

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

**COUNTY DIVISION ADMINISTRATIVE ORDER: 2020-06 (amended May 13, 2022)**

**SUBJECT: UPDATED ADOPTION PROCEDURE FOR REMOTE HEARINGS**

This County Division Administrative Order is entered in response to the ongoing COVID-19 pandemic and pursuant to Cook County Circuit Court General Administrative Order 2020-07, as last amended on March 1, 2022, and shall supersede any inconsistent provision in any prior County Division COVID-19 pandemic administrative order.

Adoption matters may be heard remotely or in-person. Effective July 11, 2022, all adoption matters proceeding remotely shall be heard in the Zoom meeting room of the judge assigned to hear the case. The Zoom meeting room dedicated to adoption matters shall not be in use after July 8, 2022. The Court, on motion of a party, or on its own motion, may order an in-person hearing in an individual case.

The following procedures shall apply to hearings in adoption matters:

**A. Initial Presentments (Non-Emergency).**

All new petitions for adoptions must be scheduled for initial presentment within 5 to 40 days of the filing of the petition (this supersedes the 30-day requirement in Administrative Order 2019-2). Initial presentments are to be scheduled directly on the Clerk of Court's Odyssey e-filing system. They will not be scheduled less than five (5) days in advance of the hearing date, absent a court order. Each judge has designated the following specific time slots for initial presentments on their assigned calendar:

Judge Hannon, Calendar 8: (Tu) 10:00, 10:30, 11:00, 2:30 and 3:00

Judge Clay-Herron, Calendar 9: (W) 10:00, 10:30, 11:00, 11:30 and 1:30

Judge Ward Kirby, Calendar 10: (Th) 10:00, 10:30, 11:00, 11:30 and 1:30

Judge Stanton, Calendar 5: (F) 10:00, 10:30, 11:00, 11:30 and 1:30

The petitioner shall send the following courtesy copies by email to the Adoption Case Coordinator (cj.cal3@cookcountyil.gov), in the form set forth in Section G below, no less than five (5) calendar days before the scheduled initial presentment date:

1. The petition and all exhibits;
2. Preliminary reports of investigation or pre-placement studies (if any);
3. Proposed Initial Case Management, Interim or any other Orders in PDF format. Each document shall be named using the following format: Calendar #/Case Number/Order Type (i.e. Initial Presentment, Consent, Motion, etc.)/Motion date and time" (for example, "Calendar 8/2020 COAD 999999/Initial Presentment/Jan. 28, 2022 @ 10 AM").

**B. Emergency Matters.**

Petitioners requesting that an initial presentment be heard “off call” shall file a motion setting forth the reasons for hearing the matter on an emergency basis. A courtesy copy of the filed-stamped Emergency Motion shall be emailed to the Adoption Case Coordinator, along with a draft order, in a separate PDF, granting or denying the motion (the proposed order shall be named in the following format: Case Number and Order type, e.g., 2020 COAD 666 Off Call Order). The Adoption Case Coordinator will forward the Emergency Motion to the judge assigned to hear the case, who will determine whether to grant or deny the Motion with or without hearing.

Petitioners who seek to have matters set for initial presentment on a date and time not available from the Clerk, e.g., less than five (5) days in advance of the proposed date or on a date when no time slots are available, shall file a motion seeking leave, setting forth the reasons that a hearing must be held before the next available date. A courtesy copy of the motion shall be emailed to the Adoption Case Coordinator, along a draft order granting or denying the motion in the form set forth in Section G below. The Adoption Case Coordinator will forward the Motion to the judge assigned to hear the case, who will determine whether to grant or deny the Motion with or without hearing.

**C. Motions (Non-Emergency) and Case Management Hearings.**

Motions will be heard at 9:30 a.m. each calendar day.

Upon filing a Motion, a courtesy copy of the filed-stamped Notice of Motion and Motion shall be emailed to the Adoption Case Coordinator, or directly to the judge if expressly requested, along with a proposed order, in a separate PDF attachment, as set forth in Section G below. The email should also state whether the parties request a hearing on the Motion. The Adoption Case Coordinator will forward the Motion to the assigned judge. For those matters in which a hearing is not requested, the assigned judge will determine whether a hearing is necessary and will notify the Adoption Case Coordinator whether, and by what means, a hearing will be held. The Adoption Case Coordinator will notify the Petitioner whether an appearance at a hearing is required.

All subsequent case management hearings will be heard at 9:30 a.m. on each calendar day.

**D. Routine Motions.**

Routine Motions will continue to be scheduled at 8:45 a.m. and, absent objection or notice from the Court, will be granted without hearing.

**E. Entry of Judgments.**

One week before the scheduled date for entry of judgment set forth in the Case Management Order, the petitioner shall email the Adoption Case Coordinator and advise whether the matter is ready for judgment or requires a subsequent case management order. Attached to the email shall be either the Proposed Final Judgment Order of Adoption in PDF format or a draft Subsequent Case Management Order in PDF format setting forth the outstanding issues requiring a continuance.

If the matter is ready to finalize on the targeted date, petitioner shall file a Notice of Motion and Motion verifying that all required documentation has been eFiled, including the GAL report/consent and agency investigative report (if any), and that the rights of any known and/or unknown parent have been terminated.

The assigned judge will either enter the proposed orders or set the matter for hearing. If no draft judgment order or subsequent case management order is tendered or entered, then the petitioner must appear.

**F. Consents.**

Consents and surrenders of biological and legal parents for cases not already scheduled for that day shall be heard each day at 12 PM and 12:30 PM. The petitioner shall contact the Adoption Coordinator and verify that the consent can be heard. The Adoption Case Coordinator will contact the court reporter. A copy of the unsigned, but fully filled-out consent, and photo identification of the parties consenting shall be emailed to the Adoption Case Coordinator before the hearing.

**G. Correspondence/Courtesy Copies.**

Unless expressly requested/authorized by the assigned calendar judge, all correspondence with the Court shall be by email to the Adoption Case Coordinator (cj.cal3@cookcountyil.gov). All emails to the Adoption Case Coordinator shall set forth the following information in the Subject box: "All proposed orders shall be submitted in a PDF and shall be named in the following format: Case Number and Order type, e.g., 2020 COAD 555 CMO, 2020 COAD 666 Interim Order. **All parties of record must be copied on all correspondence with the Adoption Case Coordinator or the Court.**

Entered:

Sanjay T. Tailor  
Sanjay T. Tailor  
Presiding Judge, County Division

**ENTERED**  
May 13, 2022  
Iris Y. Martinez  
Clerk of the Circuit Court  
of Cook County, IL  
DEPUTY CLERK *PP*