

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

**GENERAL ORDER: 2020 D 13**

**SUBJECT: Procedure to Submit Non-Emergency Motions during COVID-19 Pandemic**

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

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

- a. The movant must file with the Clerk of the Circuit Court of Cook County her (1) motion for non-emergency relief and (2) her notice of motion setting the matter for the next regularly scheduled court date after the Circuit Court resumes normal operations but in no event earlier than April 15, 2020. The movant must then send a copy of her motion, notice of motion, and this General Order to all parties of record or their attorneys if they have one<sup>1</sup> via email transmission.
- b. If the movant follows the requirements of Paragraph (a), then:
  - i. the responding party shall be automatically be granted 21 days to respond to any non-emergency motion from the receipt of such non-emergency motion (or shall within such time, file an objection stating concisely why such time is insufficient/excessive);
  - ii. the moving party shall be automatically granted 7 days thereafter to reply to the response to the non-emergency motion or to respond to the objections to the non-emergency motion.
  - iii. The movant shall submit the non-emergency motion and any responses/objections/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:
    1. the Court Coordinator for any judge who maintains an individual calendar, or
    2. the Court Coordinator for the applicable judicial team, or
    3. the Division Administrator for any judge who does not have a Court Coordinator, or;
    4. any other method directed by the judge assigned to the matter.<sup>2</sup>
  - iv. Upon submission of all non-emergency motion, any responses/objections, and all necessary and referenced exhibits, the non-emergency motion shall be taken under advisement by the judge presiding over the calendar to which the case is assigned.

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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.

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


- v. 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 when the Court returns to full operations. The Court shall schedule a tentative date for the in person hearing to take place.
  - vi. 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 parties (if not represented). 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.
  - vii. Parties may agree, via an Agreed Temporary Order pursuant to General Order 2020 D 04 to a briefing schedule other than the presumptive schedule set forth above.
  - viii. In the event a non-emergency motion seeks the withdrawal of an attorney as counsel of record, "reasonable notice" of withdrawal without substitution of counsel, for purposes of Supreme Court Rule 13 (c) (2), shall be deemed to be no less than three (3) business days written notice (with a copy of the filed motion to withdraw included) to a client prior to the email submission of the motion to withdraw to the Court for adjudication. Such prior written notice must be provided to the Court in the e-mail transmission of the motion seeking withdrawal when it is submitted for potential adjudication.
- c. 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.
  - c. 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.

Dated the 24<sup>th</sup> day of March 2020. This Order shall be spread upon the records of this Court and published.

**ENTERED:**

Presiding Judge  
Grace G. Dickler  
MAR 24 2020  
Circuit Court - 1521

  
HON. GRACE G. DICKLER  
Presiding Judge  
Domestic Relations Division