



CIRCUIT COURT OF COOK COUNTY
DOMESTIC RELATIONS DIVISION

How To Guide...

DISSOLUTION OF MARRIAGE WITH CHILDREN - DEFAULT WITH SERVICE

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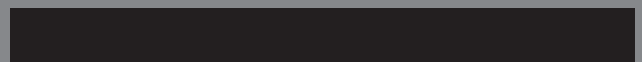


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A prove-up is when the petitioner, and/or petitioner and respondent, appear in front of a judge to finalize their divorce case. A prove-up is the final step in a divorce case and is mandatory in Illinois. The party or parties who will be attending the prove-up in their case must have certain documents in order to complete their divorce. Even though you have filed for a divorce, the court does not provide you with an automatic prove-up date. You are responsible for getting your case ready for prove up, which includes preparing the required documents. This guide will provide you with general information, forms and instructions.

WHAT TO DO

TO FINALIZE YOUR DISSOLUTION OF MARRIAGE WITH CHILDREN - DEFAULT WITH SERVICE



Step 1: Prepare the Required Documents

There are certain documents you must prepare to finalize your divorce case. Some of these documents have already been completed and filed and some have not. You must complete all required documents so your judge can review and sign them during your final hearing (prove-up).



Step 2: Schedule a Motion and Prove-Up Date - 2 Step Process

A prove-up is when you appear in front of a Judge to finalize your divorce case. When you have the required documents prepared, schedule your Motion for Default either online or in-person with the Clerk of the Circuit Court of Cook County. (See following page for details.)



Step 3: E-Mail Documents to the Judge's Staff

E-mail the required documents to the court 5 days before your prove-up date. You can find e-mail addresses for your judge's courtroom on the Circuit Court of Cook County's website or by calling 312-603-3025.



Step 4: Attend Motion and Prove-Up Date to finalize your Divorce

The final step is to attend court on the scheduled date and time. All motion and prove-ups are being done remotely, so you should use Zoom to attend your prove-up. You can find the information to attend your prove-up by video or phone on the Circuit Court of Cook County's website or by calling 312-603-3025.

WHAT IS A DEFAULT PROVE-UP WITH SERVICE? WHY DOES THIS MATTER?

As the person who filed a case (the “petitioner”), you have an obligation to notify the other party (the “respondent”) so that he or she can participate. The process of formally notifying the other party that a lawsuit (i.e. petition for dissolution of marriage) has been filed is called “service.” A case cannot go forward without proper service. If there was personal service and the Respondent has chosen not to represent him or herself by not filing an appearance or by not responding to any of the pleadings, is a cause for the respondent to be held in default.

A default prove-up with service allows the petitioner to proceed with finalizing their divorce case without the opposing party being present. However, preparing your case for a default prove-up requires additional steps and documents to proceed.

NOTICE: All notifications to the court and all motions filed require notice to the other side. Therefore, even if the other side is not actively participating in the case, you must include them as recipients of the e-mail sent to the court. If you do not have their email address, a copy of any motion or document you file in your case, or sent to the court, must be sent via postal mail to their last known address.

2 STEP PROCESS TO FINALIZE YOUR DIVORCE

Movants may move to hold a Respondent in default. To obtain a default prove up, two (2) separate court days must be scheduled:

1. MOTION FOR DEFAULT:

- File and schedule a motion for default.
- Attend the hearing for the motion for default.

2. DEFAULT PROVE-UP:

- Upon entry of default, you are now ready to schedule your default prove-up which the judge may allow you to schedule at the default hearing or through the Clerk's Office.
- Once a default prove-up court date is scheduled, submit to the Court via email transmission all required documents at least five (5) court business days in advance of the scheduled prove up date with all counsel of record or self-represented parties included as recipients of the e-mail to the courtroom email address for the regularly assigned calendar judge. A list of contact information for all courtrooms can be found at <https://www.cookcountycourt.org/ABOUTTHE-COURT/County-Department/Domestic-Relations-Division>.

STEP 1: SCHEDULE A DATE FOR PROVE-UP

WHICH OFFICE ASSISTS WITH SCHEDULING?

