

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

**GENERAL ADMINISTRATIVE ORDER: 2025 D 2**

**SUBJECT: Prove-Up Via Affidavit**

The Domestic Relations Division of the Circuit Court of Cook County hereby permits the prove-up process to occur via written submission in all Domestic Relations cases where both the Petitioner and the Respondent are represented by counsel. This General Administrative Order outlines the process to prove up via affidavit on all calendars, and repeals the limited pilot programs instituted by Administrative Order 2022 D 6 and General Administrative Order 2023 D 1.

**EFFECTIVE IMMEDIATELY, IT IS HEREBY ORDERED THAT:**

1. Where any prove-up via affidavit is sought, attorney-represented parties in a properly pending dissolution matter are required to email the Court, through their counsel, the following documents to facilitate a prove-up via affidavit:
  - a. A file-stamped copy of the Petition for Dissolution of Marriage upon which the matter is being resolved;
  - b. A file-stamped copy of the Respondent's Appearance;
  - c. A file-stamped copy of an Affidavit in Support of Prove-Up for both the Petitioner and the Respondent;
  - d. A proposed Judgment of Dissolution of Marriage;
  - e. A fully executed copy of the parties' Marital Settlement Agreement;
  - f. A fully executed copy or file-stamped copy of the parties' Allocation Judgment and Parenting Plan (where either is applicable);
  - g. A fully executed Certification and Agreement of Counsel;
  - h. A copy of the Certificate of Dissolution (half-sheet);
  - i. A Uniform Order of Support (where applicable); and
  - j. An Agreed Order Setting Status on Prove-Up.

The Court retains jurisdiction to require the submission of other information or documents, in its discretion.

2. The Agreed Order Setting Status on Prove-Up shall contain the actual or electronic signatures of counsel for the Petitioner and Respondent. The Order shall provide, in substance, that unless the matter is otherwise resolved by the entry of a Judgment of Dissolution of Marriage within seven (7) days, the case is set for status on prove-up on a date to be assigned by the court.
  - a. If the matter is assigned to a preliminary team calendar (Calendars C, D, or E), the calendar assignment, date, and Zoom information shall be left blank for court staff to complete. A sample Agreed Order Setting Status on Prove-Up for a team calendar assignment is attached as Appendix A.

- b. If the matter is assigned to an individual calendar (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), the calendar assignment and Zoom information shall be filled in and the date shall be left blank to be complete by court staff. A sample Agreed Order Setting Status on Prove-Up for an individual calendar assignment is attached as Appendix B.
3. The aforementioned documents shall be sent to email address associated with the matter's current calendar assignment:
  - a. Preliminary Team Calendar C: [drd.caleproveups@cookcountyl.gov](mailto:drd.caleproveups@cookcountyl.gov);
  - b. Preliminary Team Calendar D: [drd.caldproveups@cookcountyl.gov](mailto:drd.caldproveups@cookcountyl.gov);
  - c. Preliminary Team Calendar E: [drd.caleproveups@cookcountyl.gov](mailto:drd.caleproveups@cookcountyl.gov);
  - d. Individual Calendars: the courtroom email address.<sup>1</sup>

The subject line shall state: "REQUEST FOR PROVE-UP VIA AFFIDAVIT." The email shall include all counsel of record as recipients. The email requesting a prove-up via affidavit must attach, in PDF format, all of the relevant documents specified in Paragraph 1 and each PDF document shall be titled in a manner as set forth above (i.e., "Proposed Judgment of Dissolution of Marriage," etc.).

