

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT – PROBATE DIVISION

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) No. 2020 P 02
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GENERAL ADMINISTRATIVE ORDER

In light of Cook County Cir. Ct. G.A.O. 2020-01 (amended April 3, 2020),

IT IS HEREBY ORDERED THAT:

1. The following procedures regarding petitions for approval of fees shall apply only during the time the Judges in the Probate Division are working remotely.

2. All matters submitted pursuant to this Administrative Order shall be E-Filed and will be reviewed by the Judge assigned to that Calendar. Upon E-Filing the fee petition, the movant shall obtain a hearing date. A copy of the fee petition must be submitted to the Court for consideration by email at the address provided in ¶ 5 of this Order. However, the Court will only consider matters submitted by email if the hearing date is more than five (5) but less than sixty (60) days from the time of email submission. For those matters presently scheduled to be heard between March 17 and May 15, 2020, the movant shall re-notice the petition for a date on or after May 18, 2020.

3. Fee petitions are limited to fees incurred by attorneys, trustees, guardians, administrators in supervised administrations, case managers, and care providers.

4. The fee petition shall be accompanied by the following:

a. a verified statement of the following:

- i. the value of the estate as of the date of the filing;
- ii. list of all parties and persons entitled to notice under the Probate Act of 1975, the Rules of the Circuit Court of Cook County, and Orders of this Court; and
- iii. all parties and persons have received notice and all such parties and parties and have affirmatively agreed to the fee petition;

b. **Accounting or Inventory:** If an accounting or inventory has been approved, the movant shall provide a copy of the last approved accounting or inventory and the Order approving same;

c. **Proposed Agreed Order:** The proposed Order shall include:

- i. the total amount of fees sought;
- ii. the value of the estate as of the date of the filing of the fee petition;
- iii. a statement that notice of this fee petition has been given to all parties and persons entitled to notice; and
- iv. a statement that all parties and persons entitled to notice have received and affirmatively agreed to the fee petition;

d. copies of the invoices for the fees sought; and

e. a notice of motion.

5. The movant shall email the accounting or inventory (if applicable), fee petition, verified statement, proposed Agreed Order, invoices, and notice of motion to the individual Calendar judges as follows:

Calendar 1: Judge Quinn, carolyn.quinn@cookcountyil.gov
Calendar 2: Judge Gallagher, carolyn.gallagher@cookcountyil.gov
Calendar 7: Judge Malone, daniel.malone@cookcountyil.gov
Calendar 8: Judge Delgado, kent.delgado@cookcountyil.gov
Calendar 9: Judge Miller, stephanie.miller@cookcountyil.gov
Calendar 10: Judge MacCarthy, aicha.maccarthy@cookcountyil.gov
Calendar 11: Judge McGuire, terrence.mcguire@cookcountyil.gov
Calendar 12: Judge Outlaw, jesse.outlaw@cookcountyil.gov
Calendar 13: Judge Degnan, daniel.degnan@cookcountyil.gov
Calendar 15: Judge Boliker, shauna.boliker@cookcountyil.gov
Calendar 16: Judge Kennedy-Sullivan, susan.kennedy-sullivan@cookcountyil.gov
Calendar 25: Judge Murphy, james.murphy2@cookcountyil.gov

6. This Order shall be published in the Chicago Daily Law Bulletin, at www.cookcountycourts.org/ProbateDivision, and outside each Probate Division courtroom to inform litigants and attorneys about these procedures. If attorneys and self-represented litigants do not have access to the Internet or have questions regarding the Probate Division or this Order, please contact the administrative assistant at (312) 603-7545 or (312) 603-7546.

Enter: Daniel B. Malone #2012
Daniel B. Malone
Acting Presiding Judge
Probate Division

DATED: April 13, 2020