

**IN THE CIRCUIT COURT OF COOK COUNTY  
COUNTY DEPARTMENT, CHANCERY DIVISION**

**GENERAL ADMINISTRATIVE ORDER NO. 2022-03**

**SUBJECT: RESUMPTION OF FULL COURT PROCEEDINGS**

This General Administrative Order is entered to continue to implement the court operations set forth by Chief Judge Evans in response to the COVID-19 pandemic.

**IT IS HEREBY ORDERED:**

In conjunction with General Administrative Order 2020-07 by Chief Judge Timothy Evans, the following procedures will be in effect for the Chancery Division. This order supersedes Chancery Division General Administrative Orders 2022-01 and 2022-02.

**I. COURT PROCEEDINGS – STANDARD PROCEDURE**

**A. *Remote Hearings.*** Court proceedings in the entire division can continue remotely by videoconference.

1. Standard Remote Proceedings. All case management conferences (CMC), routine status hearings, routine motion presentment, dispositive motions, and routine discovery disputes are considered Standard Remote Proceedings and may continue to be heard remotely by Zoom under the Remote Hearing Protocol.
2. Remote Hearing Protocol. All remote proceedings are governed by the Remote Hearing Protocol in Section II of this General Administrative Order.
3. Other Proceedings. If a proceeding is not considered a Standard Remote Proceeding, the matter may be conducted by videoconference if all parties and the judge agree.
4. Judicial Discretion. The judge presiding over a case has the ultimate discretion to decide that a matter will be conducted remotely or in person. If a judge determines the matter is complex due to the nature of the dispute, the nature of the parties, or severity of the matter, the judge has the ultimate discretion to require that the parties to appear in person.

**B. *In-Person Proceedings.***

1. Types of Proceedings. Any proceeding that is not considered a Standard Remote Proceeding shall be conducted in-person unless otherwise determined by the court. Contested hearings, evidentiary hearings, bench trials, or any case involving high levels of conflict, inherently complex matters, or vulnerable parties requiring additional judicial oversight must be heard in person by the court unless all parties and the judge agree to conduct the proceeding remotely.

2. Compliance with Protocols for In-Person Gatherings. Any hearing that is not a Standard Remote Proceeding and is conducted in-person at the Daley Center must be held in accordance with protocols set forth by Chief Judge Timothy Evans and all public health provisions that may govern in-person gatherings, and as may be changed from time-to-time to accommodate the current state of COVID-19.

**C. *Combination or Hybrid Proceedings.*** For the purpose of this General Administrative Order, the following definitions will be used.

1. Definitions.

- a) *Hybrid Proceeding.* A “Hybrid Proceeding” is defined as a courtroom proceeding that is a combination of remote and in-person presence, where some participants to a proceeding appear in-person in the courtroom and some participants appear by videoconference for the same proceeding.
- b) *Combination Proceedings.* A “Combination Proceeding” is defined as a court call where all litigants for one case appear in-person for one hearing but all litigants appear by videoconference for the next case.

2. Courtroom Technology. Judges may utilize Hybrid or Combination Proceedings to the extent courtroom technology allows a judge to appropriately conduct the proceedings.

3. Protocol. Any Hybrid Proceeding or Combination Proceeding are governed by the Remote Hearing Protocol in Section II and standard rules of conduct for in-person proceedings.

**D. *Designation of Type of Hearing in Orders.*** Each court order signed by a judge should contain a future date, time, and whether the proceeding will be conducted in-person or via Zoom. The Zoom information and courtroom number shall be included on every court order with language such as or similar to: “This matter is continued to [date and time] over [Zoom(Meeting ID, Password & call-in number) or in-person] in [courtroom number] in front of [judge’s name].” Each order entered by the Court shall also contain the court’s email and phone number for contact. For any remote proceeding, orders and notices must comply with the procedures set forth in Section II.

**E. *Emergency Motions.*** Emergency motions will continue to be scheduled and heard by the judge presiding over the matter. It is within the judge’s discretion whether the emergency motions shall be in-person, or conducted through a Remote Proceeding, or Hybrid Proceeding.

1. Definition of “Emergency”: Emergency matters are defined as those matters involving sudden and unforeseen circumstances that may cause injury, loss of life, or damage to property and that requires an urgent response and remedial action.

