

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

**ADMINISTRATIVE ORDER:** 2020 D 6 Amended

**SUBJECT:** Procedures to Appoint Special Process Servers 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:**

During this time of suspended court operations and until further Order of Court, all Motions for Appointment of Special Process Servers will be granted, so long as there is not an accompanying request for an Order of Protection, if filed with the Clerk of the Circuit Court of Cook County and then submitted via email, with all counsel of record and self-represented parties copied as recipients, 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>

If there is an accompanying request for an Order of Protection, then the routine grant of an order appointing a special process server will not take place.

Said motions will be reviewed and granted by the regularly assigned calendar judge.

**The procedure set forth in this Administrative Order is for self-represented litigants or attorneys who do not wish to avail themselves of the procedure delineated in Administrative Order 2020 D 27.**

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Dated the 25th day of September 2020. This Order shall be spread upon the records of this Court and published. This Order replaces Administrative Order 2020 D 6 Amended which was entered July 2, 2020.

**ENTERED:**

*S/Grace G. Dickler, #1521*  

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

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