

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

ADMINISTRATIVE ORDER: 2020 D 3 Amended

SUBJECT: Procedure to Submit Emergency Motions in Response to General Administrative Order 2020-01 (as amended May 28, 2020), Amended in Response to General Administrative Order 2020-02

EFFECTIVE IMMEDIATELY IT IS HEREBY ORDERED THAT:

1. Any emergency pleading or motion brought pursuant to Cook County Court Rule 13.4(a)(ii) in a Domestic Relations matter shall be filed with the Clerk of the Circuit Court and then submitted via e-mail transmission with all counsel of record and self-represented parties included as recipients of the e-mail to court staff for the regularly assigned calendar judge, specifically:
 - a. the Court Coordinator for any judge who maintains an individual calendar, or
 - b. the Court Coordinator for the applicable judicial team, or
 - c. the Division Administrator for any judge who does not have a Court Coordinator, or;
 - d. any other method directed by the judge assigned to the matter.¹

Any emergency pleading or motion shall be submitted by 12:00 p.m. the afternoon preceding the day that the motion is to be presented, unless the emergency occurs overnight in which event the emergency pleading or motion may be filed the day the motion is to be presented. Parties shall notify the opposing parties and/or counsel by carbon copying them to the email. Motions filed after 12:00 p.m. will be treated as having been filed the next business day.

2. The Respondent to the emergency filing shall have until 2:00 p.m. the day the motion is received if the motion is submitted before 12:00, or 2:00 p.m. the following business day if received after 12:00 p.m., to respond to whether the issue presented is an emergency and to request an opportunity to be heard. Said responses shall be filed with the Clerk of the Circuit Court and submitted via e-mail transmission with all counsel of record and self-represented parties included as recipients of the e-mail to court staff of the regularly assigned calendar judge, specifically:
 - a. the Court Coordinator for any judge who maintains an individual calendar, or
 - b. the Court Coordinator for the applicable judicial team, or
 - c. the Division Administrator for any judge who does not have a Court Coordinator, or;
 - d. any other method directed by the judge assigned to the matter.
3. Court staff shall forward the pleading or motion and any Statement of Opposition to the regularly assigned calendar judge. The regularly assigned calendar judge shall review and determine whether a *prima facie* case of an emergency has been established. Court staff will email the parties by 6:00 p.m. the day the Statement of Opposition is or could have been submitted to indicate whether the judge found the matter to be an emergency and provide instructions as to the time and nature of the hearing to occur the next business day. Court staff shall then email a formal order to the parties reflecting the same as soon as practical.

¹ A list of contact information for all Court Coordinators and the Division Administrator is attached.

4. If a *prima facie* case of an emergency has not been established, the court will either (1) enter an order denying the pleading or motion as a non-emergency, or (2) enter an order denying the pleading or motion as a non-emergency and referring the case to an approved mediator for no more than a two-hour remote conference without cost. If parties should come to an agreement with the assistance of the mediator, parties may submit the proposed order pursuant to Administrative Order 2020 D 4. Parties shall be free to refile the matter to be heard with their regularly assigned judge remotely or once court resumes regular scheduling.
5. If a *prima facie* case is established, the court will either: (1) enter an *ex parte* order, (2) conduct a telephonic or videoconference hearing with both parties, or (3) as a last resort, have the parties and/or attorneys appear for hearing at a designated date and time.
6. This Order shall not apply to Emergency Orders of Protection.
7. Any motion to vacate or reconsider an emergency order shall be filed with the Clerk of the Circuit Court and sent to all parties via email. The other party shall have 7 days to respond to the motion to reconsider or motion to vacate and the moving party shall then have 5 days to reply.

Once the date and time to reply expires or upon filing of a reply, the movant shall submit the original order, motion to vacate or to reconsider, and any responses, replies, and referenced exhibits via e-mail transmission with all counsel of record or self-represented parties included as recipients of the e-mail to court staff for the judge who entered the order, specifically:

- a. the Court Coordinator for any judge who maintains an individual calendar, or
- b. the Court Coordinator for the applicable judicial team, or
- c. the Division Administrator for any judge who does not have a Court Coordinator, or;
- d. any other method directed by the judge assigned to the matter.

Upon receipt of all pleadings, the judge who entered the emergency order shall conduct a remote hearing as soon as practical or shall, in the sole discretion of the judges involved, refer the matter to the regularly assigned calendar judge for timely hearing.

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 3 Amended which was entered May 28, 2020.

ENTERED:

S/Grace G. Dickler #1521

HON. GRACE G. DICKLER
Presiding Judge
Domestic Relations Division