**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT, COUNTY DIVISION**

ADMINISTRATIVE ORDER 2009 - 4

**SUBJECT: ELIMINATION OF SUPERSEDED COURT DATES FROM THE
ELECTRONIC DOCKET.**

This Administrative Order documents existing procedures in the County Division.

I.   Off Call Dismissals

In all cases in which a County Division Judge has signed a Final Order in a case on a date other than a date for which the case had been previously scheduled, after docketing, the court room clerk to whom such Order is delivered shall search the docket for the matter and strike any and all future court dates for which the now dismissed case had been scheduled.

II.   Off Call Case Scheduling

It is common practice in the Circuit Court of Cook County for judges to sign orders that are presented "off call" which either schedule or re-schedule "in-court" events. Upon receiving such orders for entry and docketing, the court room clerk shall examine the order to determine whether any future court dates are stricken by the language in the order. If such dates are stricken, the court room clerk shall make the appropriate entry in the electronic docket.

If the order makes no reference to any future court dates, the court room clerk shall examine the docket to determine if there are any scheduled court "events" between the date of the entry of the order and the date to which the matter has been scheduled by the language in the order. Any such dated shall be presumed to be superseded. The court room clerk shall strike these superseded court dates from the docket of such case.

III.   Language for "Off Call" Orders

Effective June 15, 2009:

All "off call" orders submitted to dispose of a pending case that has a court date scheduled in the future shall contain the language "**Clerk shall strike all future court dates.**"
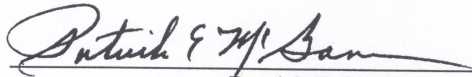
All "off call" orders submitted to re-schedule a previously scheduled court date shall contain the language "**Clerk shall strike all existing court dates prior to ___/___/_____**[the newly scheduled date]." If the parties or the Court wish to retain any of those "interim dates, the submitted order shall state only the court dates that are to be stricken.

If the Court and/or the parties wish to maintain the previously scheduled court date, the order shall contain language which identifies the court date and advises the court room clerk not to strike the stated date.

This required language shall appear in a separate paragraph and, if possible, **Bolded** of the Order to facilitate the necessary docketing.

The Court reserves the right not to accept orders which do not comply with this Administrative Order.

Entered this 11th day of May 2009 and spread upon the records of this Court.

Patrick E. McGann
Patrick E. McGann
Presiding Judge
County Division

ENTERED
JUDGE PATRICK McGANN - 1510

MAY 11 2009

DOROTHY BROWN
CLERK OF THE CIRCUIT COURT
OF COOK COUNTY IL
DEPUTY CLERK

2