

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

ADMINISTRATIVE ORDER: 2020 D 20 Amended

SUBJECT: Procedures to Request an Emergency Order of Protection during COVID-19 Pandemic

EFFECTIVE NOVEMBER 1, 2021, IT IS HEREBY ORDERED THAT: On a temporary basis, during such time as court operations are reduced pursuant to General Administrative Order No. 2020-07 (as amended October 5, 2021) (or such subsequent orders executed by the Chief Judge of the Circuit Court of Cook County), a party may file a Petition for Emergency Order of Protection from the Domestic Relations Division only as follows:

1. **Parties who DO NOT qualify for an e-filing exemption:** Except for those self-represented litigants who qualify for an e-filing exemption, all parties seeking an Emergency Order of Protection during this period of reduced in person court operations shall submit a completed (1) Petition for Order of Protection, (2) Summons, and (3) proposed Order of Protection¹ via email to their regularly assigned judge's court staff at the email address assigned to their courtroom.

All Domestic Relations Division courtrooms at the Daley Center follow the following template:

CCC.DomRelCR[insert courtroom number here]@cookcountyil.gov.

All Domestic Relations Division courtrooms in the Districts follow the following template:

CCC.[Suburb]CR[insert courtroom number here]@cookcountyil.gov²

Parties shall list their Domestic Relations case number (i.e. 2020 D 123) and/or Domestic Violence case number (i.e. 2020 OP 123) on all attachments.

All attachments, with the exception of the proposed Order of Protection, shall be e-filed with the Clerk of the Circuit Court of Cook County prior to submission to the court.

After submission of the e-filed Petition and Summons and the unfiled proposed Order of Protection, parties shall log onto their regularly assigned judge's Zoom courtroom for further instruction.

2. **Parties who DO qualify for an e-filing exemption:** Self-represented litigants who qualify for an e-filing exemption may submit their documents remotely or in person using the instructions below.

¹ Statewide standardized versions of each of these documents, **along with plain-language instructions on how to complete them**, can be found here: <https://tinyurl.com/StandardOPForms> or at www.illinoiscourts.gov.

² A list of contact information for all courtrooms can also be found at <https://www.cookcountycourt.org/ABOUT-THE-COURT/County-Department/Domestic-Relations-Division>.

REMOTE: E-filing exempt parties seeking an Emergency Order of Protection **remotely** shall submit a completed (1) Petition for Order of Protection, (2) Summons, (3) proposed Order of Protection, and (4) Certification for Exemption from E-Filing³ via email to their regularly assigned judge’s court staff at the email address assigned to their courtroom (see the template above).

Upon email receipt of the Certification for Exemption from E-Filing, court staff shall forward the Certification and all attachments, except for the proposed Order of Protection, to the Clerk of the Circuit Court of Cook County for processing and the Clerk shall accept the same as if they were hand-delivered by the party.

After submission of the Petition, Summons, proposed Order of Protection, and Certification for Exemption from E-filing, parties shall log onto their regularly assigned judge’s Zoom courtroom for further instruction.

IN PERSON: E-filing exempt parties seeking an Emergency Order of Protection **in person** may visit the Office of the Clerk of the Circuit Court of Cook County⁴ to submit their (1) Petition for Order of Protection, (2) Summons, (3) proposed Order of Protection, and (4) Certification for Exemption from E-Filing for processing. Parties may bring these documents already filled out or may request blank copies from the Office of the Clerk of the Circuit Court of Cook County to fill out there.

The Clerk shall file the completed Petition, Summons, and Certification for Exemption from E-filing, and send the file-stamped copies along with the unfiled proposed Order of Protection to the regularly assigned calendar judge for review, or if the documents are filed after 3:00p.m. to the emergency judge, via email.

If the documents are filed **before 3:00p.m.**, after the documents have been sent to the regularly assigned judge by the Clerk, parties shall log onto their regularly assigned judge’s Zoom courtroom for further instruction. If a party does not have a device allowing them to participate on video via Zoom, that party shall be directed to the Zoom room(s) located in the courthouse where the litigant filed their documents.

If documents are filed **after 3:00p.m.**, after the documents have been sent to the emergency judge, parties shall be directed to the courtroom of the emergency judge assigned for that day for further instruction.

3. The subject line of all email submissions under this Administrative Order shall indicate that the moving party is submitting a Petition for an Emergency Order of Protection and shall state the case name, case number, i.e.:

“Petition for EOP, Doe v. Doe, 2020 D 123”

³ The statewide standardized version of this form, **along with information on how one qualifies for this exemption and plain-language instructions on how to complete the form**, can be found here: <https://tinyurl.com/CertificationEfilingExemption> or at www.illinoiscourts.gov.

⁴ For a list of locations, please visit www.cookcountyclerkofcourt.com.

4. Self-represented litigants, particularly those with limited access to a computer, are encouraged to contact the following agencies for assistance with filling out and submitting the required documents:

The Remote Orders of Protection Assistance Project: 312-229-6020
Sarah's Inn, Metro Family Services and Family Rescue Hotline: 708-689-3422
Ascend Justice Remote Order of Protection Hotline: 312-239-0413

A member of the agencies listed above or another attorney providing limited assistance may submit the moving party's paperwork via email on their behalf. Any such email shall

- a. Designate that it is being submitted by a Remote Order of Protection Assistance Project or attorney volunteer, that the volunteer is not the movant's attorney, and that the movant has authorized the volunteer to submit this email on their behalf,
 - b. Either indicate that the volunteer will communicate all responses from the court to the movant or provide an email address and phone number for the movant, and
 - c. Copy the movant on the email as a recipient if they have an email address.
5. Any party who requires the assistance of an interpreter shall request interpreter services for a particular language in their email to court staff. Whenever an interpreter is requested, court staff shall arrange for the interpreter's remote participation.
 6. All attachments shall be accepted by court staff and the Clerk of the Circuit Court even if the moving party was unable sign them. If the moving party submits an unsigned document, they are attesting to the accuracy of all information contained in the unsigned filing and may be asked to verify the same under oath. Any such attestation shall bear the same responsibilities and consequences as affixing a signature to a document under Illinois Supreme Court Rule 137 and all related statutes and court rules.
 7. Any Emergency Order of Protection granted as the result of this process shall be processed by the Clerk for entry into LEADS.
 8. If an Emergency Order of Protection is granted and is returnable to the Domestic Violence Division at 555 West Harrison Street, the judge shall also enter an Order of Transfer returning the matter to Calendar V3, Courtroom 304 (Zoom Meeting ID: 971-9496-5851; Password: 912820) at 9:00a.m. on a date no less than 14 days and no more than 21 days from the entry of the Emergency Order of Protection. Upon entry, court staff shall immediately email the Order of Transfer to 555dv.courthouse@cookcountyil.gov to provide notice to the Domestic Violence Division.
 9. Nothing in this Order shall limit the ability of the Emergency Judge scheduled pursuant to Cook County Local Rule 13.2(f) to hear cases.

Dated the 1st day of November 2021. This Order shall be spread upon the records of this Court and published.

SIGNATURE PAGE ONLY

ENTERED:

s/Grace J Dickler 1521

HON. GRACE G. DICKLER
Presiding Judge
Domestic Relations Division