2. Scheduling an Emergency Motion: Litigants or lawyers may contact each judge's calendar's e-mail or phone to schedule an emergency motion with chambers' staff. If the emergency motion is scheduled over the telephone, courtesy copies should be delivered by email to the calendar email address listed below and according to the directions of chambers' staff.
  3. Emergency Motion Courtesy Copies: Litigants or lawyers may email to the calendar to which a case is assigned, courtesy copies of the emergency motion, notice of emergency motion, and any relevant filings to the calendar email, except in extraordinary circumstances when notice is excused by the court. The email addresses for each General Chancery Calendar are listed in Section I (J) below.
- F. *Settlement Conferences.*** It is within a judge's discretion whether a settlement conference will be conducted in-person, or conducted through a Remote Proceeding, or conducted through a Hybrid Proceeding.
- G. *Courtesy Copies.*** Courtesy copies may be delivered electronically to the email address assigned to the calendar for the case. Judges may determine that paper courtesy copies are preferred and will designate that preference in individual standing orders with directions on delivering paper courtesy copies. If a standing order does not specify paper courtesy copies, all courtesy copies may be delivered electronically to the calendar email address in Section (I)(J).
- H. *Individual Calendar Standing Orders.*** Each individual judge should update their standing order to include the relevant protocols and procedures unique to their call or calendar, consistent with this General Administrative Order and with any General Administrative Order entered by Chief Judge Evans.
- I. *Judges' and Staff Presence.*** Judges shall be present in their courtroom when practicable, even when presiding over a remote proceeding. Office of the Chief Judge staff shall comply with the Employee Policy issued by the Office of the Chief Judge.
- J. *Communications with the Court.*** Each order entered by the Court shall contain the court's email and phone number for contact. Parties and litigants may email the calendar to which a case is assigned for emergency matters, to deliver courtesy copies, or to deliver proposed orders. The email addresses for each calendar are as follows:

**General Chancery Calendars (Calendars 1 through 16)**

Calendar	Judge	Email Address
1	Hon. Thaddeus L. Wilson	ccc.chancerycalendar1@cookcountyil.gov
2	Hon. Raymond W. Mitchell	ccc.chancerycalendar2@cookcountyil.gov
3	Hon. Allen P. Walker	ccc.chancerycalendar3@cookcountyil.gov
4	Hon. Alison C. Conlon	ccc.chancerycalendar4@cookcountyil.gov
5	Hon. Neil H. Cohen	ccc.chancerycalendar5@cookcountyil.gov
6	Hon. Celia G. Gamrath	ccc.chancerycalendar6@cookcountyil.gov
7	Hon. Eve M. Reilly	ccc.chancerycalendar7@cookcountyil.gov
8	Hon. Michael T. Mullen	ccc.chancerycalendar8@cookcountyil.gov
9	Hon. Cecilia A. Horan	ccc.chancerycalendar9@cookcountyil.gov
10	Hon. C. Kate Moreland	ccc.chancerycalendar10@cookcountyil.gov
11	Hon. Pamela M. Meyerson	ccc.chancerycalendar11@cookcountyil.gov
12	Interim Acting Presiding Judge Sophia H. Hall	ccc.chancerycalendar12@cookcountyil.gov
13	Hon. Anna H. Demacopoulos	Chancery.calendar13@cookcountyil.gov
14	Hon. Clare J. Quish	ccc.chancerycalendar14@cookcountyil.gov
15	Hon. Anna M. Loftus	Calendar15.chancery@cookcountyil.gov
16	Hon. David B. Atkins	ccc.chancerycalendar16@cookcountyil.gov

**Mechanics Lien Calendars (Calendars 52 through 54)**

Calendar	Judge	Email Address
52	Hon. Anthony C. Kyriakopoulos	ccc.mfmlcalendar52@cookcountyil.gov
53	Supervising Judge Lewis M. Nixon	ccc.mfmlcalendar53@cookcountyil.gov
54	Hon. Daniel P. Brennan	ccc.mfmlcalendar54@cookcountyil.gov

