

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

ADMINISTRATIVE ORDER: 2021 D 1

SUBJECT: Procedure to Submit Motions for Substitution of Judge as a Matter of Right during COVID-19 Pandemic

EFFECTIVE IMMEDIATELY IT IS HEREBY ORDERED THAT:

1. On a temporary basis, during such time as in person court operations are reduced pursuant to General Administrative Order No. 2020-07 (as amended April 23, 2021) (or such subsequent orders executed by the Chief Judge of the Circuit Court of Cook County), any Motions for Substitution of Judge as a Matter of Right pursuant to 735 ILCS 5/2-1001(a)(2) that have been properly filed with the Clerk of the Circuit Court's Office may be submitted to the Court, along with a proposed Order¹ and a copy of this Administrative Order 2021 D 1, via e-mail transmission by either party with all counsel of record and self-represented parties included as recipients of the e-mail 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.²
2. All Motions for Substitution of Judge as a Matter of Right shall be reviewed by the regularly assigned calendar judge. The judge, in his or her discretion, may rule without response or may, within 48 hours of receipt of the motion, request a response from the opposing party. Within a reasonable time after receipt of the motion, and the response if applicable, but no later than 7 days, the regularly assigned calendar judge shall issue an Order either granting the Motion or stating concise reasons for denying the Motion.
3. Upon entry by the Court, all Orders granting or denying a Motion for Substitution of Judge as a Matter of Right shall be immediately emailed by staff of the Clerk of the Circuit Court to all counsel of record, or parties if not represented by counsel.
4. All Motions for Substitution of Judge as a Matter of Right submitted by email shall contain the email address and contact telephone number of each counsel of record in the case or the self-represented parties.
5. All email submissions concerning Motions for Substitution of Judge as a Matter of Right shall use the title: "Motion for SOJ as a Matter of Right", Case Number, and Calendar Number.

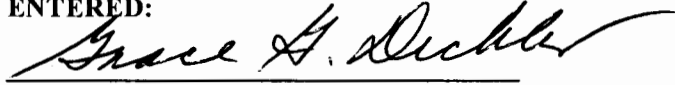
¹ Please find a template for the proposed Order Regarding Substitution of Judge or Recusal attached or on the Clerk of the Circuit Court's website at www.cookcountyclerkofcourt.org.

² An updated list of contact information for all Court Coordinators and the Division Administrator can be found on the Domestic Relations Division section of www.cookcountycourt.org

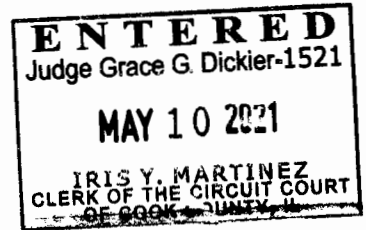
e.g., "Motion for SOJ as a Matter of Right"; Case No. 2021 D 1234; Calendar 01.

Dated the 10th day of May 2021. This Order shall be spread upon the records of this Court and published.

ENTERED:



HON. GRACE G. DICKLER
Presiding Judge
Domestic Relations Division



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

IN RE: [] Marriage [] Civil Union [] Legal Separation [] Allocation of Parental Responsibilities
[] Visitation (Non-Parent) [] Support [] Parentage of:

Petitioner

and

Respondent

No.: _____

Calendar: _____

ORDER REGARDING SUBSTITUTION OF JUDGE OR RECUSAL

THIS CAUSE being properly before the Court, and Court being advised in the premises:

[] IT IS ORDERED THAT: pursuant to a Petition for Substitution of Judge timely filed by the
[] Petitioner [] Respondent 4100 [] as of right 8283 [] for cause, which has been granted, the above entitled cause is
hereby transferred to the 8282 [] PRESIDING JUDGE 4201 [] PRELIMINARY JUDGE OF
Team _____ for reassignment.

[] IT IS ORDERED THAT: the assigned judge having recused himself/herself pursuant to Supreme Court Rule 63(c)
4110 and having withdrawn from further proceedings in this cause, the above entitled cause is hereby transferred
to the 8282 [] PRESIDING JUDGE 4201 [] PRELIMINARY JUDGE of
Team _____ for reassignment.

Atty. No.: _____

Name: _____

Attorney for : _____

Address: _____

City/State/Zip Code: _____

Telephone: _____

Primary Email Address: _____

Secondary Email Address: _____

Other Email Address: _____

ENTERED:

Dated: _____

Judge

Judge's No.