

**IN THE CIRCUIT COURT OF COOK COUNTY  
COUNTY DEPARTMENT, CHANCERY DIVISION**

**GENERAL ADMINISTRATIVE ORDER NO. 2016-02**

**SUBJECT: SPECIAL REPRESENTATIVES IN MORTGAGE FORECLOSURE CASES  
APPLICATION PROCESS, ATTORNEY'S FEES, AND REPORTING**

General Administrative Order 2015-02 established a new procedure and guidelines for special representatives in mortgage foreclosure cases. This general administrative order covers the application process, attorney's fees, and clarifies the role of the special representative.

**IT IS HEREBY ORDERED:**

1. General Administrative Order 2015-02 stands in its entirety, until further order of the court, and replaces all prior issued memoranda or procedures regarding special representatives.
2. Special representatives appointed by the court shall file a petition for reasonable attorney's fees and costs. Special representatives shall appear in court on the petition for a determination on the amount of fees and costs to be paid by the mortgagee requested in the petition. The petitioning for fees and costs shall be effective immediately.
3. Reports previously filed by special representatives, prior to General Administrative Order 2015-02, will not be filed. Special representatives should litigate the case as the attorney for the decedent. The elimination of reports and the role of the special representative shall be effective immediately.
4. In order for an attorney to be on a list for special representatives and be appointed by a judge, the following process will need to be completed:
  - (a) The minimum requirements to qualify as a special representative are set forth in the application attached with this General Administrative Order.
  - (b) The attorney seeking admission to the special representatives list shall complete the attached application by May 31, 2016.
  - (c) The application should be submitted to the Office of the Presiding Judge of the Chancery Division:

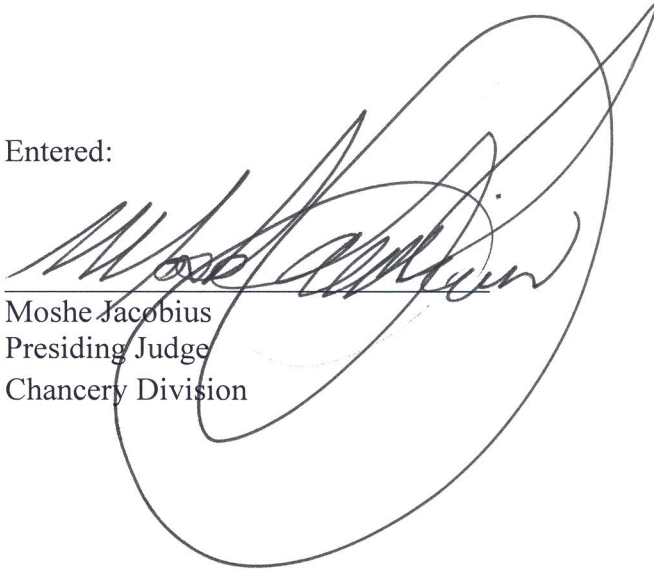
Honorable Moshe Jacobius  
Presiding Judge, Chancery Division  
2403 Richard J. Daley Center  
50 W. Washington Street  
Chicago, IL 60602

Electronic submissions may be sent to: Deborah Feltman at [deborah.feltman@cookcountyil.gov](mailto:deborah.feltman@cookcountyil.gov).

- (d) The applicant shall sit for an interview with a Special Representatives Committee, a committee to be determined by the Presiding Judge of the Chancery Division.
  - (e) The Office of the Presiding Judge of the Chancery Division will notify successful applicants.
  - (f) The applications will be accepted on an ongoing basis after May 31, 2016 with interviews scheduled as the committee deems appropriate.
5. Until the list of approved special representatives is established by the committee, appointments for special representatives should be based on the current appointment process using the appointment order template provided in General Administrative Order 2015-02.

Date: February 16, 2016

Entered:



Moshe Jacobius  
Presiding Judge  
Chancery Division

**MINIMUM REQUIREMENTS FOR  
SPECIAL REPRESENTATIVE FOR DECEASED MORTGAGOR  
APPOINTMENT LIST**

**In order to be placed on the list of attorneys eligible to be appointed by the Court as a Special Representative in Cook County mortgage foreclosure cases, all applicants shall at a minimum meet the following requirements and obtain approval from the Office of the Presiding Judge of the Chancery Division.**

1. Submit a completed application provided by the Office of the Presiding Judge of the Chancery Division. The application shall be completed under oath and notarized.
2. Be licensed to practice law in the state of Illinois.
3. Have a substantial amount of practice experience in the area of mortgage foreclosure for a minimum of five (5) of the last eight (8) years.
4. Possess significant in-court experience in mortgage foreclosure litigation or equivalent experience.
5. Submit to an inquiry regarding all areas of the applicant's past and current profession and/or employment, and have no serious disciplinary actions pending.
6. Be interviewed regarding qualifications by the Special Representative Screening Committee.
7. Attend and complete all required training programs and agree to attend Continuing Legal Education programs for the defense of mortgage foreclosure litigation.
8. Submit a current biography sheet in the format prepared by the Office of the Presiding Judge of the Chancery Division.
9. Agree to handle a reasonable number of matters representing mortgagors on a pro bono basis.
10. Submit to other background checks, if requested.
11. Have first or substantial second chair experience or equivalent experience in civil practice and civil trials.
12. An attorney on the approved list shall have and maintain appropriate errors and omissions insurance coverage and shall be required to present proof of said insurance, upon request, to the court.

