

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

**GENERAL ADMINISTRATIVE ORDER NO. 2022-01**

**SUBJECT: RESIDENTIAL EVICTION EARLY RESOLUTION PROGRAM**

**SUMMARY:** This order is designed to increase case management efficiency in evictions in the Early Resolution Program (ERP) in the First Municipal District. The goal of this order is to increase court resources and implement practices that free judges from administrative duties and allow them to focus on adjudication of cases.

**IT IS HEREBY ORDERED THAT:**

1. A court coordinator will be placed in 1302. The court coordinator's role will be to triage cases to refer them appropriately under the following screening system.
2. The judge will be in separate break out rooms to hear matters screened and referred by the court coordinator.
3. The ERP Case Manager will be made a co-host of the meeting and will move between the main room with the court coordinator, the breakout room with the judge, and other breakout rooms as necessary to manage referrals.
4. For cases that are up for the first time on the ERP call:
  - a. Establish an 8:30 am routine motion call for routine motions such as motions for special process servers, voluntary dismissal, motions to vacate dismissals for want of prosecution (DWPs), or motions to vacate defaults filed within 30 days. For all such cases, the clerk will enter the order submitted by the attorney and the parties will not be required to appear. There will not be an ERP Case Manager at the 8:30 am call.
  - b. All *pro se* parties appearing for the ERP call, including in possession only cases, will automatically be referred into ERP and will be given a 28-day status date by order drafted by the ERP Case Manager and entered by the clerk.

- c. Where there has been service but the defendant does not appear, the case will be given a 14-day continuance date by order entered by the clerk. Plaintiff's counsel will send a copy of the order to the defendant.
  - d. Where there has been no service and the defendant is not present in court, plaintiff will be referred to the clerk for a new date in Room 1302 and issuance of alias summons.
  - e. All signed agreed orders where both parties are represented by counsel will be automatically entered by the clerk and the parties will not be required to appear.
  - f. All other cases shall be referred to the judge for a hearing on next steps.
5. For cases that are up for Status on the ERP call:
- a. Cases where both parties are requesting a continuance in the ERP program shall be given a continuance.
  - b. Cases where the parties have resolved the case, the court shall enter the Agreed Order.
  - c. Except for the circumstances in paragraph 5(d) below, for cases where parties have not resolved the case, the case will be transferred to Room 1301 for assignment.
  - d. If pro se defendant does not appear on the ERP continuance date, a default eviction order shall be entered by the judge, and the case shall stay assigned to 1302 for any post-default judgment issues. Timely motions to vacate default orders will be granted. Jury demands filed after vacated default orders will be denied unless the Court determines the default order was entered in error.
  - e. If the defendant has filed a jury demand before the ERP status date after the defendant's referral into the ERP, the jury transfer shall be entered by the clerk and the parties do not need to appear. Jury demands not filed before the ERP status date after the defendant's referral will be disallowed.
6. For cases that are continued after the first time on the ERP call because the defendant did not appear:
- a. Routine motions can be presented on the 8:30am call in accordance with paragraph 4(a) of this order.
  - b. If a pro se defendant did not appear on the first court date post-service but appears on the initial continuance date, the defendant will automatically be referred into ERP and given a 14-day continuance date.

- c. If a pro se defendant did not appear on the first court date post-service and again does not appear on the continuance date, a default eviction order shall be entered by the judge, and the case shall stay assigned to 1302 for any post-default judgment issues. Timely motions to vacate default orders will be granted. Jury demands filed after vacated default orders will be denied unless the Court determines the default order was entered in error.
7. A special ERP compliance call will be set up in 1302 for the afternoon for status on compliance orders. There will not be an ERP case manager on this call. Where there is a claim of breach of an agreed order, a hearing will be held on the compliance return date.
8. A special motion call will be set up for 1:45 pm for entry of alias summons prior to the first court date. Attorneys can email prepared alias summons to [courtorders1302@cookcountycourt.com](mailto:courtorders1302@cookcountycourt.com) for entry and do not need to appear. There will not be an ERP Case Manager on this call.
9. Where the defendant wishes to pursue an application for rental assistance(RA) or where both parties agree to pursue a joint application for RA and agree that receipt of RA would help resolve the eviction case:
  - a. The plaintiff or defendant may visit <https://www.cookcountylegalaid.org/> as soon as the eviction case is filed and before the first court date for an early referral to RA through the ERP Case Manager.
  - b. Either party may initiate an RA application before the first court date.
10. Either party may contact the Center for Conflict Resolution at any point to access mediation services by calling 312-922-6464 ext. 20 or emailing [cm@ccrchicago.org](mailto:cm@ccrchicago.org).

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

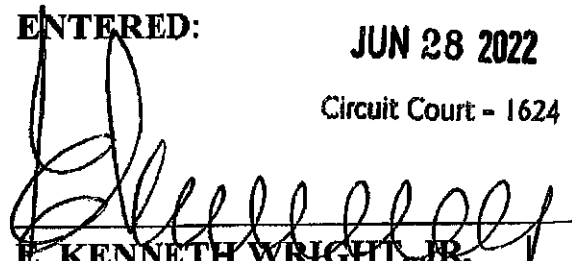
**Dated at Chicago, Illinois on this 28th day of June, 2022.**

Presiding Judge E. Kenneth Wright, Jr.

**ENTERED:**

**JUN 28 2022**

Circuit Court - 1624

  
**E. KENNETH WRIGHT, JR.**  
**PRESIDING JUDGE**  
**FIRST MUNICIPAL DISTRICT**