**Mortgage Foreclosure Calendars (Calendars 56-60, 62-64)**

Calendar	Judge	Email Address
56	Hon. Freddrenna M. Lyle	ccc.mfmlcalendar56@cookcountyil.gov
57	Hon. Joel Chupack	ccc.mfmlcalendar57@cookcountyil.gov
58	Hon. Jean M. Coccozza	ccc.mfmlcalendar58@cookcountyil.gov
59	Hon. Edward N. Robles	ccc.mfmlcalendar59@cookcountyil.gov
60	Hon. William B. Sullivan	ccc.mfmlcalendar60@cookcountyil.gov
62	Hon. Marian E. Perkins	ccc.mfmlcalendar62@cookcountyil.gov
63	Hon. Lynn Weaver Boyle	ccc.mfmlcalendar63@cookcountyil.gov
64	Hon. Patricia S. Spratt	ccc.mfmlcalendar64@cookcountyil.gov

## II. REMOTE HEARING PROTOCOL

### A. Remote Videoconference (Zoom) Hearing Information.

1. Recurring Zoom Information. Zoom hearing information and protocol is available on the Circuit Court of Cook County website at <http://www.cookcountycourt.org/> and can also be found in judges' standing orders. Please contact the individual calendar for additional information regarding Zoom hearings as directed below.
2. Individually Scheduled Hearings. The staff for the calendar assigned to a case will notify the parties of the Zoom information or teleconference number if the hearing is scheduled individually or separately from any recurring Zoom proceedings.

### B. Notices for Remote Proceedings.

1. Zoom Information to be Included. For any matter scheduled to be heard remotely by videoconference (Zoom), the notice of the proceeding shall contain the Zoom or teleconference information for the hearing. The notice shall be clear that the proceeding will not be conducted in the physical courtroom and shall also contain instructions on how to contact the court to request an in-person hearing should a litigant have technological limitations.
2. Zoom Instructions to be Included for Self-Represented or Unrepresented Litigants. In any case where a self-represented litigant is receiving a notice for a remote proceeding, the notice shall, in addition to the requirements in Section II(B)(1), also include the Zoom instructions attached to this Order in English and Spanish. (*See* Attachment 1: Zoom Instructions in English and Spanish.) The notice language for motions and initial case managements should be in substantially similar form to the following language:

On [Date] at [Time], or as soon thereafter as I may be heard, I will appear before Judge [Name] by Zoom video or telephone conference and present the attached motion. You can attend using the call-in information below.

The Zoom video call information is:

Meeting ID Number: \_\_\_\_\_

Password (if applicable): \_\_\_\_\_

The Zoom conference call number is: \_\_\_\_\_

Attached to this notice is a court-approved flyer explaining how to use Zoom. If you need further assistance, please call the JusticeCorps court information helpline at (872) 529-1093.

If you need to request an in-person hearing, please contact the court at [insert calendar phone and email address].

**C. *Entry of Orders.***

1. Timeliness of Orders. Orders shall be entered in a timely manner after a remote hearing. If an attorney or litigant needs to submit an order to a judge after a remote hearing by email, the judge will enter the order with the date on which the order was received. The order may contain the date on which the matter was heard by the Court. The parties shall endeavor to submit the order to the judge or judge's staff for signature within 24 hours of the hearing date for timely processing by the Court and the Clerk of the Court.
  
2. Court Orders with Future Dates. Each court order signed by a judge, which sets a future date, shall contain the future date, time, and include whether the proceeding will be conducted in-person or via Zoom. The Zoom information and courtroom number shall be included on every court order with language such as or similar to: "This matter is continued to [date and time] over [Zoom(Meeting ID, Password & call-in number) or in-person] in [courtroom number] in front of [judge's name]." Each order entered by the Court shall also contain the court's email and phone number for contact.

**D. *Public Access to Remote Court Proceedings.*** Any remote proceeding that could be conducted in-person in open court but is held remotely shall allow public access. Access to a remote proceeding can be obtained through the court's website or by contacting the calendar to which the case is assigned. All observers to a proceeding are required to follow the same rules of conduct as in-person court and are subject to removal for disruption of the proceedings. Recording of any proceeding is strictly prohibited. The court also retains discretion to determine when or if any proceeding should be live-streamed to accommodate a high volume of viewers.

**E. *Recordings.*** Any video recording, audio recording, photographing and/or reproducing of the livestream is strictly prohibited. The recording, publishing, broadcasting or other copying or transmission of courtroom proceedings by video, audio, still photography or any other means is strictly prohibited by Illinois Supreme Court Rule 44 and is subject to the penalties for contempt of court.