4. Immediately upon the Court's receipt of a properly submitted email requesting a prove-up via affidavit and all required documents, court staff shall confirm receipt of the email submission from counsel. If the case is assigned to a preliminary team calendar, as soon as practicable, court staff shall notify all counsel which trial judge (Calendars 31, 32, 33, 34, 35, 41, 42, 43, 44, 45, 51, 52, 53, 54, 55) was randomly assigned to preside over the prove-up via affidavit. Court staff shall also provide a calendar assignment, date, and Zoom information for inclusion in the Agreed Order Setting Status on Prove-Up and shall transmit that Agreed Order to counsel for the parties.
  5. Following review by the Court, an Allocation Judgment and Parenting Plan may be entered prior to or contemporaneous to a prove-up via affidavit as an Agreed Order. Any such Allocation Judgment and Parenting Plan reviewed and entered by the Court shall be presumed to be in the best interests of any minor child(ren) where it is signed by both parties and all terms/clauses/provisions required by law are included in the Allocation Judgment and Parenting Plan.
  6. Marital Settlement Agreements shall contain all material terms/clauses/provisions required by law relative to the setting of child support and maintenance. All Marital Settlement Agreements submitted for prove up via affidavit shall reference the applicable statutory citation and set forth explicitly terms relative to, *inter alia*: (a) the parties' respective incomes; (b) the duration of any maintenance and/or child support terms (if applicable); (c) the duration and amount of guideline child support and/or maintenance under the Illinois Marriage and Dissolution of Marriage Act (if applicable); (d) the basis for any deviation in maintenance or

---

<sup>1</sup> A list of contact information for all courtrooms can be found on the Cook County Domestic Relations Division website, <https://www.cookcountycourt.org/division/domestic-relations-division>

child support (if applicable); (e) the basis for any waiver of rights relative to maintenance or child support (if applicable); (f) the basis for any reservation of maintenance or child support (if applicable); and (g) the basis for any disproportionate allocations of marital property (i.e., assets and/or liabilities).

7. Both the Petitioner and Respondent shall sign and submit a properly certified and file-stamped Affidavit containing the following:
  - a. A statement of agreement that the Court has both personal and subject matter jurisdiction;
  - b. A statement of stipulation as to the grounds for the dissolution of marriage;
  - c. A statement setting forth the number of children born or adopted to the parties, the fact of any emancipation of any children, and any party's present conditions relative to pregnancy;
  - d. A statement that the attesting party has fully reviewed the Marital Settlement Agreement [and Allocation Judgment and Parenting Plan, where applicable];
  - e. A statement that the party believes that the Marital Settlement Agreement is a fair, conscionable and equitable division of the marital estate and resolution of the parties' marital claims;
  - f. A statement that sets forth an explicit acknowledgment that the party is represented by an attorney and that the party has had the opportunity to confer with an attorney prior to executing the Marital Settlement Agreement;
  - g. A statement attesting to the understanding of a party relative to the terms of the Marital Settlement Agreement and further setting forth an intent to be bound by the terms of the Marital Settlement Agreement;
  - h. A statement that sets forth a party's intent that the Court approve the Marital Settlement Agreement, incorporate the Marital Settlement Agreement [and any Allocation Judgment and Parenting Plan, where applicable] into a Judgment of Dissolution of Marriage, and enter the final Judgment of Dissolution of Marriage;
  - i. A statement indicating that the party was under no coercion or duress relative to the execution of the Marital Settlement Agreement;
  - j. A statement that the party freely and voluntarily entered into the Marital Settlement Agreement;
  - k. A statement from both parties waiving their remote or physical appearance at prove up;
  - l. A statement waiving a transcript of prove-up;
  - m. A statement waiving the right to conduct further written and oral discovery;
  - n. A statement that the attesting party waives cross-examination of the other party;
  - o. Where applicable, a statement setting forth any intent to resume the use of any maiden or other name by a party; and
  - p. Where applicable, a statement demonstrating proof of completion of a parenting class as required by law.

A sample Affidavit in Support of Prove-Up is attached as Appendix C.

8. Entry of any Judgment of Dissolution of Marriage pursuant to the process of prove-up via affidavit set forth in this General Administrative Order shall be at the discretion of the Court. The Court retains the jurisdiction to require any prove-up to proceed via remote or in-person means, in its discretion.
9. Where the Court elects to permit a prove-up via affidavit, it shall timely notify counsel for the parties of the entry of a Judgment of Dissolution of Marriage. The Judgment of Dissolution of Marriage shall be entered no more than one week after the submission of all necessary documents.
10. After the entry of any Judgment for Dissolution of Marriage pursuant to the prove-up via affidavit process on team calendars, the case will be randomly reassigned to any trial judge on the assigned team for post decree matters, pursuant to General Order 2017 D 1.