The Clerk of the Circuit Court of Cook County will schedule the prove-up. You can schedule a prove-up date online when you e-file the form called a Certification and Motion for Default for your case. If you cannot e-file, you can schedule a prove-up date in-person if you qualify for an exemption from e-filing. You will find the Certification of Exemption from e-filing and more information about e-filing exemptions by going to www.illinoiscourts.gov/forms or at the Circuit Clerk's Office.

OPTION 1:



IN-PERSON

OPTION 2:



E-FILING

OPTION 3:



NEED HELP?



If you cannot e-file, take your completed Certification Agreement to the Clerk of the Circuit Court of Cook County in the courthouse. Ask for a Certification for Exemption from E-Filing form, fill it out, and then use it to file the Certification Agreement to schedule a prove-up.



Make sure completed Certification Agreement is saved as a PDF on your computer. See page 5 for instructions on how to save something in PDF. Visit the Odyssey E-File Illinois website to e-file the document and schedule a prove-up date. Step-by-step guide for e-filing document and scheduling a prove-up is contained in this guide.



Illinois Court Help
833-411-2111

Clerk of the Circuit Court of
Cook County
312-603-6300

REQUIRED DOCUMENTS

Previously Filed Documents (You can receive copies in the Circuit Clerk's Office.)

Documents to Prepare for Prove-Up Date

1. Petition for Dissolution of Marriage
2. Entered Certification and Motion for Default
3. Affidavit as to Military Service
4. Affidavit of Service (If service was done by a Cook County Sheriff, then available in the Clerk's Office. If service was done by another county or Special Process Server, then you likely have it already or should obtain it from them.)
5. Notice of Motion and Certificate of Service

You must complete the required sections of each document according to its instructions. Once complete, e-mail these documents to the court 5 days before your prove-up date.

1. Court Reporter Information Sheet
2. Proposed Judgment for Dissolution of Marriage
3. Proposed Allocation/Parenting Time
4. Proposed Uniform Order of Support
5. 28 Day Order/Order on Prove-Up
6. Free Transcript Order if you have been approved for a fee waiver)
7. Certification of Completion for Parenting Education (Children in Between On Line) Sent to you from CIBO after completion.

Remote Court Documents



How to prepare and send forms, evidence and other documents to the court for your remote court hearing

Any time you email documents to the court:

	DO	 Make sure everything is in order and filled out completely.	 Only send documents that are saved as PDF files.	 Send one email with all documents saved and attached individually.	 Put your court case number in the subject line of every email.
--	-----------	---	--	--	--

	DO NOT	 Do NOT send documents that are sideways or upside down.	 Do NOT save documents in programs like Word, Pages, etc.	 Do NOT attach individual pages of documents with multiple pages.	 Do NOT take and send pictures of your documents.
--	---------------	--	---	---	---

Four ways to save documents as a PDF:

1

Save as PDF on a computer

On some computers, you can save documents as a PDF by going to **save as** and selecting "PDF (*.pdf)" in the dropdown.

↑ Desktop

Case 20D000789

- Word Document (*.docx)
- Word Document (*.docx)
- Word Macro-Enabled Document (*.docm)
- Word 97-2003 Document (*.doc)
- Word Template (*.dotx)
- Word Macro-Enabled Template (*.dotm)
- Word 97-2003 Template (*.dot)
- PDF (*.pdf)
- XPS Document (*.xps)

2

Print to PDF on a computer

On most computers, you can save your documents as a PDF by going to **print** and selecting "Print" or "Save" to PDF in the dropdown.

Print

Copies: 1

Print

Printer

Microsoft Print to PDF Ready

Printer Properties

3

Convert to PDF online

You can make documents saved on your computer into PDFs by going online to freepdfconvert.com and uploading the file(s) you would like to convert.

Online PDF Converter

Easily convert to and from PDF in seconds.

Choose file

4

Scan to PDF on a smartphone

If your documents are printed, you can get a free scanner app for your smartphone to **scan** and save them as a PDF.

