

**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 IMMEDIATELY, 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 April 23, 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 seek an Emergency Order of Protection during this period of reduced in person court operations shall email a (1) Petition for Order of Protection, (2) Summons, and (3) proposed Order of Protection¹ to
 - i. the Court Coordinator for any judge who maintains an individual calendar, or
 - ii. the Court Coordinator for the applicable judicial team, or
 - iii. the Division Administrator for any judge who does not have a Court Coordinator, or;
 - iv. any other method directed by the judge assigned to the matter.²

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

2. All attachments, with the exception of the proposed Order of Protection, shall be filed with the Clerk of the Circuit Court of Cook County electronically or, for self-represented litigants who qualify for an e-filing exemption, a completed Certification for Exemption from E-Filing³ shall also be attached to the email. The proposed Order of Protection should not be filed electronically or otherwise and should be sent via email per the instructions in paragraph 1.

Upon receipt of a Certification for Exemption from E-Filing, court staff shall forward the Certification and all attachments 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.

3. The subject line of the email 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”

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 Court Coordinators and the Division Administrator is attached.

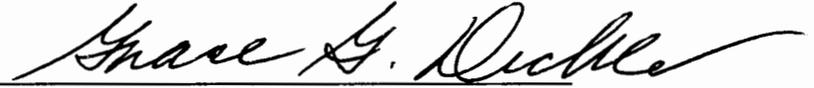
³ Available at <https://tinyurl.com/EFilingExemption> or at www.illinoiscourts.gov.

4. Court staff shall forward all attachments to the regularly assigned calendar judge for review and shall, by the end of that business day, at the discretion of the regularly assigned judge, email the moving party either (1) details on how and when to access a remote hearing, or if necessary, an in-person hearing or (2) any resulting orders if the judge determines a hearing is not necessary.
5. If a self-represented litigant does not have access to a computer or is otherwise unable to send an email with all required attachments, a member of the agencies listed below⁴ or an 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.
6. 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.
7. 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 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.
8. Any Emergency Order of Protection granted as the result of this process shall be processed by the Court for entry into LEADS.
9. 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.
10. 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.

⁴ All self-represented litigants are encouraged to contact The Remote Orders of Protection Assistance Project at 312-229-6020, or Sarah's Inn, Metro Family Services and Family Rescue Hotline at 708-689-3422 for free help filling out and submitting all required paperwork.

Dated the 4th 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

ENTERED
Judge Grace G. Dickler-1521
MAY 04 2021
IRIS Y. MARTINEZ
CLERK OF THE CIRCUIT COURT
OF COOK COUNTY, IL