

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

**ADMINISTRATIVE ORDER 2020-5**

**NOTICE - TAX DEED CASES - COVID-19 EMERGENCY**

This Administrative Order applies to all petitions for tax deed that were scheduled to be heard in Room 1704 for an initial hearing between the dates of March 17, 2020 and July 6, 2020 (“Delayed Petitions”). All Delayed Petitions that are still pending before Calendar 8 that have not yet been assigned to an individual calendar may be continued, dismissed or assigned to an individual calendar for hearing on the Petition for Tax Deed without further notice.

To set a Delayed Petition for hearing before the assigned calendar judge, Petitioners must secure a date and time for the hearing by contacting the Clerk of Court (Deidric Baynes at 312-603-5817 or [dvbaynes@cookcountycourt.com](mailto:dvbaynes@cookcountycourt.com), or Ken Dunkin at 312-603-3433). All hearings will be conducted remotely unless otherwise ordered by the assigned calendar judge.

Within fourteen (14) calendar days before any hearing on a Delayed Petition, the Tax Deed Petitioner shall give notice of the hearing to all interested parties named in the tax deed proceeding and any additional parties that have filed a written appearance *pro se* or through counsel. The notice shall be substantially in one of the following forms below (#1 for Remote Hearings or #2 for In Person Hearings) and sent by First Class Mail to those individuals at the same addresses listed in the proceeding, or those addresses designated by that parties’ appearance, and shall include the following:

**FORM #1: FOR USE WITH REMOTE VIDEO HEARINGS**

**To:**

**NOTICE OF HEARING BY VIDEO CONFERENCE**

**Tax Deed Case No.**

**Re: Property located at**

**Re: Property Index No.**

**This notice is to advise you that a petition has been filed for a tax deed which will transfer title and the right to possession of this property.**

**This matter is set for hearing by videoconference through Zoom on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. The Meeting ID for this hearing is \_\_\_\_\_ and the Password is \_\_\_\_\_ .**

**You may also appear telephonically by calling 312-626-6799. The Meeting ID for this hearing is \_\_\_\_\_ and the Password is \_\_\_\_\_ .**

**IF YOU ARE UNABLE TO UTILIZE EITHER THE VIDEOCONFERENCE OR TELECONFERENCE TO PARTICIPATE IN THE HEARING, CALL (312) 603-6194 TO NOTIFY THE COURT ON OR BEFORE [INSERT DATE TWO BUSINESS DAYS BEFORE HEARING].**

**FORM #2: FOR USE WITH "IN PERSON" HEARINGS**

To:

**NOTICE OF HEARING**

**Tax Deed Case No.**

**Re: Property located at**

**Re: Property Index No.**

**This notice is to advise you that a petition has been filed for a tax deed which will transfer title and the right to possession of this property.**

**This matter is set for hearing in the Circuit Court of Cook County, Room 17 \_\_\_\_, Richard J. Daley Center, 50 West Washington St., Chicago, Illinois 60602 on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.**

**IF YOU WISH TO APPEAR IN COURT BUT ARE UNABLE TO DO SO DUE TO COVID 19 HEALTH CONCERNS, CALL (312) 603-6194 TO NOTIFY THE COURT ON OR BEFORE [INSERT DATE TWO BUSINESS DAYS BEFORE HEARING].**

Prior to any tax deed hearing on a Delayed Petition, the tax deed petitioner must file a Certificate of Service certifying that the mailing of the additional notice required by Administrative Order 2020-5 was completed and shall include the following language:

I, [insert name], hereby certify that the Notice required by County Division Administrative Order 2020-5 was mailed on \_\_\_\_\_.

Courtesy copies of the application and any exhibits to be offered at the hearing shall be submitted no later than five (5) days in advance by email as set forth below. All exhibits shall be contained in the same pdf file to the extent possible. All email subject lines shall set forth the case number, calendar number, and the date and time of the hearing in substantially the following format:

2020 COTD 123456, Cal. 4, 8/3/20, 9:30

Proposed orders directing issuance of tax deed shall be submitted in pdf format and be scanned in such a way as to show the County Clerk's green stamped certification of no redemption. All proposed orders shall be titled by case number and order type only:

2020 COTD 123456 Order to Issue Tax Deed.

All submissions shall be made to the following email addresses:

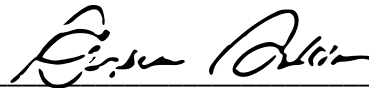
Calendar 3: Maureen.marchese@cookcountyil.gov  
Calendar 4: Maureen.marchese@cookcountyil.gov  
Calendar 5: ccc.countycal5@cookcountyil.gov  
Calendar 6: James.carroll@cookcountyil.gov

Calendar 7: [Maureen.marchese@cookcountyil.gov](mailto:Maureen.marchese@cookcountyil.gov)  
Calendar 8: [Maureen.hannon@cookcountyil.gov](mailto:Maureen.hannon@cookcountyil.gov)  
Calendar 9: [Maureen.marchese@cookcountyil.gov](mailto:Maureen.marchese@cookcountyil.gov)  
Calendar 10: [Maureen.wardkirby@cookcountyil.gov](mailto:Maureen.wardkirby@cookcountyil.gov)  
Calendar 11: [Maureen.marchese@cookcountyil.gov](mailto:Maureen.marchese@cookcountyil.gov)  
Calendar 12: [Nichole.patton@cookcountyil.gov](mailto:Nichole.patton@cookcountyil.gov)

Requests for copies of orders shall be made to the assigned courtroom clerk or the Clerk of the Circuit Court's office.

Administrative Order 2020-5 shall be spread upon the records of this court and remain in effect until further Order of court.

Dated this 22nd day of July 2020                      ENTER:



\_\_\_\_\_  
Judge Sharon M. Sullivan  
Presiding Judge, County Division