

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

ADMINISTRATIVE ORDER: 2020 D 10 Amended

SUBJECT: Prove Up Guideline in Response to General Administrative Order 2020-01 (as amended March 28, 2020), Amended in Response to General Administrative Order 2020-02

EFFECTIVE IMMEDIATELY, IT IS HEREBY ORDERED THAT:

1. This order applies to and clarifies Local Rule 13.5 during the current reduction of in person Court operations pursuant to General Administrative Order 2020-01 (as amended March 28, 2020) and General Administrative Order 2020-02 and the authority granted to the Court under Supreme Court of Illinois M.R. 30370.
2. **AGREED ORAL PROVE UPS**
 - a. 750 ILCS 5/502 provides in relevant part that agreements of the parties “must be in writing, except for good cause shown with the approval of the court, before proceeding to an oral prove up.”
 - b. Parties may proceed to have their uncontested final matters, commonly referred to as “prove ups” conducted remotely. In order to proceed with a remote-means prove up, the parties must submit all documents required presently under Local Rule 13.5¹ (hereinafter “Required Documents”).
 - c. All Required Documents shall be submitted to the Court via e-mail² transmission by either party with all counsel of record or parties (if not represented) included as recipients of the e-mail to:
 - 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.
 - d. The party submitting the Required Documents shall propose a date, time, and means (i.e. Zoom, telephonic conference call, etc.) for the Prove-Up to occur in his or her email to the Court.
 - e. Within a reasonable time after receipt of the email requesting a remote-means prove up, the Court Coordinator or Division Administrator shall notify the parties and all counsel of record whether the proposed date, time, and method for the oral Prove Up have been approved by the Court or what new date, time, and method will be employed instead.
 - f. In the case of a judicial team, the Court Coordinator will also notify the parties and all counsel of record of the Judge whose Prove Up date corresponds with the date requested.
 - g. The cost of securing any telephonic conference line or other means of multi-party audio transmission for the remote prove up, if any, shall be borne by the party requesting the remote prove up.
3. **DEFAULT PROVE UPS**
 - a. Movants may move to hold a Respondent in default and to proceed to a default prove up remotely consistent with Local Rule 13.5(a)(i) and 750 ILCS 5/405.

¹ A list of all Required Documents is available here: <https://tinyurl.com/DRDProveUpCheckList>

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

- b. In order to proceed with a remote-means default prove up, the Movant must submit (1) all documents required presently under Local Rule 13.5³ (2) Certificate and Motion for Default, (3) if service was effectuated by publication, then the Motion for Default should include a description of their efforts to locate and serve the Respondent including a description of their efforts to locate and serve the Respondent (hereinafter collectively referred to as “Required Documents”).
- c. The Movant shall submit All Required Documents to the Court via e-mail⁴ transmission to:
 - 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.

In the email, the Movant shall propose a date for the default prove up not less than 14 days from the date of submission of her motion and a means to conduct the default prove up remotely (e.g. Skype, Zoom, etc.).

- 4. Within a reasonable time after receipt, the Court Coordinator or Division Administrator shall notify the Movant whether the request to set the Motion for Default/Prove-Up for a remote hearing has been granted and whether the proposed date, time, and method for the oral Prove Up has been approved by the Court or what new date, time, and method will be employed instead.

In the case of a judicial team, the Court Coordinator will also notify the Movant of the Judge that will preside at the prove-up.

- 5. The Movant shall then send a copy of the court’s response to the Respondent, noting the date, time, and method of the remote means default prove up and details on how to join the remote proceeding (i.e. Zoom meeting ID and password) via regular mail to the Respondent’s last known address within 48 hours of receipt of approval from the Court but no less than 7 days before the remote proceeding is to occur.
- 6. No remote means default prove up shall occur without a court reporter. The Court shall arrange for an official court reporter to transcribe the remote proceedings, and the Movant shall be responsible for the costs associated therewith.
- 7. The Movant shall be responsible for the cost of securing any telephonic conference line or other means of multi-party audio transmission for the remote default prove up and for any costs associated with producing a transcript of the proceeding.

Dated the 2nd day of July 2020. This Order shall be spread upon the records of this Court and published. This Order replaces Administrative Order 2020 D 10 Amended which was entered June 15, 2020.

ENTERED:

S/Grace G. Dickler #1521

HON. GRACE G. DICKLER
Presiding Judge
Domestic Relations Division

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