

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

GENERAL ORDER: 2020 D 11

SUBJECT: Procedure to Submit Agreed Final Orders and Agreed Qualified Domestic Relations Orders in Response to General Administrative Order No. 2020-01

EFFECTIVE IMMEDIATELY, IT IS HEREBY ORDERED THAT:

1. On a temporary basis, Agreed Final Orders (i.e., orders that constitute final and appealable orders as defined by the Illinois Supreme Court Rules) which do not require an oral prove up and Agreed Qualified Domestic Relations Orders (QDRO) may be submitted to the Court for entry via e-mail transmission by either party with all counsel of record or the parties (if not represented) included as recipients of the email to:

- 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.¹

No Agreed Final Order or Agreed QDRO shall be entered by the Court unless all counsel of record, or parties (if not represented by counsel) are included as recipients of the email containing the proposed Agreed Final Order.

2. All Agreed Final Orders and Agreed QDROs shall:

- a) bear the heading: “**AGREED FINAL ORDER SUBMITTED BY ELECTRONIC MEANS**” or “**AGREED QUALIFIED DOMESTIC RELATIONS ORDER SUBMITTED BY ELECTRONIC MEANS**”
- b) where feasible, bear the written signature of all parties; and if the parties are represented,
- c) where feasible, bear the electronic signature of any counsel of record in the cause;
- d) contain the email address and contact telephone number of each counsel of record in the cause or the parties (if not represented by counsel);

5. All Agreed Final Orders and Agreed QDROs may be executed in counter-parts (i.e. Petitioner signs one, Respondent signs another, and both are submitted to the Court with the other’s signature left blank) but Agreed QDRO signatures will preferably be on the same page.

6. All Agreed Final Orders and Agreed QDROs shall be reviewed by the regularly assigned calendar judge. Within 48 hours of receipt, the regularly assigned calendar judge shall either approve the order or state concise reasons for rejecting the order.

¹ A list of contact information for all Court Coordinators and the Division Administrator is attached.

7. All approved Agreed Final Orders and Agreed QDROs shall be entered by the Emergency Judge via the Collaborative Entry of Orders process outlined in General Order 2020 D 5.

8. Court staff shall disseminate the approved Final Agreed Order or Agreed QDROs bearing the Emergency Judge's signature or the regularly assigned calendar judge's reasons for rejecting the order to all counsel of record and all self-represented parties in a timely manner.

9. Upon receipt of an approved Agreed QDRO bearing the Emergency Judge's signature, a party or their attorney may request remote certification of that order from the Clerk of the Circuit Court pursuant to the instructions attached to this General Order.

Dated the ____ day of March 2020. This Order shall be spread upon the records of this Court and published.

ENTERED:

HON. GRACE G. DICKLER
Presiding Judge
Domestic Relations Division

Teams

3004	61	David Haracz, AJ
Coordinator: Debbie Luce (deborah.luce@cookcountyil.gov)		
3010	62	Regina Scannicchio, CJ
Coordinator: Jaime Barcas (jaime.barcas@cookcountyil.gov)		
2002	63	Matthew Link, CJ
Coordinator: Roxanne DeJulius (roxanne.dejulius@cookcountyil.gov)		
3002	64	Jeanne Cleveland Bernstein, CJ
Coordinator: Gabriela Robles (gabriela.robles@cookcountyil.gov)		
1902	21	Karen J. Bowes, AJ
Coordinator: Elenora Porter (eleanora.porter@cookcountyil.gov)		
3007	22	Naomi Schuster, AJ
Temp. Coordinator: (roxanne.dejulius@cookcountyil.gov)		
2108	23	Robert W. Johnson, AJ
Coordinator: Kaye Mason (kaye.mason@cookcountyil.gov)		
1608	24	John T. Carr, AJ
Coordinator: Terry Bright (terry.bright@cookcountyil.gov)		

<u>District 2 - Skokie</u>		<u>Admin. Cal.</u>
203	"V" Jeanne Reynolds, AJ	82
Coordinator: Karen De Gustino (karen.degustino@cookcountyiil.gov)		
<u>District 3 - Rolling Meadows</u>		<u>Admin. Cal.</u>
106	"W" Rossana Fernandez, CJ (Even # Cases)	
Temp. Coordinator: (kaye.mason@cookcountyiil.gov)		
105	"G" Thomas J. Kelley, CJ (Odd # Cases)	
Coordinator: Shannon DePersia (shannon.depersia@cookcountyiil.gov)		