ASSEMBLING YOUR PROVE-UP DOCUMENTS



**ALL DOCUMENTS WILL
NEED TO BE IN PDF
FORMAT**



**ALL DOCUMENTS SHOULD
BE FILLED OUT AND AGREED
TO BY BOTH PARTIES**



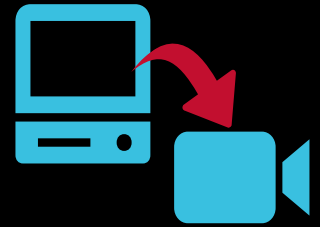
**ALL DOCUMENTS SHOULD
BE E-MAILED TO THE
JUDGE'S STAFF 5 DAYS
PRIOR TO THE PROVE-UP**

1. Make sure you have all of the required documents. Remember that you recently completed most of these documents, but some of them were previously completed and filed.
2. Scan and/or save each of the required documents separately in the pdf format.
3. E-mail all required documents to the court 5 days before your scheduled prove-up date.
4. Appear remotely on zoom on your scheduled date and time.
5. During your court appearance, there will be a court reporter present who will be recording the proceeding and produce a transcript. It is your obligation to obtain a copy of the transcript from the court reporter and file the transcript with the clerk of the circuit court. This is the final step to finalize your divorce. You have up to 28 days to file the prove-up transcript. You can e-file the prove-up transcript for your case. If you cannot e-file, you can file it in-person (see information for e-filing exemptions in this guide) For step-by-step e-filing instructions is provided in this guide.

* The e-mail and zoom contact list is located under the domestic relations division section at www.Cookcountycourt.Org.

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

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."

Join a Meeting

Meeting ID or Personal Link Name **A**

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.

Open Zoom Meetings?

<https://zoom.us> wants to open this application.

Always allow zoom.us to open links of this type in the associated app

Open Zoom Meetings

Cancel

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**.

Join Meeting

Meeting ID or Personal Link Name **B**

Your Name

Your Name **C**

Remember my name for future meetings

Don't connect to audio

Turn off my video

Cancel

Join

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."

Enter meeting password

Meeting password **D**

Join Meeting

Cancel

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."

Join without Video

Join with Video

7

CLICK "JOIN WITH COMPUTER AUDIO"

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

Choose ONE of the audio conference options

Phone Call

Computer Audio

Join with Computer Audio

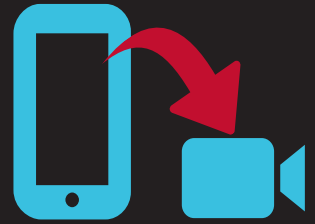
Test Speaker and Microphone

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.

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

HOW TO: E-file a **Motion** to schedule court date for **default prove-up** to finalize divorce case



You can only e-file the transcript from your case if you have an e-filing account and can e-file. If you are unable to e-file, you can file the transcript in-person with a **Certification for Exemption from E-Filing** in the Circuit Clerk's office at the courthouse.

1 GO TO E-FILING WEBSITE

Go online and visit e-filing website at www.efileil.tylertech.cloud



2 SIGN IN TO YOUR ACCOUNT

Click  on top right of page




Type in the information for your account


Email

Password




Click  below account information

3 START FILING

Click  on left side page



Click  on bottom left of page


4 FIND YOUR CASE

Select **court location** from dropdown menu



Court Location *



Click  below case information


Type in your divorce **case number** in the box



Case Number *

5

SELECT YOUR CASE FILE

Click  on right side of page

6

CLICK THROUGH TO FILINGS PAGE

Click  on bottom right of page



Click  on bottom right of page

7

ANSWER FILING QUESTIONS

Select **eFile Only** from Filing Type dropdown menu



Filing Type *

Select **Motion Filed** from Filing Code dropdown menu



Filing Code *

Select **DR - Prove Up Hearing** from Motion Type dropdown menu



Motion Type

8

UPLOAD DOCUMENT

Click **BROWSE** at bottom of page to find and upload Motion or find and upload document to e-filing website by dragging and dropping it



 Drag file here or

Select **Non-Confidential** from **Security** dropdown menu



Click **SKIP TO FEES → →** on bottom right of page

9

SELECT PAYMENT INFORMATION

Select your payment account from **Payment Account** dropdown menu



Payment Account *

NOTE: There is no fee to file a Motion, but you still must select account

Select your name from **Filing Party** dropdown menu



Filing Party *

Click **SEARCH** on top right of page



Click **REVIEW AND SUBMIT →** on top right of page

SUBMIT FILING & SCHEDULE COURT DATE

Check box below **Submission Agreements** on top left of page

Submission Agreements

IMPORTANT NOTICE: REDACTION AND DISCOVERY RESPONSIBILITY REQUIREMENTS All filers must redact Social Security and taxpayer identification numbers, driver's license numbers, financial account numbers, debit and credit card numbers, and any other information ordered by the court, in compliance with Illinois Supreme Court Rule 138. This requirement applies to all documents, including attachments. Further, no discovery may be filed except by order of court, in compliance with Illinois Supreme Court Rule 201.



