

**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 (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, by either party via e-mail, with all counsel of record or self-represented parties included as recipients, to the courtroom email address of the regularly assigned judge.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.

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

Dated the 28th day of October 2021. This Order shall be spread upon the records of this Court and published. This Order replaces Administrative Order 2020 D 4 which was entered May 10, 2021.

ENTERED:



HON. GRACE G. DICKLER
Presiding Judge
Domestic Relations Division

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

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