<u>District 4 - Maywood</u>			<u>Admin. Cal.</u>
201	"X"	Judith Rice, CJ	84
Coordinator: LaShanda O'Quinn: (lashanda.oquinn@cookcountyil.gov)			
<u>District 5 - Bridgeview</u>			<u>Admin. Cal.</u>
106	"Y"	Joan M. Kubalanza, AJ	85
Coordinator: Kimberly S. Wilson (kimberly.wilson@cookcountyil.gov)			
<u>District 6 - Markham</u>			<u>Admin. Cal.</u>
202	"Z"	Bonita, Coleman, CJ (Even # Cases)	
Coordinator: Krista Carlson (krista.carlson@cookcountyil.gov)			
210	"H"	Sharon O. Johnson, CJ (Odd # Cases)	
Coordinator: Cathy Mc Donald (cathy.mcdonald@cookcountyil.gov)			



DOROTHY BROWN
CLERK OF THE CIRCUIT COURT OF COOK COUNTY

ATTENTION

TO PROTECT THE PUBLIC AND OUR EMPLOYEES DURING THE CORONAVIRUS, HIGH RISK HEALTH ENVIRONMENT

Limit In-Person Contact by Using Clerk's Office Remote Access Services:

Electronic Filing

eFile civil cases and court documents on the Clerk's Office website's eFile Portal. Go to www.cookcountyclerkofcourt.org and select "eFile Your Case".

Email Services

Select services are available to customers via email submission, including:

- Copies of documents/court file
- Certified copies of documents (**This will be a flat certification stamp**)
- Certified copies of divorce decrees (**This will be a flat certification stamp**)

Please direct requests to the appropriate District/Department/Division (see email address list).

Note: requests for copies/certifications must be paid in advance.

Pay by Phone

To pay amounts due, for certified copies, photocopies, and other services, by phone, call or email the appropriate Clerk's Office District/Department/Division using the included contact list. Receive instructions on how to pay.

E-Plea

Pay traffic ticket fines, request traffic safety school, or request a court hearing date at www.cookcountyclerkofcourt.org/TrafficTickets

Court Forms

Obtain court forms at:
www.cookcountyclerkofcourt.org

Mobile App

Download the Court Clerk Mobile Connect app on iPhone and Android devices to access civil case docket, traffic tickets, civil court calls, and general Clerk's Office information.

Clerk's Office Telephone/Email Contact Information:

Chancery Division - (312) 603-5133

ChanceryDivservices@cookcountycourt.com

Child Protection/Juvenile Justice Division - (312) 433-4941

ChildProtectDivservices@cookcountycourt.com

JuvenileDivservices@cookcountycourt.com

Civil Division - (312) 603-5116

CivilDivservices@cookcountycourt.com

Civil Appeals Division - (312) 603-5406

CivAppealsDivservices@cookcountycourt.com

County Division - (312) 603-5710

CountyDivservices@cookcountycourt.com

Criminal Department - (312) 603-4641

CriminalMisdemeanorservices@cookcountycourt.com

Criminal Division - (773) 674-3140

CriminalFelonyServices@cookcountycourt.com

Domestic Relations Division - (312) 603-6300

DomesticRelDivservices@cookcountycourt.com

Domestic Violence Division - (312) 325-9500

DomesViolenceDivSvc@cookcountycourt.com

Law Division - (312) 603-5426

LawDivservices@cookcountycourt.com

Probate Division - (312) 603-6441

ProbateDivservices@cookcountycourt.com

Traffic Division - (312) 603-2000

TrafficDivservices@cookcountycourt.com

District 2-Skokie - (847) 470-7250

SkokieDist2Civilservices@cookcountycourt.com

SkokieDist2Crimservices@cookcountycourt.com

SkokieDist2TrafficServices@cookcountycourt.com

District 3-Rolling Meadows - (847) 818-3000

RollMeadDist3CivSvc@cookcountycourt.com

RollMeadDist3CrimSvc@cookcountycourt.com

RollMeadDist3TrafSvc@cookcountycourt.com

District 4-Maywood - (708) 865-6040

MaywoodDist4Civilservices@cookcountycourt.com

MaywoodDist4Crimservices@cookcountycourt.com

MaywoodDist4trafficservices@cookcountycourt.com

District 5-Bridgeview - (708) 974-6500

BridgeviewDist5Civilservices@cookcountycourt.com

BridgeviewDist5Crimservices@cookcountycourt.com

BridgeviewDist5trafficservices@cookcountycourt.com

District 6-Markham - (708) 232-4551

MarkhamDist6Civilservices@cookcountycourt.com

MarkhamDist6Crimservices@cookcountycourt.com

MarkhamDist6trafficservices@cookcountycourt.com

Clerk's Office General Info, call (312) 603-5030
For updates, visit

www.cookcountyclerkofcourt.org

Follow us on social media:

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Twitter.com/CourtClerkBrown

Court hearings will be limited for a 30-day period, Tuesday, March 17 – Wednesday, April 15, resuming on Thursday, April 16, 2020. For more information: www.cookcountycourt.org