Click

SUBMIT

Select date for your prove-up



NOTE: You must schedule court date at least 5 days away

Schedule Hearing for Envelope

Select	Date	Start	End
<input type="radio"/>	07/16/2021	10:00 AM	10:30 AM
<input checked="" type="radio"/>	07/19/2021	10:00 AM	10:30 AM
<input type="radio"/>	07/21/2021	10:00 AM	10:30 AM

Check for email saying that filing was submitted



Wait for another email saying that filing was accepted



Filing Accepted for Case:

no-reply@efilingmail.tylertech.cloud
to me

NOTE: It may take 24-48 hours for filing to be accepted



HOW TO: E-file **court transcript** after prove-up court date to finalize divorce case



You can only e-file the transcript from your case if you have an e-filing account and can e-file. If you are unable to e-file, you can file the transcript in-person with a **Certification for Exemption from E-Filing** in the Circuit Clerk's office at the courthouse.

1 GO TO E-FILING WEBSITE

Go online and visit e-filing website at www.efileil.tylertech.cloud



2 SIGN IN TO YOUR ACCOUNT

Click  on top right of page




Type in the information for your account


Email

Password




Click  below account information

3 START FILING

Click  on left side page



Click  on bottom left of page


4 FIND YOUR CASE

Select **court location** from dropdown menu



Court Location *



Click  below case information


Type in your divorce **case number** in the box



Case Number *



5

SELECT YOUR CASE FILE

Click  on right side of page

6

CLICK THROUGH TO FILINGS PAGE

Click  on bottom right of page → Click  on bottom right of page

7

ANSWER FILING QUESTIONS

Select **eFile Only** from Filing Type dropdown menu

→

Filing Type *

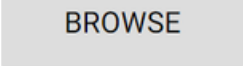
Select **Report Or Record Of Proceedings Filed** from Filing Code dropdown menu

→


Filing Code *

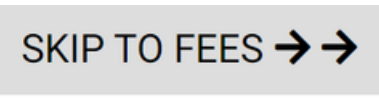
8

UPLOAD DOCUMENT

Click  at bottom of page to find and upload **Court Record** from prove-up or find and upload document to e-filing website by dragging and dropping it

→  Drag file here or

Select  from **Security** dropdown menu

→ Click  on bottom right of page

SELECT PAYMENT INFORMATION

Select your payment account from **Payment Account** dropdown menu →

Payment Account *

Select...

NOTE: There is no fee to file Court Record, but you still must select account

Select your name from **Filing Party** dropdown menu →

Filing Party *

Select...

Click **SEARCH** on top right of page →

Click **REVIEW AND SUBMIT** on top right of page

SUBMIT FILING

Check box below **Submission Agreements** on top left of page →

Submission Agreements

IMPORTANT NOTICE: REDACTION AND DISCOVERY RESPONSIBILITY REQUIREMENTS All filers must redact Social Security and taxpayer identification numbers, driver's license numbers, financial account numbers, debit and credit card numbers, and any other information ordered by the court, in compliance with Illinois Supreme Court Rule 138. This requirement applies to all documents, including attachments. Further, no discovery may be filed except by order of court, in compliance with Illinois Supreme Court Rule 201.

Click **SUBMIT**

Check for email saying that filing was submitted →

Wait for another email saying that filing was accepted →

Filing Accepted for Case:

no-reply@efilingmail.tylertech.cloud
to me

NOTE: It may take 24-48 hours for filing to be accepted



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

IN RE: Marriage Civil Union Legal Separation Allocation of Parental Responsibilities
Visitation (Non-Parent) Support Parentage of:

Form 1

Petitioner
and
Respondent

Case No.
Calendar:

CERTIFICATE AND MOTION FOR DEFAULT

I, the undersigned (attorney for the) Petitioner, CERTIFY that I examined the Clerk's file, docket, and computer record maintained in this matter on , and found that there is proof of service of process on the Respondent by personal service substitute service on , or by publication on , and having mailed the required notice. At least thirty (30) days have elapsed since service of summons or first publication and no appearance has been filed or an appearance has been made but no response has been filed and notice of this motion has been served on the Respondent. Where I have indicated personal service substitute service above, I also CERTIFY that I have given notice to the Respondent of my intention to request a default and to proceed to a default prove-up hearing. I therefore MOVE that the Respondent be held in default, and that this matter be set for prove-up hearing.

