



TIMOTHY C. EVANS  
CHIEF JUDGE

STATE OF ILLINOIS  
CIRCUIT COURT OF COOK COUNTY  
CHILDREN'S ADVOCACY ROOMS  
FOURTH MUNICIPAL DISTRICT  
1500 MAYBROOK DRIVE  
MAYWOOD, ILLINOIS 60153  
PHONE: 708/865-5951  
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JESUS REYES, AM, LCSW  
DIRECTOR  
SOCIAL SERVICE DEPARTMENT

### Loyola University Medical Center at Maybrook

#### General Rules

1. The Office of the Chief Judge provides children with a room staffed by full-time attendants to assure a safe, educational and nurturing environment where children can have fun, relax, learn and have snacks free of charge while parents or guardians conduct business in the court building. *The children's center is one of eight (8) Children's Advocacy Rooms and is not available to children of court employees.*
2. Only children between the ages of 2 years and 16 years will be admitted. The requirement for two-year-old children is that they must be toilet-trained; otherwise, they will not be admitted. If an accident occurs with any child, it is the responsibility of the caregiver to attend to the matter.
3. To provide a safe environment for all, children with fevers, head lice, ringworm, measles or other childhood diseases will not be admitted into the Children's Advocacy Room.
4. If a child must take medication, only the caregiver can administer or supervise the child's taking of such medication. The children's room staff will not provide or administer medication.
5. The children's room is open Monday through Friday from 8:30 a.m. to 4:30 p.m.
6. Please allow time for the following registration requirements:
  - a. An adult caregiver must register all children. Children without a caregiver will not be admitted.
  - b. The child's caregiver must complete and sign a registration form before the child or children can be admitted.
  - c. The caregiver will be required to leave a picture identification card (e.g., driver's license, state ID, etc). This ID will be returned when the child is picked up. If such identification is not available, a digital picture of the **adult only** will be taken in the Children's Advocacy Room. The digital picture will remain with the registration form until after the child is picked up.
7. Once a child is registered and in the care of staff at the children's center, the child cannot leave the room to sit in the hallway, waiting room, go to cafeteria or any other place without the caregiver signing child out.
8. It is the responsibility of caregivers to notify the children's center staff at **(708) 865-5951** of any change in the location within the courthouse which is different from that indicated on the registration form.
9. Children will be released **only** to the caregiver that registered the child or the adult authorized to do so as indicated on the registration form. The authorized adult must provide a valid driver's license or state ID, even if children identify this individual as a relative or a known person.
10. Upon completion of court business, caregivers must not leave the court building while their children are still in the children's center.

**PLEASE NOTE:** In the event of an evacuation, a sheriff or a deputy will escort the children from the Maywood Courthouse outside to the north of the courthouse building on the parking lot side of the Granite American Building. Only those adults listed on the registration form will be able to claim the children.