**III. 298 FEE WAIVER PETITIONS**

Applications for the waiver of fees filed pursuant to 735 ILCS 5/5-105 and Illinois Supreme Court Rule 298, will be ruled on in accordance with Illinois Supreme Court Order M.R. 30370 (Aug. 27, 2020, as amended Feb. 9, 2021) as follows:

**A. *Petitions to Be Ruled on by Assigned Judge.*** Petitions filed shall be ruled upon by the calendar judge assigned to the matter for all calendars in the Chancery Division, including Mortgage Foreclosure/Mechanics Lien section calendars.

**B. Hearings.**

1. Initial In-Person Hearing Waived. Petitioners will no longer be assigned an automatic 14-day hearing date upon filing of a fee waiver. Each calendar judge will rule on the filed petition and the Clerk's Office will notify the applicant of the ruling.
2. Hearings Required. If the judge presiding over the matter determines an issue exists that requires a hearing before the judge can rule on the petition, the judge will set the matter for a hearing date no earlier than 21 days from the date of the order. The hearing may be held remotely by video or telephone conference, or in person with the proper protocols in place. The order will contain the directions for attending the hearing.

**IV. MORTGAGE FORECLOSURE CASES**

In addition to the Mortgage Foreclosure Courtroom Procedures, the following procedures remain in effect for all mortgage foreclosure cases.

**A. Special Process Server Orders (Mortgage Foreclosure Only)**

1. Standing Quarterly Special Process Server Orders Pursuant to GAO 2007-03. Requests for Standing Special Process Server orders entered pursuant to GAO 2007-03 that are entered each quarter may be submitted to the court. Motions and proposed orders may be sent to the following email address: [ccc.mfmlspsorders@cookcountvil.gov](mailto:ccc.mfmlspsorders@cookcountvil.gov). Quarterly dates should comport with the following quarters:
  - January 1 – March 31
  - April 1 – June 30
  - July 1 – September 30
  - October 1 – December 31

Any proposed orders submitted with a different 3-month time frame will not be entered by the court.

2. Individual Special Process Server Requests. Requests in individual cases for Special Process Servers will be heard by the judge assigned to the case.

**B. Mortgage Foreclosure Mediation Program.**

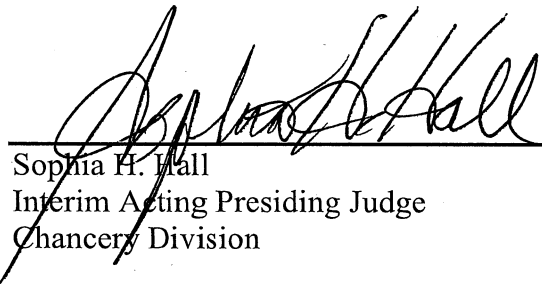
1. Re-Establishment in Phases. The Mortgage Foreclosure Mediation Program (MFMP) is currently being re-launched in phases. **Defendants in foreclosure seeking access to free legal aid and free HUD-Certified counseling may call: 1-855-452-2637 (or 855-ILCCMFP).** Until the MFMP is launched in full, any party wishing to seek mediation in a pending case may be referred under Circuit Court General Rule Part 21 using the general mediation order and may use the

Center for Conflict Resolution. When the MFMP is ready to be fully re-launched, a separate general administrative order will be issued.

2. Notice of MFMP To Be Attached to Foreclosure Summonses. Notwithstanding the phased nature of the MFMP re-establishment, Plaintiffs are now required to attach a Notice to Homeowner, in English and Spanish, with all Mortgage Foreclosure summonses that are issued, including any Alias Summons. The Notice to Homeowner that is required to be attached to the summons is included with this GAO in Attachment 2.

**C. *Judicial Sales.*** Any judicial sale that was previously postponed under the foreclosure moratoria, and has not yet proceeded to sale, will require re-notice and re-publication, notwithstanding if the original sale date was less than 60 days from the new sale date.

ENTERED:

  
\_\_\_\_\_  
Sophia H. Hall  
Interim Acting Presiding Judge  
Chancery Division

Date: June 21, 2022

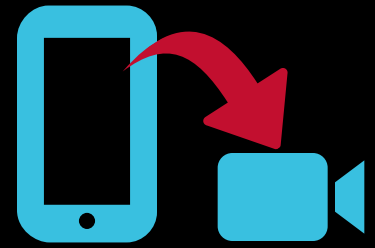


**ATTACHMENT 1**

ZOOM INSTRUCTIONS  
(English & Spanish)

# ZOOM FROM YOUR PHONE

How to use Zoom on your smart phone  
for your remote court hearing



1

## GO TO YOUR APP STORE

On iPhones, it is called the App Store. On Androids, it is called Google Play. If the court gave you a link, click the link and follow the instructions.