I further CERTIFY that I am prepared to present to the Court on the date of hearing the following documents:

- 1. a copy of the appropriate Petition and evidence that all court fees have been paid;
2. a copy of this Certificate and Motion for Default;
3. a completed Affidavit regarding Respondent's Military Service as required by 50 U.S.C. 521;
4. a proposed Judgment and, where an appearance has been filed, any Marital/Civil Union Settlement Agreement and/or Joint Parenting Agreement previously executed by the parties which may be appended;
5. in case of personal service, an immediate Order For Support and a Notice To Withhold Income For Support; and
6. a completed Application for Child Support Services with the IV-D Agency, where appropriate.

Atty. No.: _____

Atty Name: _____

Atty. for: _____

/s/ _____
Petitioner/Petitioner's Attorney Date

Address: _____

City: _____

State: _____ Zip: _____

Telephone: _____

Primary Email: _____

4219 - Order of Default

ORDER OF DEFAULT ASSIGNMENT

It is hereby ORDERED that:

Respondent is found in default.

Petitioner's motion for finding of default is denied.

ENTERED:

Dated: _____

Judge

Judge's No.

COURT REPORTER INFORMATION SHEET **FORM 2**

Please TYPE or clearly PRINT all information. The Court Reporter will notify you when the transcript is ready to be picked up, mailed or e-mailed.

Date of Hearing _____ Judge _____

Lawyer/Litigant Name _____ Tele. No. _____

E-Mail Address _____

Firm's Name _____

Address _____ Suite # _____

Title of Case _____

(First)

(Last)

and

(First)

(Last)

Case Number _____

Petitioner's Address _____

Respondent's Address _____

Date and Place of Marriage _____

Service _____

Date of Separation _____

Names and Ages of Children _____

Former Name, if requested _____

Pro se Appearance by Respondent Yes _____ No _____

Attorney for Respondent _____

Address _____ Tele. No. _____

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	JUDGMENT OF DISSOLUTION OF MARRIAGE / CIVIL UNION (DIVORCE WITH CHILDREN)	<i>For Court Use Only</i>
Instructions ▼ Directly above, enter the county where you filed this case. Enter the full name of Petitioner, Respondent, and the case number as listed on the <i>Petition for Dissolution of Marriage/Civil Union (Divorce with Children)</i> .	<div style="background-color: yellow; padding: 5px; display: inline-block; font-size: 24px; font-weight: bold;">FORM 3</div>	
	_____ Petitioner (<i>First, middle, last name</i>) v. _____ Respondent (<i>First, middle, last name</i>)	_____ Case Number

DO NOT complete this section.

A court date was held on the *Petition for Dissolution of Marriage/Civil Union (Divorce with Children)* filed by the Petitioner. The court heard the testimony of Petitioner Respondent and considered all of the evidence and relevant parts of the Illinois Marriage and Dissolution of Marriage Act (750 ILCS 5/101 *et seq.*).

The Court makes the following findings of fact:

DO NOT complete 1a and 1b.
DO NOT complete 2a, 2b, or 2d.
In 2c, check the box that applies to the Respondent. If the Respondent is on active duty, you cannot get a divorce unless the Respondent files an appearance.
In 3a, check the box that applies to you.
In 3b, check the box that applies to the Respondent.
In 4, check whether it is a marriage or civil union.
In 4a, enter the date you were married/united.
In 4b, enter the place the marriage/civil union took place.
If this is an agreement, enter initials on each page.

