

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

Presiding Judge
Grace G. Dickler

OCT 27 2020

Circuit Court – 1521

ADMINISTRATIVE ORDER: 2020 D 5 Amended

SUBJECT: Miscellaneous Procedures in Response to General Administrative Order 2020-02

EFFECTIVE IMMEDIATELY IT IS HEREBY ORDERED THAT:

To effectuate the goal of social distancing articulated in General Administrative Order 2020-01 (as amended March 28, 2020) and General Administrative Order 2020-02 (as amended September 21, 2020), the Domestic Relations Division of the Circuit Court of Cook County shall implement the following miscellaneous procedures until further Order of Court.

A. Review of Petitions for Waiver of Court Fees and Costs filed pursuant to Illinois Supreme Court Rule 298

1. A Petition for Waiver of Court Fees and Costs (“Fee Waiver Application”) shall be filed with the Clerk of the Circuit Court of Cook County electronically or, for self-represented litigants who qualify for an e-filing exemption¹, a Fee Waiver Application, as well as a complete Certification for Exemption from E-Filing, may be filed in person, by U.S. mail, by third-party commercial carrier, or by using a dropbox where available.
2. The Clerk of the Circuit Court shall transmit a Fee Waiver Application within 72 hours of filing to court staff of the regularly assigned calendar judge, specifically:
 - i. the Court Coordinator for any judge who maintains an individual calendar, or
 - ii. the Court Coordinator for the applicable judicial team, or
 - iii. the Division Administrator for any judge who does not have a Court Coordinator, or;
 - iv. any other method directed by the judge assigned to the matter.²
3. Court staff shall transmit the Fee Waiver Application to the regularly assigned calendar judge immediately upon receipt.
4. The regularly assigned calendar judge, or any judge sitting in his or her stead, shall review and rule on the Fee Waiver Application within 7 days of receipt. The Judge shall review and rule on the Fee Waiver Application on the basis of the information contained in the Application without conducting a hearing, unless the judge determines that there exists a factual issue regarding the litigant’s eligibility for a waiver of court fees and costs.
5. In the event that a judge determines that a hearing is necessary to resolve a question of fact in a Fee Waiver Application, the judge shall enter an order specifying: (1) the particular question(s) of fact that necessitated the hearing, (2) the date, time, and manner of the remote hearing, and (3) any documents to be submitted in support of the Fee Waiver Application at or before the remote hearing.

¹ A copy of the Certification for Exemption from E-Filing is available at https://courts.illinois.gov/Forms/approved/efiling_exemption/efiling_waiver_cert.pdf or under the standardized forms menu at www.illinoiscourts.gov.

² A list of contact information for all Court Coordinators and the Division Administrator is attached.

6. Any order entered pursuant to paragraph A of this Administrative Order shall be transmitted to the Clerk of the Circuit Court of Cook County. Within 72 hours of receipt, the Clerk of the Circuit Court of Cook County shall provide a copy of the order to the litigant by email, if the litigant consented in the Fee Waiver Application to receive court documents by email, or else by U.S. mail at the address stated in the Fee Waiver Application.
7. A party who has filed a Fee Waiver Application that has not yet been ruled on may file documents in their case while the Court's ruling on their Application is pending.
8. Nothing in paragraph A limits the ability of any judge to hear and determine Fee Waiver Applications in person.

B. Temporary Restraining Orders and Preliminary Injunctions

1. All new requests for Temporary Restraining Orders after July 3, 2020 will be ruled upon based on the pleadings filed and shall be returnable consistent with relevant statutory provisions.
2. Nothing contained in this Paragraph B shall limit the discretion of the assigned judge to override these procedures on a case by case basis.

Dated the ____th day of October 2020. This Order shall be spread upon the records of this Court and published. This Order replaces Administrative Order 2020 D 5 Amended which was entered October 27, 2020.

ENTERED:

S/Grace G. Dickler #1521

HON. GRACE G. DICKLER
Presiding Judge
Domestic Relations Division