

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

ADMINISTRATIVE ORDER 2017-1

SUBJECT: Procedures to be followed by Hospitals filing Petitions for Involuntary Admission and Administration of Psychotropic Medication and Electroconvulsive Therapy under 405 ILCS 5/3-611 and 405 ILCS 5/2-107.1 of the Illinois Mental Health and Developmental Disabilities Code

The purpose of this Order is to set forth the procedures for Hospitals to follow when filing Petitions.

1. Phone - When ready to file a Petition the Hospital must first call the Clerk's Office @ 312-603-1341 (back up phone 312-603-5954) and provide the following information:

1. Patient's Name
2. Petitioner's Name (ie. doctor, social worker, family member)
3. Hospital
4. Caller/contact person at hospital (name, position and phone)

The Clerk will provide the hospital caller/contact with the court dates for case management conference and hearing (the case management conference date is typically scheduled for the day before the hearing).

2. Fax - The Hospital is to immediately fax the Petition and supporting documentation to the Clerk at 312-603-1340 (back up fax 312-603-3335)

Upon receipt the Clerk will time stamp the Petition and scan the faxed Petition and attached documents into Court View. The computer will assign a case number and generate labels with the case number which the Clerk will affix to the Petition and file.

3. Court Dates - The Clerk will also generate a **Notice of Hearing** which will have the case number, patient/respondent's name, and the scheduled dates for hearing and case management conference. The Clerk will fax the Notice of Hearing to the Hospital. The Hospital should note the case number and include it on any subsequent documents that are filed (ie. the second certificate). The Clerk will also fax the Notice of Hearing and Petition and attached documentation to the Guardian & Advocacy Commission, Legal Advocacy Services (GAC/LAS) at 1-217-557-3154.

Hospitals filing by fax should **not** deliver a paper or hard copy of the Petition to the Clerk. The faxed Petition and accompanying documents that are scanned into Court

View stand as the originals. The Hospitals should promptly fax a second certificate to the Clerk if not included with the initial Petition. The second certificate should include the assigned case number as well as the name of the petitioner, hospital, and patient/respondent. It will be scanned into Court View and faxed to the GAC/LAS.

4. Voluntary Admission or Discharge

Pursuant to 405 ILCS 5/3-101 it is the responsibility of the State's Attorney to ensure that reports and orders are properly prepared. Hospitals are to fax a copy of a patient's application for voluntary admission or letter stating a patient has been discharged from their facility (on hospital letterhead) to the State's Attorney's Office @ 312-603-9830 and also to the assigned LAS attorney. These should **not be faxed to the Clerk's office**. The State's Attorney will file dismissal orders along with supporting documentation at the Case Management Conference Call.

5. Important phone and fax numbers

Clerk's Office:

Phone: 312-603-1341 (Agnes)

Fax: 312-603-1340 (backup fax 312-603-3335)

State's Attorney's Office:

Phone: 312-603-8600 (call to obtain phone and email for assigned ASA)

Fax: 312-603-9830

Guardian & Advocacy Services/Legal Advocacy Services

Phone: 312-793-5900 (call to obtain phone, fax and email of assigned LAS Attorney)

ENTERED:

Honorable Sharon M. Sullivan
Presiding Judge, County Division