1. Present in Court:

- a. Petitioner present: Yes No
 represented by Lawyer: _____
- b. Respondent present: Yes No
 represented by Lawyer: _____

2. Jurisdiction:

- a. This court has jurisdiction of the subject matter and Petitioner Respondent
- b. Respondent is in default: Yes No
- c. Respondent is currently on active duty as a member of the Armed Forces of the United States of America: Yes No Unknown
- d. This Court has jurisdiction under the Uniform Child-Custody Jurisdiction and Enforcement Act: Yes No

3. Residency Requirement:

- a. Petitioner has been living in Illinois at least 90 days immediately before the filing of the *Petition* or immediately before the time of this hearing:
 Yes No
- b. Respondent has been living in Illinois at least 90 days immediately before the filing of the *Petition* or immediately before the time of this hearing:
 Yes No

4. Information about the Marriage Civil Union:

- a. Parties were married/united on: _____
 Date
- b. Parties were married/united in: _____
 County State Country

Petitioner's initials: _____
 Respondent's initials: _____

5. Grounds for Dissolution:

Irreconcilable differences have caused the irretrievable breakdown of the marriage or civil union and efforts at reconciliation have failed or future attempts at reconciliation would be impracticable and not in the best interests of the family.

6. Children of the Marriage/Civil Union:

a. Petitioner is pregnant:

- Yes No
 The unborn child is Respondent's:
 Yes No Unknown

b. Respondent is pregnant:

- Yes No Unknown
 The unborn child is Petitioner's:
 Yes No Unknown

c. The minor children (*under the age of 18*) born to or adopted together by the parties before or during the marriage/civil union are:

None

	Name	Date of Birth
1.		
2.		
3.		

I have listed additional minor children on the attached *Additional Minor Children* form.

d. The adult children (*age 18 or older*) born to or adopted together by the parties before or during the marriage/civil union are:

None

	Name	Age	Disabled	In School
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

I have listed additional adult children on the attached *Additional Adult Children* form.

e. The **other** children born to or adopted by either Plaintiff or Respondent, but not both, this marriage/civil union are:

None

	Name	Date of Birth	Born To or Adopted By	
1.			<input type="checkbox"/> Petitioner	<input type="checkbox"/> Respondent
2.			<input type="checkbox"/> Petitioner	<input type="checkbox"/> Respondent
3.			<input type="checkbox"/> Petitioner	<input type="checkbox"/> Respondent

I have listed additional children on the attached *Additional Other Children* form.

7. Allocation of Parental Responsibility:

- a. No minor children.
 b. It is in the best interests of the minor children that the *Parenting Plan* of
 Petitioner Respondent Both Parties (*agreement*)
 be approved by the court.
 c. It is in the best interests of the minor children that the court enter its own *Parenting Plan*.

In **6a**, part one, check "Yes" if you are pregnant.

In **6a**, part two, check "Yes" if the child is Respondent's.

In **6b**, part one, check "Yes" if the Respondent is pregnant.

In **6b**, part two, check "Yes" if the child is yours.

In **6c**, check "None" if you have no children with the Respondent who are under the age of 18. Otherwise, list the names and birthdates of the children.

In **6d**, check "None" if you have no children with the Respondent who are 18 or older. Otherwise, list the names and birthdates of the children and select "Yes" or "No" for whether each child is disabled or enrolled in school.

In **6e**, check "None" if the only children you had during the marriage/civil union are listed in 7c and 7d. If you or the Respondent separately had or adopted other children during the marriage/civil union, list their names and birthdates here.

DO NOT complete 7.

Petitioner's initials: _____

Respondent's initials: _____

Complete sections **8a**, **8b** and **8c** if you and your spouse have an agreement, otherwise, **DO NOT** complete these sections.

In **8d**, check "Yes" if either of you owned real estate before you were married/united. Complete and attach the *Non-Marital Real Estate* form.

Complete sections **9a**, **9b**, and **9c** if you and your spouse have an agreement, otherwise, **DO NOT** complete these sections.

If you and your spouse have an agreement, check the first box and the box for "Both Parties", otherwise, **DO NOT** complete **B**.

If you have a Support Order in another case enter the information in **C2**.

If you and your spouse have an agreement, complete **D**, otherwise, **DO NOT** complete **D**.

Petitioner's initials: _____

Respondent's initials: _____

8. Real Estate:

a. Parties have an interest in real estate, which is an asset of the marriage/civil union:

Yes No

b. The address of the real estate is:

Street, Apt # *City* *State* *ZIP*

c. A legal description of the real estate is attached to this *Judgment*:

Yes No

d. Petitioner or Respondent has an interest in non-marital real estate: Yes No

The non-marital real estate is listed on the attached *Non-Marital Real Estate* form.