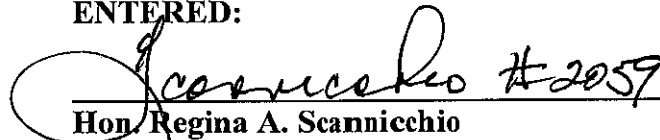
Dated this 23rd day of April 2025. This Order shall be spread upon the records of this Court and published. This General Administrative Order repeals Administrative Order 2022 D 6, which was amended on August 16, 2024, and General Administrative Order 2023 D 1, which was entered August 14, 2023.

Judge Regina A. Scannicchio

APR 23 2025

Circuit Court-2059

ENTERED:

  
Hon. Regina A. Scannicchio #2059  
Presiding Judge  
Domestic Relations Division

THIS SPACE LEFT INTENTIONALLY BLANK

**Appendix A: SAMPLE AGREED ORDER FOR STATUS ON PROVE-UP:**  
**PRELIMINARY TEAM CALENDAR CASES**

IN THE CIRCUIT COURT OF COOK COUNTY  
COUNTY DEPARTMENT, DOMESTIC RELATIONS DIVISION

IN RE THE MARRIAGE OF:	)	
NAME OF PETITIONER,	)	
	)	
Petitioner,	)	
v.	)	No. 20XX D XXXXXX
	)	
NAME OF RESPONDENT,	)	
	)	
Respondent.	)	

**AGREED ORDER SETTING STATUS ON PROVE-UP**

This cause properly before the Court by agreement of the parties, counsel for the parties having submitted this Agreed Order for entry via electronic means, and the Court being fully advised in the premises, IT IS ORDERED:

Unless this matter is otherwise resolved by entry of a Judgment of Dissolution of Marriage within seven (7) days, the case is set for status on prove-up before Calendar \_\_\_\_\_ on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ a.m./p.m., via Zoom.

Meeting ID: \_\_\_\_\_  
Passcode: \_\_\_\_\_

Entered:

\_\_\_\_\_  
JUDGE

\_\_\_\_\_  
Counsel for Petitioner

\_\_\_\_\_  
Counsel for Respondent

[Signature blocks include email addresses of all parties of record]

**Appendix B: SAMPLE AGREED ORDER FOR STATUS ON PROVE-UP:**  
**INDIVIDUAL CALENDAR CASES**

IN THE CIRCUIT COURT OF COOK COUNTY  
COUNTY DEPARTMENT, DOMESTIC RELATIONS DIVISION

IN RE THE MARRIAGE OF:	)	
NAME OF PETITIONER,	)	
	)	
Petitioner,	)	
v.	)	No. 20XX D XXXXXX
	)	
NAME OF RESPONDENT,	)	
	)	
Respondent.	)	

**AGREED ORDER SETTING STATUS ON PROVE-UP**

This cause properly before the Court by agreement of the parties, counsel for the parties having submitted this Agreed Order for entry via electronic means, and the Court being fully advised in the premises, IT IS ORDERED:

Unless this matter is otherwise resolved by entry of a Judgment of Dissolution of Marriage within seven (7) days, the case is set for status on prove-up via Zoom on [COURT TO INSERT DATE].