2

## DOWNLOAD THE ZOOM APP

Search for the Zoom Cloud Meetings app in the search bar and download the FREE app called "ZOOM Cloud Meetings."



ZOOM Cloud Meetings  
Meet Happy  
★★★★★ 965K



3

## OPEN THE ZOOM APP

You can open the Zoom app immediately after downloading it by clicking the "Open" button in your App Store or you can open the Zoom app that is now on your phone.

OPEN



4

## CLICK "JOIN A MEETING"

You do not need to "Sign Up" or "Sign In" to join a meeting.

Join a Meeting

5

## TYPE YOUR INFORMATION AND CLICK "JOIN"

Type in the Meeting ID the court gives you in the box labeled **A**.  
Type in your full name in the box labeled **B**.

Cancel Join a Meeting

Meeting ID **A**

Join with a personal link name

Screen Name **B**

Join

6

## TYPE THE ZOOM MEETING PASSWORD

Type in the Zoom Meeting Password the court gives you in the box labeled **C** and click "Continue."

Please enter your meeting password

Password **C**

Cancel Continue

7

## CLICK "JOIN WITH VIDEO"

You will be automatically asked to connect to video. If you are not asked, look for the camera symbol and click "Start Video."

Join with Video

8

## CLICK "JOIN AUDIO" AND CHOOSE "CALL OVER INTERNET" OR "DIAL IN"

You will be automatically asked to connect to audio. If you are not asked, look for the headphones symbol, click "Join Audio," and select "Call Over Internet." "Dial in" requires the phone number the court gives you.

Join Audio Start Video Share Content Participants More

To hear others please join audio

Call Over Internet

Dial in

Cancel

ILLINOIS SUPREME COURT COMMISSION

ACCESS

TO JUSTICE

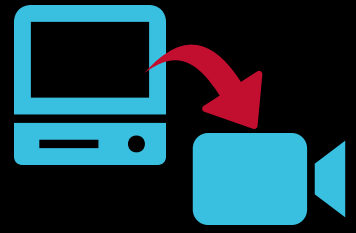
EDUCATION. SUPPORT. EMPOWERMENT.

(08/20)

Flip for Computer Instructions and Tips

# ZOOM FROM YOUR COMPUTER

How to use Zoom on your computer or laptop (with a webcam) for your remote court hearing



1

## GO TO [zoom.us/join](https://zoom.us/join)

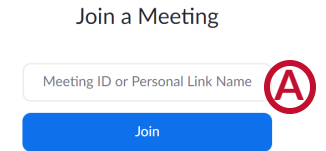
If the court gave you a link, click the link and follow the instructions.



2

## TYPE YOUR INFORMATION AND CLICK "JOIN"

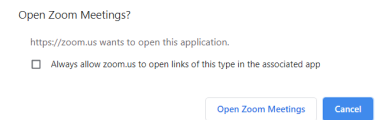
Type in the Meeting ID the court gives you in the box labeled **A** and click "Join."



3

## CLICK "OPEN ZOOM MEETINGS"

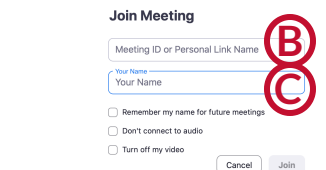
If you don't have Zoom installed on your computer, click on "download and run Zoom" and open the .exe file to install Zoom.



4

## TYPE YOUR INFORMATION AND CLICK "JOIN"

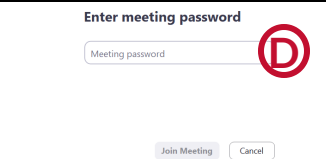
Type in the Meeting ID the court gives you in the box labeled **B**. Type in your full name in the box labeled **C**.



5

## TYPE THE ZOOM MEETING PASSWORD

Type in the Zoom Meeting Password the court gives you in the box labeled **D** and click "Join Meeting."



6

## CLICK "JOIN WITH VIDEO"

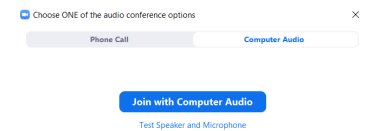
You will see a video preview before you join with video. If you do not want to appear with video, click "Join without Video."