9. Maintenance (also known as alimony):

a. These parties have waived the right to maintenance:

Petitioner Respondent Neither party

b. This party is entitled to maintenance:

Petitioner Respondent Neither party Other:

c. The amount awarded is \$ _____ based on guidelines; OR

deviation from guidelines based upon these findings:

THEREFORE, IT IS ORDERED, ADJUDGED AND DECREED AS FOLLOWS:

A. The parties are awarded a *Judgment of Dissolution of Marriage/Civil Union* and the bonds of matrimony/civil union existing between Petitioner and Respondent are hereby dissolved.

B. Allocation of Parental Responsibility:

1. That the *Parenting Plan* of the following party is approved and made a part of this court order:

Petitioner Respondent Both Parties (*agreement*)

2. That the Court has entered its own *Parenting Plan*, which is made a part of this order.

3. Other orders: _____

C. Support for Minor Children:

1. An *Order for Support* shall be entered.

2. Support shall continue as ordered in court case: _____
Court case number

located in: _____
County *State*

3. Child support is reserved (*no child support is ordered at this time*).

D. Claiming Children as Dependents on State and Federal Tax Returns:

1. The right to claim children as dependants on state and federal tax returns belongs to:

Petitioner Respondent for all tax years

Petitioner Respondent for even-numbered tax years

Petitioner Respondent for odd-numbered tax years

Each party shall have the right to claim one-half of the children each tax year. If there is an odd-number of children, Petitioner shall claim the additional child in

even odd-numbered years and Respondent shall claim the additional child in even odd-numbered years.

2. This order does not address the right to claim the children as household residents for the purpose of applying for earned income credit.
3. If a party has a duty to pay child support for the minor children and is awarded the right to claim one or more of the minor children as dependents for tax purposes, that right may only be exercised if that party is current in their child support obligation by January 15 of the year following the relevant tax year.

If you and your spouse have an agreement, complete **E**, otherwise, **DO NOT** complete **E**.

E. Support for Adult Children (for education or disabled child):

1. Support is ordered as follows:
 - Petitioner Respondent
 will pay: _____

2. Support for adult children is reserved (no support is ordered at this time).

In **F1**, **DO** fill in the name of creditor and amount owed for debts after the date of marriage/civil union in the chart. If you and your spouse have an agreement, check who is to pay the debts, otherwise, **DO NOT** check who is to pay the debt.

F. Debts and Liabilities:

1. These debts shall be paid by parties as follows:

	Debt <i>(Name of Creditor)</i>	Amount Owed	To be paid by:		
			Petitioner	Respondent	Both Equally
1.		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have listed additional debts on the *Additional Debts and Liabilities* form.

2. Debts not included in the chart above shall be paid by the parties as follows:
 - Each party will be responsible for 50% of each joint debt.
 - Each party will pay all of the debts in their own name.
3. Parties shall indemnify and hold the other party harmless for the debts they are assigned.

If you and your spouse have an agreement, complete **F2**, otherwise, **DO NOT** complete **F2**.

G. Pension and Retirement Accounts:

1. Each party is awarded the pension and retirement accounts in their own name.
2. Petitioner is awarded _____% of the marital/civil union portion of Respondent's pension/retirement accounts.
3. Respondent is awarded _____% of the marital/civil union portion of Petitioner's pension/retirement accounts.
4. Petitioner Respondent shall prepare a *Qualified Domestic Relations Order*.
5. Other orders: _____

If you and your spouse have an agreement, complete **G**, otherwise, **DO NOT** complete **G**.

Petitioner's initials: _____

Respondent's initials: _____

If you and your spouse have an agreement, complete **H**, otherwise, **DO NOT** complete **H**.

“Marital real estate” is an interest in real estate obtained during the marriage or civil union.

