

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

**ADMINISTRATIVE ORDER:** 2020 D 13 Amended

**SUBJECT:** Procedure to Submit Non-Emergency Motions during COVID-19 Pandemic, Amended in Response to General Administrative Order 2020-02 (as amended September 21, 2020)

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

On a temporary basis, during such time as court operations are reduced pursuant to General Administrative Order 2020-01 (as amended May 28, 2020) or General Administrative Order No. 2020-02 (as amended September 21, 2020), a party may file a motion for non-emergency relief from the Circuit Court only as follows:

- a. The movant must file the motion for non-emergency relief with the Clerk of the Circuit Court of Cook County.
- b. For cases on Calendars D, E, 11, 21, 31-35, 41-45, 51-55, 61, 62, 64, 98, and X/84, starting October 1, 2020, for matters to be heard on October 19, 2020 and thereafter, the movant shall obtain a court date from the Clerk of the Circuit Court of Cook County to present the motion remotely. On the scheduled presentment date, the judge assigned will direct a briefing schedule if necessary and the manner and timing of submission of documents to the Court.
- c. For cases on Calendar C, starting October 12, 2020, for matters to be heard November 1, 2020 and thereafter, the movant shall obtain a court date from the Clerk of the Circuit Court of Cook County to present the motion remotely. On the scheduled presentment date, the judge assigned will direct a briefing schedule if necessary and the manner and timing of submission of documents to the Court.
- d. For all cases except those assigned to the Calendars listed in Paragraphs b or c, the movant must follow the procedure in this paragraph to obtain a court date on his or her motion.
  - i. The movant must send a copy of the motion and this Administrative Order to all parties of record<sup>1</sup> via email transmission after filing the same with the Clerk of the Circuit Court of Cook County.
  - ii. If the movant follows the requirements of Paragraph (i), then:
    1. The responding party shall be automatically granted 21 days to respond or otherwise plead from the time of receipt of the non-emergency motion. If an objection is filed, the movant of the motion shall be granted 7 days to respond to the objection. If the objection is denied, then the court shall grant additional time to respond to the motion.
    2. The moving party shall be automatically granted 7 days thereafter to reply to the response to the non-emergency motion.
    3. All submissions for adjudication to the Court shall be filed with the Clerk of the Circuit Court. Notwithstanding the above, no exhibits containing financial information shall be filed with the Clerk, but shall be submitted directly to the Court.

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<sup>1</sup> The movant may send her documents via email after e-filing them with the Clerk even if she has not yet received notification that her filing has been approved. If she chooses to send her documents before receiving approval and file-stamped copies of the same, she shall send all file-stamped copies to all parties of record or their attorneys if they have one within 24 hours of receipt from the Clerk of the Circuit Court.

4. After the time to reply expires, the movant shall submit the non-emergency motion and any responses and replies to the Circuit Court (along with all necessary and referenced exhibits) via e-mail transmission with all counsel of record or self-represented parties included as recipients of the e-mail to the following individuals at the date that time to reply expires:
    - i. the Court Coordinator for any judge who maintains an individual calendar, or
    - ii. the Division Administrator for any judge who does not have a Court Coordinator, or;
    - iii. any other method directed by the judge assigned to the matter.<sup>2</sup>
  5. Upon submission of all non-emergency motions, any responses, and replies, and all exhibits, the non-emergency motion shall be taken under advisement by the judge presiding over the calendar to which the case is assigned.
  6. Subsequent to receipt of all relevant pleadings, the Court shall, through its staff, communicate whether it shall issue a written ruling, conduct a remote argument or hearing designating the manner, date and time, or defer the matter to a date to be heard in person.
  7. If additional information or documentation is sought by the Court in order to adjudicate the non-emergency motion, that request will be made to all counsel of record or self-represented parties. The request for such information or documentation shall set forth the party, parties, or counsel responsible for submission of such information or documentation. All parties and all counsel of record shall strictly comply with any request for additional information or documentation. NO ADDITIONAL information, documentation, or other materials shall be submitted to the Court other than those requested by the Court.
  8. Parties may agree, via an Agreed Temporary Order pursuant to Administrative Order 2020 D 04, to a briefing schedule other than the presumptive schedule set forth above.
  9. The briefing schedule and deadlines delineated in this Administrative Order may be modified by the regularly assigned calendar judge.
- e. All motions for non-emergency relief from the Circuit Court submitted by email shall contain the email address and contact telephone number of each counsel of record in the cause or the self-represented parties.
- f. All email submissions concerning motions for non-emergency relief from the Circuit Court submitted shall use the title: "Motion for Non-Emergency Relief", Case Number, and Calendar Number.

e.g., "Motion for Non-Emergency Relief"; Case No. 2020 D 1234; Calendar 01.

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Dated the 1st day of October 2020. This Order shall be spread upon the records of this Court and published. This Order replaces Administrative Order 2020 D 13 Amended which was entered July 2, 2020

**ENTERED:**

*S/Grace G. Dickler, #1521*  
**HON. GRACE G. DICKLER**  
**Presiding Judge**  
**Domestic Relations Division**

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