7

## CLICK "JOIN WITH COMPUTER AUDIO"

You can test your speaker and microphone by clicking the words under "Join with Computer Audio."



### Getting Ready for Your Remote Hearing:

- Check your internet or phone connection.
- Charge your computer or phone. Make sure you have enough minutes.
- Use earbuds or headphones if you can. This makes it easier to hear you speak.
- Look for the microphone symbol to mute and un-mute yourself.
- Keep yourself on mute when your case is not before the judge.
- Use an empty, quiet space where no one will interrupt you and with no background noise.
- Set the camera at eye level. If using a phone, prop it up so your hands are free.
- Pause before speaking in case there is audio/video lag.
- Even if you are at home, remember that a remote hearing is still an official court hearing and you should dress and behave appropriately.

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ACCESS

TO JUSTICE

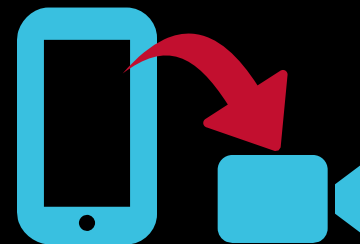
EDUCATION. SUPPORT. EMPOWERMENT.

(08/20)

Flip for Phone Instructions

# ZOOM DESDE SU TELÉFONO

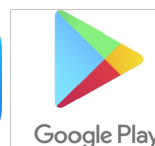
Cómo usar Zoom en su teléfono inteligente para su audiencia remota en la corte



1

## VAYA A SU TIENDA DE APPS

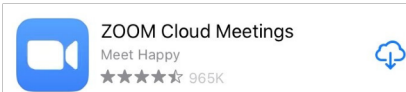
En iPhone, se llama App Store. En Android, se llama Google Play. Si la corte le dio un sitio internet "link," haga clic en el sitio y siga las instrucciones.



2

## DESCARGUE EL APP DE ZOOM

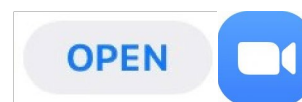
Ponga Zoom Cloud Meetings en la barra de búsqueda de *apps* y descargue el *app* GRATIS llamada "ZOOM Cloud Meetings."



3

## ABRA EL APP DE ZOOM

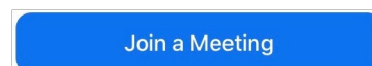
Puede abrir el *app* de Zoom inmediatamente después de descargarla haciendo clic en el botón "Open" de su tienda de *apps*, o puede abrir el *app* de Zoom que está instalada ahora en su teléfono.



4

## HAGA CLIC EN "JOIN A MEETING"

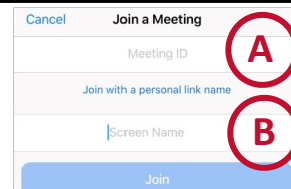
No hace falta "Sign Up" (registrarse) o "Sign In" (iniciar sesión) para participar en una reunión.



5

## PONGA SUS DATOS Y HAGAN CLIC EN "JOIN"

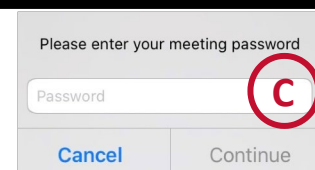
Ponga el número asignado a su reunión (Meeting ID) que le dio la corte en el recuadro **A**. Ponga su nombre completo en el recuadro **B**. Primero su nombre y luego su apellido.



6

## PONGA LA CONTRASEÑA DE LA REUNIÓN DE ZOOM

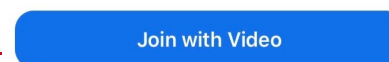
Ponga la contraseña (Zoom Meeting Password) que le dio la corte en el recuadro **C** y haga clic en "Continue."



7

## HAGA CLIC EN "JOIN WITH VIDEO"

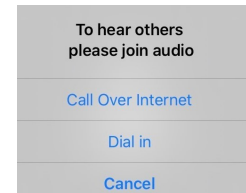
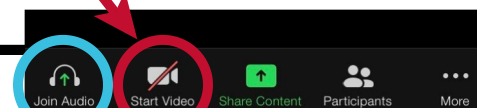
Recibirá automáticamente un mensaje para conectar el video. Si no ve el mensaje, busque el símbolo de la cámara y haga clic en "Start Video."