Entered:

\_\_\_\_\_  
JUDGE

\_\_\_\_\_  
Counsel for Petitioner

\_\_\_\_\_  
Counsel for Respondent

[Signature blocks must include email addresses of all parties of record]

**Appendix C: SAMPLE PROVE-UP AFFIDAVIT**

IN THE CIRCUIT COURT OF COOK COUNTY  
COUNTY DEPARTMENT, DOMESTIC RELATIONS DIVISION

IN RE THE MARRIAGE OF:	)	
NAME OF PETITIONER,	)	
	)	
Petitioner,	)	
v.	)	No. 20XX D XXXXXX
	)	
NAME OF RESPONDENT,	)	
	)	
Respondent.	)	

**PETITIONER'S AFFIDAVIT IN SUPPORT OF PROVE-UP  
AS REQUIRED BY GENERAL ADMINISTRATIVE ORDER 2025 D 2**

Petitioner, NAME OF PETITIONER, being first duly sworn on oath, hereby deposes and states as follows:

1. I have personal knowledge of the facts stated herein.
2. I agree that the Court has personal jurisdiction over the parties and subject matter jurisdiction over these proceedings.
3. [INSERT NAME OF RESPONDENT] and I were married in [INSERT CITY AND STATE WHERE MARRIED] on or about [INSERT DATE OF MARRIAGE]. Irreconcilable differences have arisen between [INSERT NAME OF RESPONDENT] and I, which caused an irretrievable breakdown of our marriage. Past attempts at reconciliation have failed. Future attempts at reconciliation would not be practical, nor in the best interests of our family. We have lived separate and apart within the meaning of the Illinois Marriage and Dissolution of Marriage Act for a period of more than six (6) months.
4. [INSERT NUMBER OF CHILDREN, where applicable] child(ren) was/were born to us or adopted during the course of our marriage. [Where there is/are emancipated child(ren) state - Our child is over the age of 18 and is an emancipated adult]. No other children were born or adopted by Respondent and me. [Where an Allocation Judgment has previously been entered, state the date upon which the same occurred].
5. To the best of my personal knowledge, NAME OF BIRTHING PARTY is not currently pregnant.
6. I have reviewed the MARITAL SETTLEMENT AGREEMENT [and ALLOCATION JUDGMENT, where applicable] in its entirety.

7. I understand the terms and conditions of the MARITAL SETTLEMENT AGREEMENT [and ALLOCATION JUDGMENT, where applicable] and I intend to be bound by the terms contained therein.

8. I have had the opportunity to consult with the attorney of my choice regarding the MARITAL SETTLEMENT AGREEMENT [and ALLOCATION JUDGMENT, where applicable].

9. No one forced or coerced me into signing the MARITAL SETTLEMENT AGREEMENT [and ALLOCATION JUDGMENT, where applicable].

10. I have entered into the MARITAL SETTLEMENT AGREEMENT [and ALLOCATION JUDGMENT, where applicable] freely and voluntarily.

11. I am not under the influence of any drugs or alcohol, or mental condition that would impair my ability to understand the terms of this Affidavit, the MARITAL SETTLEMENT AGREEMENT [and ALLOCATION JUDGMENT, where applicable], and to execute these documents.

12. I believe that this MARITAL SETTLEMENT AGREEMENT is a fair and equitable division of the marital estate and a fair, conscionable and equitable resolution of any and all marital claims existing between RESPONDENT and myself.

13. I have made a full and fair disclosure of all known income, assets and liabilities of myself and the marriage and I believe that RESPONDENT has likewise made a full and fair disclosure of same.

14. I hereby waive my physical appearance, either in person or via electronic means, at a prove up of this matter.

15. I hereby waive a transcript from a prove up of this matter.

16. I hereby waive my right to conduct discovery in this matter.

17. I hereby waive my right to cross-examine the other party to this proceeding.

18. I understand that this matter will proceed to Judgment without a full hearing and that no transcript shall be made of this prove-up proceeding.

19. I desire that the Court approve the Marital Settlement Agreement and that it be incorporated into and made part of the Judgment and enter the Final Judgment of Dissolution of Marriage [and ALLOCATION JUDGMENT, where applicable].

---

PETITIONER'S NAME      Date



CERTIFICATION

Under penalties of perjury as provided by law pursuant to Section 1-109 of the Illinois Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief, and as to such matters, the undersigned certifies that the same are believed to be true.

---

PETITIONER'S NAME