**APPLICATION FOR THE  
SPECIAL REPRESENTATIVE FOR DECEASED MORTGAGOR  
APPOINTMENT LIST**

The following information is requested of you in order to ensure quality representation in matters before the Mortgage Foreclosure/Mechanic's Lien Section of the Chancery Division in the Circuit Court of Cook County. Please answer the following questions.

You may be required to update your answers or provide further information to become eligible or maintain eligibility for appointment as a Special Representative in the Mortgage Foreclosure/Mechanic's Lien Section of the Chancery Division.

1. Name: \_\_\_\_\_

2. Business Address, Telephone Number and Email:  
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\_\_\_\_\_  
\_\_\_\_\_

3. Home Address and Telephone Number:  
\_\_\_\_\_  
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\_\_\_\_\_

4. Language(s) in which you are conversant/fluent: \_\_\_\_\_

5. College or University from which you received your:  
Undergraduate degree: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Law Degree: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Other: \_\_\_\_\_  
Date Received: \_\_\_\_\_

6. Date of Admission to the Illinois Bar: \_\_\_\_\_  
Years of full-time practice: From: \_\_\_\_\_ To: \_\_\_\_\_  
Years of part-time practice: From: \_\_\_\_\_ To: \_\_\_\_\_  
Other states in which you are licensed to practice law: \_\_\_\_\_  
Date(s) of admission: \_\_\_\_\_

7. Percentage of practice currently devoted to mortgage foreclosure matters and approximate number of cases:  
\_\_\_\_\_  
Other areas of practice and approximate number of cases:  
\_\_\_\_\_  
Experience in related fields:  
\_\_\_\_\_

8. Please indicate your mortgage foreclosure/civil litigation experience as follows: (You may attach an additional sheet if necessary).  
a. Number of mortgage foreclosure cases you have tried to final adjudication as first or second chair: \_\_\_\_\_

For each case please indicate whether you were first or second chair, and list the case number, name of the case, the judge and opposing counsel:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the above-listed cases in which you were second chair, please describe your experience as a second chair:

\_\_\_\_\_  
\_\_\_\_\_

b. Number of non-mortgage foreclosure cases you have tried to final adjudication as first or second chair: \_\_\_

For each case please indicate whether you were first or second chair, and list the case number, name of the case, the judge and opposing counsel:

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For the above-listed cases in which you were second chair, please describe your experience as a second chair:

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c. Number of mortgage foreclosure-related contested evidentiary hearings you have conducted: \_\_\_\_\_

For the three most recent such cases please list the name of the case, case number, the judge and opposing counsel:

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d. Number of mortgage foreclosure-related contested non-evidentiary motions you have briefed and argued: \_\_\_\_\_

For the five most recent such cases please list the name of the case, case number, the judge and opposing counsel:

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9. Please list all law firms with which you have been associated or other legal employers, and list the dates of your association or employment:

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10. Please list any bar organizations, professional associations, etc. (related to the field of mortgage foreclosure) in which you are an active member. Please describe your activities with those groups and the dates of involvement:

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11. Have you previously submitted an application to the Special Representative appointment list and been denied? If so, describe your efforts to obtain further mortgage foreclosure experience, relevant bar activities and/or continuing legal education events in which you have participated subsequent to that denial.

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12. Have you ever been a party litigant in any lawsuit? If so, please explain:

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13. Have you ever been subject to any disciplinary action by any bar association, agency, or other licensing authority beyond a letter of complaint? If so, please explain.

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14. Have you ever been held in contempt by any court? If so, please explain in detail, including the name of the case, the judge, date, and surrounding circumstances of the occurrence.

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15. Are you willing to accept appointments and handle cases on a pro bono basis? \_\_\_\_\_

16. Please explain why you are interested in and why you believe you qualify for appointment as a Special Representative in the Mortgage Foreclosure/Mechanic's Lien Section of the Chancery Division. Please attach an additional sheet if necessary.

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17. Please list the names and phone numbers of three professional references:



CIRCUIT COURT OF COOK COUNTY, ILLINOIS,  
CHANCERY DIVISION

**SPECIAL REPRESENTATIVE AGREEMENT**

I, the undersigned, understand and acknowledge that it is not a right but a privilege to be placed on the Court-Approved Special Representative List (“List”). I understand and acknowledge that if I am approved to be placed on the List I may be temporarily suspended from the List, permanently removed from the List and/or rescreened by the Special Representative Screening Committee at the discretion of the Presiding Judge of the Chancery Division of the Circuit Court of Cook County.

I further acknowledge that I have and will continue to maintain appropriate errors and omissions insurance coverage and shall present proof of said insurance, upon request, to the court.

Date: \_\_\_\_\_

Attorney No. \_\_\_\_\_

Name: \_\_\_\_\_  
(Printed)

Signed: \_\_\_\_\_