8

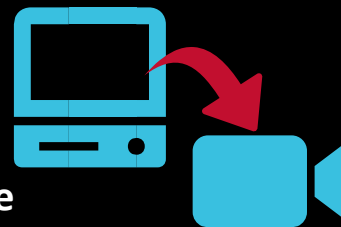
## HAGA CLIC EN "JOIN AUDIO" Y SELECCIONE "CALL OVER INTERNET" O "DIAL IN"

Recibirá automáticamente un mensaje para conectar el audio. Si no ve el mensaje, busque el símbolo de audífonos, haga clic en "Join Audio" y seleccione "Call Over Internet." La opción "Dial in" requiere el número de teléfono que le dio la corte.



# ZOOM DESDE SU COMPUTADORA

Cómo usar Zoom en su computadora o portátil (con webcam) para su audiencia remota en la corte



1

## VISITE [zoom.us/join](https://zoom.us/join)

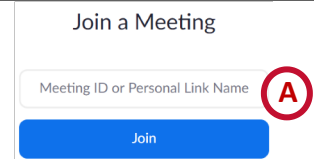
Si la corte le dio un sitio internet “link,” haga clic en el sitio “link” y siga las instrucciones.



2

## PONGA SUS DATOS Y HAGA CLIC EN “JOIN”

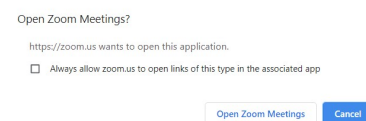
Ponga el número asignado a su reunión (Meeting ID) que le dio la corte en el recuadro **A** y haga clic en “Join.”



3

## HAGA CLIC EN “OPEN ZOOM MEETINGS”

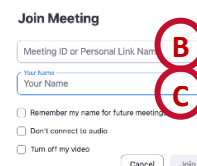
Si no tiene Zoom instalado en su computadora, haga clic en “download and run Zoom” (descargar y ejecutar Zoom) y abra el archivo .exe para instalar Zoom.



4

## PONGA SUS DATOS Y HAGA CLIC EN “JOIN MEETING”

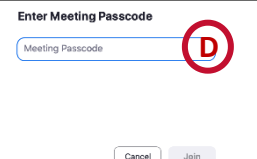
Ponga el número asignado a su reunión (Meeting ID) que le dio la corte en el recuadro **B**. Ponga su nombre completo en el recuadro **C**. Primero su nombre y luego su apellido.



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## PONGA LA CONTRASEÑA DE LA REUNIÓN DE ZOOM

Ponga la contraseña (Zoom Meeting Password) que le dio la corte en el recuadro **D** y haga clic en “Join Meeting.”



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## HAGA CLIC EN “JOIN WITH VIDEO”

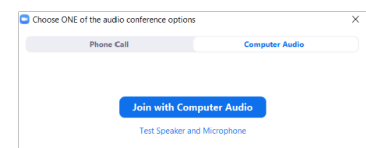
Verá una vista previa de video antes de conectar el video. Si no quiere aparecer con video y solo con voz, haga clic en “Join without Video.”



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## HAGA CLIC EN “JOIN WITH COMPUTER AUDIO”

Puede probar su volumen y micrófono haciendo clic en las palabras debajo de “Join with Computer Audio.”



### Cómo prepararse para su audiencia remota:

- Verifique su conexión de internet o teléfono.
- Cargue su computadora o teléfono. Verifique que tenga minutos suficientes.
- Si puede, use audífonos o auriculares. De esa manera será más fácil escuchar lo que está diciendo.
- Haga clic en el símbolo del micrófono para activar y desactivar el modo silenciar.
- Instálese en un espacio desocupado y tranquilo donde nadie lo interrumpa y que no hayan ruidos de fondo.
- Coloque la cámara al nivel de sus ojos. Si va a usar un teléfono, apóyelo en un soporte para dejar las manos libres.
- Haga una pausa antes de hablar en caso que haya una demora en el audio/video.
- Aunque esté en su casa, recuerde que una audiencia remota sigue siendo una audiencia oficial de la corte. Vístase y compórtese adecuadamente, como si estuviera en la corte.



**ATTACHMENT 2**

NOTICE TO HOMEOWNER TO BE ATTACHED TO  
MORTGAGE FORECLOSURE SUMMONSES  
(English & Spanish)



**CIRCUIT COURT OF COOK COUNTY**  
**Chancery Division, Mortgage Foreclosure/Mechanics Lien Section**

**NOTICE TO HOMEOWNERS:**  
**FREE HELP TO HOMEOWNERS IN FORECLOSURE**

**\*DO NOT IGNORE THIS PAGE\***

You have been served with a Summons and a mortgage foreclosure Complaint that could cause you to lose your home.

