

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

**ADMINISTRATIVE ORDER:** 2020 D 4 Amended

**SUBJECT:** Procedure to Submit Agreed Orders 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. On a temporary basis, Agreed Temporary Orders (i.e., orders that do not constitute a final and appealable judgment), Agreed Final Orders (i.e., orders that constitute final and appealable orders as defined by the Illinois Supreme Court Rules) which do not require an oral prove up, and Agreed Qualified Domestic Relations Orders (QDROs) may be submitted to the Court for entry via e-mail transmission by either party 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.<sup>1</sup>
2. All Agreed Orders, including Agreed QDROs, shall be reviewed by the regularly assigned calendar judge. Within a reasonable time after receipt, the regularly assigned calendar judge shall either approve the order or state concise reasons for rejecting the order. No Agreed Order or Agreed QDRO shall be entered by the Court unless all counsel of record, or parties if not represented by counsel, are included as recipients of the email containing the proposed order.
3. All Agreed Orders, including Agreed QDROs, approved by the Court shall be disseminated to the Clerk of the Circuit Court's Office for entry and then to all counsel of record and all self-represented parties in a timely manner.
4. AGREED TEMPORARY ORDERS:
  - a. All Agreed Temporary Orders shall:
    - i. bear the heading: "**AGREED TEMPORARY ORDER SUBMITTED BY ELECTRONIC MEANS**";
    - ii. where feasible, bear the electronic signature of all counsel of record in the cause (or the parties, if not represented by counsel); and
    - iii. contain the email address and contact telephone number of each counsel of record in the cause or the parties (if not represented by counsel).
  - b. Any motions brought regarding the Agreed Temporary Order Submitted by Electronic Means shall be motioned before the regularly assigned calendar judge.

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

5. AGREED FINAL ORDERS AND AGREED QUDROS

A. All Agreed Final Orders and Agreed QDROs shall:

1. bear the heading: “**AGREED FINAL ORDER SUBMITTED BY ELECTRONIC MEANS**” or “**AGREED QUALIFIED DOMESTIC RELATIONS ORDER SUBMITTED BY ELECTRONIC MEANS**”;
2. where feasible, bear the written signature of all parties;
3. where feasible, bear the electronic signature of any counsel of record in the cause; and
4. contain the email address and contact telephone number of each counsel of record in the cause or the parties (if not represented by counsel).

B. All Agreed Final Orders and Agreed QDROs may be executed in counter-parts (i.e. Petitioner signs one, Respondent signs another, and both are submitted to the Court with the other’s signature left blank) but Agreed QDRO signatures will preferably be on the same page.

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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 4 Amended which was entered May 28, 2020.

**ENTERED:**

**S/Grace G. Dickler #1521**

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**HON. GRACE G. DICKLER**  
**Presiding Judge**  
**Domestic Relations Division**