once the order is received by Family Court Services, their office shall contact the parties with an appointment time. All orders shall be filled out completely and shall include the contact information and other required information stated on the order.

Dated this 16th day of August 2024. This Order shall be spread upon the records of this Court and published. This Order replaces Administrative Order 2022 D 1, which was entered on September 21, 2022.

Judge Regina A. Scannicchio
AUG 16 2024
Circuit Court-2059

ENTERED:


Hon. Regina A. Scannicchio
Presiding Judge
Domestic Relations Division