

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

GENERAL ADMINISTRATIVE ORDER NO. 2009 – 07

SUBJECT: COMPLETION OF CIVIL COVER SHEETS

Pursuant to General Order 3.1 of the Circuit Court of Cook County, the Clerk of the Circuit Court of Cook County is charged with effectuating the random assignment of cases in the Chancery Division. To assist the Clerk in this function, Civil Cover Sheets have been developed for attorneys and litigants to complete upon the filing of each case.

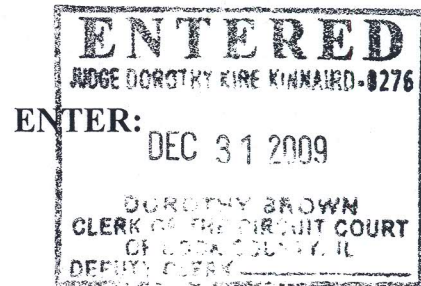
By Administrative Order No. 2009 – 03, the Clerk of the Court was directed to use separate Civil Cover Sheets in the Chancery Division, one for cases to be heard in the General Chancery Section and one for cases to be heard in the Mortgage Foreclosure/Mechanics Lien Section. Statistical information derived from the coding of cases as designated in the Civil Cover Sheets is used by the Circuit Court to complete reporting requirements to the Illinois Supreme Court regarding the Chancery Division's Court-Annexed Mediation Program, pursuant to Supreme Court Rule 99 and Circuit Court Rule 21.09. The information is also necessary in the planning and implementation of the Court's expanded Mortgage Foreclosure Mediation Program, as well as for general administrative purposes.

The Chief Deputy Clerk of the Chancery Division has informed the Presiding Judge of the Chancery Division that certain attorneys and litigants are refusing to complete the Civil Cover Sheets upon the filing of their cases, particularly those attorneys/litigants filing mortgage foreclosure cases. This has resulted in cases not being properly classified for statistical and reporting purposes. It has also impeded the planning process for the expanded Mortgage Foreclosure Mediation Program.

IT IS, THEREFORE, HEREBY ORDERED AS FOLLOWS:

1. Effective January 4, 2010, the Clerk of the Court shall refuse to accept any and all initial case filings in the Chancery Division unless the appropriate Chancery Division Civil Cover Sheet has been completed.

2. When completing the Civil Cover Sheet for cases to be heard in the General Chancery Section, attorneys/litigants who are filing cases which are to be randomized as general chancery cases must check the space for 0007, General Chancery, and one of the spaces designating which type of general chancery case is being filed.
3. When completing the Civil Cover Sheet for cases to be heard in the Mortgage Foreclosure/Mechanics Lien Section, attorneys/litigants who are filing cases which are to be randomized as mortgage foreclosure cases must check one of the six spaces which identify the type of property involved.



Date: December 31, 2009

Dorothy Kirie Kinnaird
Presiding Judge
Chancery Division