

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

**GENERAL ADMINISTRATIVE ORDER NO. 2013-03**

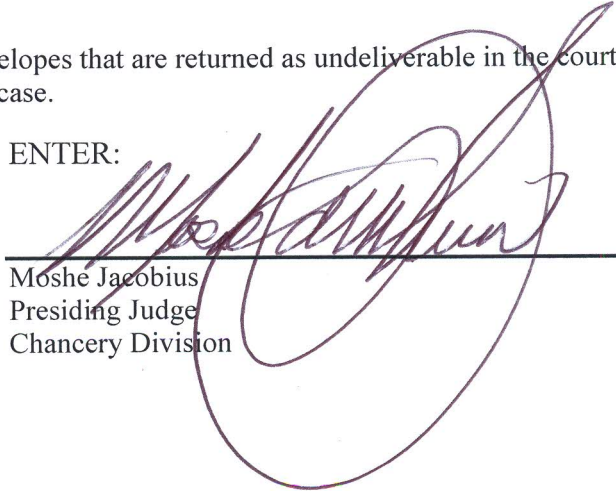
**SUBJECT: NOTICE OF ENTRY OF DEFAULT AND JUDGMENT OF FORECLOSURE  
PURSUANT TO ILLINOIS SUPREME COURT RULE 113(d)**

Illinois Supreme Court Rule 113(d) requires that "[i]n all mortgage foreclosure cases where the borrower is defaulted by court order, a notice of default and entry of judgment of foreclosure shall be prepared by the attorney for plaintiff and shall be mailed by the Clerk of the Circuit Court for each judicial circuit." Ill. Sup. Ct. R. 113(d)(1). The following procedures shall be in effect for all such notices:

**IT IS HEREBY ORDERED:**

1. Attorneys for plaintiffs shall:
  - a. Prepare the Notice of Entry of Default and Judgment of Foreclosure in accordance with Illinois Supreme Court Rule 113.
  - b. Deliver a copy of the Notice of Entry of Default and Judgment of Foreclosure to the Clerk of the Circuit Court for filing within two business days after entry of default.
  - c. Deliver all other copies of the Notice of Entry of Default and Judgment of Foreclosure, which are to be mailed to the defendants in accordance with Rule 113, in prepared and sealed envelopes for mailing by the Clerk of the Circuit Court. There should be one envelope for each defendant receiving a notice. ***All envelopes shall be prepared as specified in Attachment A to this General Administrative Order.*** The Clerk of the Circuit Court may refuse the envelopes if the envelopes are not prepared in accordance with Attachment A.
  - d. Pay the fees required by the Clerk of the Circuit Court for mailing, which are currently \$15 per case **plus** applicable postage for each envelope being mailed. Fees charged by the Clerk of the Circuit Court are subject to change and postage for each envelope will be determined by the weight of each envelope being mailed according to the current rates being charged by the United States Postal Service. The Clerk of the Circuit Court may refuse mailing if the fees are not paid at the time of delivery by the plaintiff's attorney.
2. Upon receiving payment for all applicable fees and postage and upon receiving envelopes prepared in accordance with Attachment A, the Clerk of the Circuit Court shall mail all envelopes within five (5) business days of entry of default.
3. The Clerk of the Circuit Court shall file any envelopes that are returned as undeliverable in the court file for the corresponding mortgage foreclosure case.

ENTER:

  
\_\_\_\_\_  
Moshe Jacobius  
Presiding Judge  
Chancery Division

Date: June 10, 2013

**Attachment A** Format of Envelopes for Illinois Supreme Court Rule 113 Mandatory Default Notices

*All envelopes for the notice required by Rule 113(d) shall be prepared by the plaintiff's attorney in the following manner.*

**Return Address:** The return address on each envelope prepared by the Plaintiff's firm must contain this information and look like this (Font: Times New Roman, First line size 11, Remaining lines size 10).

DOROTHY BROWN  
CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
RICHARD J. DALEY CENTER  
CHANCERY DIVISION – ROOM 802  
CHICAGO, ILLINOIS 60602

Rule 113(d) Notice [Case Number]

**Lower Left Corner:** ALL envelopes must bear the words "Rule 113(d) Notice" with the complete case number in the format xx-CH-xxxxx.

**Postage:** Postage will be applied by the Clerk's Office after receiving full payment and envelopes prepared in compliance with this General Administrative Order 2013-03.

Postage

John Smith  
123 Main Street  
City, State 12345

**Defendant Address Block:** Plaintiff's counsel should prepare the defendant address block for each envelope in accordance with Illinois Supreme Court Rule 113.