

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT – COUNTY DIVISION**

ADMINISTRATIVE ORDER 2006 - 03

SUBJECT: ADOPTION PROCEDURES

IT IS HEREBY ORDERED:

1. That all prior orders relating to the administration and adjudication of Adoption Petitions are vacated effective January 9, 2006. All adoption cases pending on that date where an "Interim Order" has been entered will continue to be processed under the procedures in effect when the Interim Order was entered.

2. That all Petitions for Adoptions (750 ILCS 50/5) filed on and after January 9, 2006 shall be assigned by the Clerk of the Circuit Court to Calendar 1. Upon filing of a Petition for Adoption, the Clerk of the Court shall assign each case a Calendar Status Date 270 days from the date of filing in courtroom 1703 at 9:30 a.m. Notice of this court date shall be sent to all counsel of record and other persons who have filed appearances by the Clerk of the Circuit Court no later than 21 days prior to that date unless the case has been disposed or another scheduled court date has been set for the case on a day after the originally scheduled Calendar Status Date.

3. That Calendar 1 shall, effective January 9, 2006, be presided over by the Presiding Judge of the County Division and in his absence by Judges designated by him and shall convene at 9:30 a.m. and 1:30 P.M. on every regular court date in Courtroom 1703 Richard J. Daley Center, 50 West Washington Street Chicago, Illinois, 60604.

All such cases shall remain on Calendar 1 until Judgment is entered, or if contested, until the judge presiding has closed discovery, resolved all dispositive motions and certified the case as ready for trial. At such time, the matter shall be randomly assigned to one of the several Judges in the County Division for trial. Judges should use their best efforts to schedule the commencement of trial within 30 days of the trial assignment.

Contested Adoption cases may be scheduled for pre-trial on motions presented on either the 9:30 a.m. or 1:30 p.m. Adoption Call. The parties may, with the concurrence of a Judge assigned to the County Division, request a pre-trial assignment to a Judge other than the one presiding over Calendar 1. Only one such request will be honored. The fact that a pre-trial conference was conducted by any Judge to whom the matter is transferred for trial shall not, in and of itself,

serve as grounds for a substitution of Judge for cause and constitutes a waiver of all parties' right to a substitution of Judge pursuant to 735 ILCS 5/2 – 1001(a)(2).

4. That courtesy copies of all Petitions for Adoptions without exhibits or attachments which are intended to be filed shall be delivered to the Chambers of the Presiding Judge no later than 3:00 p.m. on the court date prior to the intended date of presentment. Failure to comply with this directive may result in a delay or postponement of the initial hearing on the Petition and/or request for an Interim Order (750 ILCS 50/13) relating to the child's custody and care during the adoption proceeding.

For the convenience of counsel, in cases where filing fee waivers are sought a courtesy copy of the proposed petition or other documents as required by this order may be delivered to the Presiding Judge's office. If counsel is unable to provide the Court with a date for presentment at that time, notice can be given to the Court by telephone by 2:00 p.m. on the business date prior to the court date chosen for initial presentment.

5. At the time of initial presentment, the Court shall appoint a Guardian ad Litem ("GAL") as follows:

Case Number ending in "0 or 1"	Barbara Bates
Case Number ending in "2 or 3"	Genie Miller Gillespie
Case Number ending in "4 or 5"	Bonnie Kennedy
Case Number ending in "6 or 7"	Margarita Kulys
Case Number ending in "8 or 9"	Edward O'Connell

The appointment shall be made at the time of any Interim Order providing for the care, custody or control of the person sought to be adopted. It shall be the duty of counsel for the Petitioner to furnish the appointed GAL with a copy of the Petition for Adoption, Interim Order and any other material normally provided to the GAL's in similar cases. Fees payable to the GAL are due and payable on the date of appointment. The Court shall also determine if an investigation is necessary pursuant to 750 ILCS 50/6 and enter the appropriate order.

6. At the time of initial presentment, Counsel may obtain an Order granting future access to the Court file for the instant adoption.
7. Any request for the entry of an Interim Order pursuant to 750 ILCS 50/13(f) ("Ex parte Order") shall be made by separate Petition supported by an affidavit stating facts which demonstrate that notice of the proceeding prior to the entry of an Ex Parte Order to any person possessing parental rights should be excused because immediate danger and irreparable harm will occur to the child if such notice is given. Courtesy copies of such motions together with supporting documents which are intended to be presented shall be delivered to the chambers of the Presiding Judge no later than 3:00 p.m. on the business date prior to the

intended presentment for cases scheduled for the 9:30 a.m. call and 10:00 a.m. on the same date for matters on the 1:30 p.m. call.

8. The following motions are considered routine and may be resolved without a court appearance:

- To File Amended Petition (with proposed pleading attached)
- Order of Default
- Issuance for Passport, Permission to Travel Out of the State of Illinois and Authorize Medical Care (prior to entry of final judgment)
- Motion to Allow Examination of Court File by Petitioner's Attorney
- Certified Copy of Judgment for Adoption
- Motion to Amend Judgment (correct typographical error)
- Appointment of Special Process Server, and
- Permission to proceed as a Special Needs Adoption

Where notice is required it should be scheduled for 8:45 a.m. in Courtroom 1703. They should be delivered to chambers no later than 4:00 p.m. on the court date prior to the scheduled date. If no objection is raised, the Order will be entered on the 9:30 a.m. Call. Orders will be available after 12:00 p.m. Objections to Routine Motions can be made by telephone to the Presiding Judge's Office. If an objection is received, no order will be entered, movant's counsel will be notified and required to have the matter heard on the 10:30 a.m. Motion Call.

Routine Motions not requiring notice can be dropped off at the Presiding Judge's Office any day during regular business hours. Every effort will be made to enter the appropriate order by 12:00 p.m. for orders received in the morning and 9:00 a.m. on the succeeding court day for motions delivered after 12:00 p.m.

9. At the conclusion of the hearing on the initial presentment of the Petition for Adoption, if appropriate, Counsel for the Petitioner(s) shall select a proposed date for entry of Judgment. Said date shall be no sooner than seven business days after the expiration of any statutory waiting period. The matter shall be scheduled for hearing on that date. No later than three business days before the date scheduled for entry of Judgment, counsel for the Petitioner(s) and the GAL shall cause to be delivered to the chambers of the Presiding Judge the proposed Judgment and all supporting documents. The Judgment shall be entered on the scheduled date, unless the Court states in open court the reasons why Judgment cannot be entered. If Judgment is not entered, the matter shall be continued for a reasonable time so that any outstanding issues can be resolved.

Counsel for the Petitioner may contact the chambers of the Presiding Judge after 3:00 p.m. on the business day prior to the hearing to determine if a court appearance is necessary to resolve any issues precluding the entry of Judgment.

ENTERED:

**Patrick E. McGann, 1510
Presiding Judge - County Division**