**The Circuit Court of Cook County has a Foreclosure Mediation Program to help you.  
This program is FREE.**

You can use the program if:

- You are the owner and occupant of a **1-4 unit family residential** property or condominium unit;
- You are the **borrower**;
- The **mortgage** on your owner-occupied residential property is being foreclosed;
- The property being foreclosed is your **primary residence (your home)**; and
- The property is located in **Cook County, Illinois**.

Mediation is a chance to talk with your lender and try to work out an agreement with the help of a knowledgeable, neutral person.

**TO PARTICIPATE IN THE FORECLOSURE MEDIATION PROGRAM, YOU MUST APPEAR IN COURT ON YOUR CASE MANAGEMENT DATE**, which is the first date your case is first in front of the judge, is identified on the first page of your summons, and is scheduled for approximately 60 days after the date of filing of the Complaint. You will receive a notice of this case management date in the mail from the attorney for the lender.

**DO NOT WAIT. Be sure to OPEN YOUR MAIL. To start receiving help immediately for the Foreclosure Mediation Program, please call 1-855-452-2637 (1-855-IL-CCMFP). This program is FREE.**

You may be contacted by people offering to help you avoid foreclosure. Before entering into any transaction with person offering to help you that is not affiliated with the Circuit Court Mediation Program, please contact a lawyer, government official, or HUD-certified housing counselor for advice.

**Circuit Court of Cook County Administrative Order No. 2022-03 requires that this notice be attached to all Mortgage Foreclosure Summons.**



**CIRCUIT COURT OF COOK COUNTY**  
Chancery Division, Mortgage Foreclosure/Mechanics Lien Section

**NOTIFICACION A PROPIETARIOS DE CASA:**  
**AYUDA GRATUITA PARA PROPIETARIOS DE CASA EN**  
**PROCESO DE EJECUCION HIPOTECARIO**

**\*\*NO IGNORE ESTA PAGINA\*\***

Usted ha sido notificado del Emplazamiento y una Demanda de Ejecución Hipotecaria que podría causarle la pérdida de su casa.

**El Tribunal de Circuito del Condado de Cook tiene un Programa de Mediación de Ejecución Hipotecario para ayudarle. Este programa es GRATIS.**

Puede utilizar este programa si:

- Usted es el propietario y habitante de una propiedad **residencial familiar de 1-4 unidades** o de un condominio;
- Usted es el **prestatario**;
- El **préstamo** de su propiedad residencial habitada por el propietario está en proceso de ejecución hipotecario;
- La propiedad en proceso de ejecución hipotecario es su **residencial principal (su hogar)**; y
- La propiedad está ubicada en el **Condado de Cook, Illinois**.

Mediación es la oportunidad de hablar con su prestamista y de tratar de llegar a un acuerdo con la ayuda de una persona neutral y con conocimiento.

**PARA PARTICIPAR EN EL PROGRAMA DE MEDIACIÓN DE EJECUCIÓN HIPOTECARIO, TIENE QUE PRESENTARSE A CORTE EN SU FECHA DE ADMINISTRACION DE CASO**, que es la primera fecha en que tiene que presentarse ante el juez, esta fecha se encuentra en la primera página de su Emplazamiento y está programada para aproximadamente 60 días después de la fecha en que se entablo la Demanda. El abogado del prestamista le enviara por correo una notificación de esta fecha de administración de este caso.

**NO ESPERE. Asegúrese de ABRIR SU CORREO. Para empezar inmediatamente a recibir ayuda del Programa de Mediación de Ejecución Hipotecario, llame al 1-855-452-2637 (1-855-IL-CCMFP). Este programa es GRATIS.**

Usted podrá ser contactado por gente ofreciéndole ayuda para evitar la ejecución hipotecaria. Antes de realizar cualquier trámite con personas ofreciéndole ayuda, que no estén afiliados con el Programa de Mediación del Tribunal de Circuito, por favor comuníquese con un abogado, representante gubernamental o consejero de vivienda certificado por HUD para accesoria.

**Circuit Court of Cook County Administrative Order No. 2022-03 requires that this notice be attached to all Mortgage Foreclosure Summons.**