

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT, CHANCERY DIVISION
MORTGAGE FORECLOSURE/MECHANICS LIEN SECTION

INSTRUCTIONS FOR RECEIVERS ON CASES ON ALL FORECLOSURE CALENDARS 55-64

1. The court uses Form Order 20 for appointment of receivers. The form order is available in the courtrooms and is available for download from the Chief Judge's web site, www.cookcountycourt.org. (Click on the "DIVISIONS" link and then on the "CHANCERY, MORTGAGE FORECLOSURE/MECHANICS LIEN SECTION" link.) Plaintiffs presenting orders to appoint receivers should follow this form as closely as possible. If the form is modified, the plaintiff must note that fact to the court, and should be prepared to explain why the changes are necessary.
2. All receivers must obtain a bond in the amount specified by the court. A receiver's bond must be issued by a surety company authorized to issue bonds by the Supervising Judge of the Surety Section. The signer of the bond for the company must be one of the authorized signers as set forth in the Surety Judge's authorization order. Copies of the Surety Judge's current orders are kept in the foreclosure judges' chambers for reference. See Cook County Circuit Court Rule 9.2.
3. The bond must include the case caption, case number, and bear a corporate seal and a designated signature block for the judge's signature. Bonds may be presented to the judge for approval in chambers. The judge's staff will review the bond to verify that both the company and signer have been authorized by the Surety Judge, and will submit it to the judge for signature.
4. The clerk of the court files the original bond with the Surety Section and enters it into the case docket. A photocopy of the bond is placed in the chancery court file.
5. The order appointing the receiver is not effective until the judge has approved the bond.
6. Receivers shall file periodic written reports with the court. Each report will be prepared with a case caption, personally signed by the receiver, and filed with the clerk of the court. The receiver or the plaintiff's attorney must mail copies of the report to all parties in the case (including those who have not formally appeared) at least five court days before the hearing on the report. The mailing shall include a notice of motion indicating the time, date and courtroom number applicable to the approval of the report, and a proof of service. Reports will be presented on a schedule established by the court for each particular case. Receivers must also abide by Cook County Circuit Court Rules 8.1 through 8.6.
7. Each report shall include, at a minimum: a description of the property (number of units, type of use, size and condition), contact information for the receiver, a list of tenants with the amount of their rent, a summary of any litigation involving the property of which the receiver is aware, any municipal code violations for which the property has been cited, a report on any failure of the mortgagor or any tenant to cooperate with the requirements of the receiver's order, verification that the property is adequately insured, a detailed billing statement for the receiver's fees, a draft order approving the report and setting the case for the next receiver's report, a photograph of the outside of the property (first report only), an income/expense statement, current balance on hand, background information on any matter for which the receiver is requesting special court approval, and a check register showing income received and expenses incurred since the previous report.