H. Real Estate:

1. Petitioner Respondent is awarded the marital real estate and shall pay the other party \$ _____ for their interest in the real estate.
2. The marital real estate shall be sold.
The net proceeds of the sale (*sale price minus costs of sale*) shall be divided with Petitioner to receive _____ % Respondent to receive _____ %
3. Until the marital real estate is sold, mortgage payments will be paid by Petitioner _____ % Respondent _____ %
4. Until the marital real estate is sold, real estate taxes will be paid by Petitioner _____ % Respondent _____ %
5. Until the marital real estate is sold, insurance will be paid by Petitioner _____ % Respondent _____ %
6. Until the marital real estate is sold, cost of maintaining the property will be paid by Petitioner _____ % Respondent _____ %
7. Petitioner Respondent is entitled to claim mortgage payments for federal and state tax purposes.
8. Petitioner Respondent is entitled to claim property tax payments for federal and state tax purposes.
9. Petitioner Respondent will refinance the debt on the real estate to remove the other party from the obligation by: _____
Date
10. Petitioner Respondent will sign a quitclaim deed transferring their interest to the other party by: _____
Date
11. Other orders: _____

If you and your spouse have an agreement, complete **I**, otherwise, **DO NOT** complete **I**.

Chart: DO list the personal property obtained during the marriage/civil union in the chart. If you and your spouse have an agreement, check who gets the property, otherwise, **DO NOT** check who gets the property.

I. Personal Property and Bank Accounts:

1. Parties shall keep the property and bank accounts in their own name or possession.
2. Personal property of the marriage/civil union shall be divided as follows:

Personal Property and Bank Accounts <i>(Be specific in your description of each piece of property)</i>		Property goes to:	
		Petitioner	Respondent
1.		<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>
6.		<input type="checkbox"/>	<input type="checkbox"/>
7.		<input type="checkbox"/>	<input type="checkbox"/>
8.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> I have attached an <i>Additional Personal Property & Bank Accounts</i> form.			

3. Any personal property exchange required by this order shall take place within 30 days of the date of this *Judgment*.
4. Other orders (*including pets*): _____

Petitioner's initials: _____

Respondent's initials: _____

If you and your spouse have an agreement, complete **J**, otherwise, **DO NOT** complete **J**.

J. Maintenance:

- 1. Parties are forever barred from claiming maintenance from the other.
- 2. An *Order for Support* shall be entered.
- 4. Other orders: _____

In **K**, if you or the Respondent want to go back to a former name, check the box and enter the former last name.

K. Former Name:

- 1. Petitioner is permitted to resume using the former last name of:

Former Last Name
- 2. Respondent is permitted to resume using the former last name of:

Former Last Name

If you and your spouse have an agreement, complete **L**, otherwise, **DO NOT** complete **L**.

L. Other Relief:

- 1. None
- 2. Relief as follows: _____

M. This court reserves jurisdiction over the parties and the subject matter for purposes of enforcing this *Judgment*.

Petitioner's initials: _____

Respondent's initials: _____

DO NOT complete this section. The judge will sign and date here.

ENTERED:

Judge

Date

<p>STATE OF ILLINOIS, CIRCUIT COURT</p> <p style="text-align: center;">_____ COUNTY</p>	<p>PARENTING PLAN <i>(check the correct box)</i></p> <p><input type="checkbox"/> Petitioner's Parenting Plan</p> <p><input type="checkbox"/> Respondent's Parenting Plan</p> <p><input type="checkbox"/> Agreed Parenting Plan</p> <p><input type="checkbox"/> Court's Parenting Plan</p>	<p><i>For Court Use Only</i></p>
<p>Instructions ▼</p> <p>Directly above, enter the county where you filed this case.</p> <p>Enter the full name of Petitioner, Respondent, and the case number as listed on the <i>Petition for Dissolution of Marriage/Civil Union (Divorce with Children)</i>.</p> <p>Check the box for whose <i>Parenting Plan</i> this is.</p>	<div style="background-color: yellow; padding: 5px; display: inline-block; border: 1px solid black;"> <p>FORM 4</p> </div>	<p>_____</p> <p style="text-align: center;">Case Number</p>
<p>Petitioner <i>(First, middle, last name)</i></p> <p>_____</p> <p>v.</p> <p>_____</p> <p>Respondent <i>(First, middle, last name)</i></p>		

Do not complete **1a** if Petitioner's information is protected because of domestic violence or abuse.

1. Parent Information:

a. Petitioner's contact information:

Name: _____
First
Middle
Last

Address: _____
Street Address, Apt.

_____ *City* *State* *ZIP*

Phone number: _____

Email: _____

Petitioner is employed: Yes No

Employer name: _____

Employer address: _____
Street Address

_____ *City* *State* *ZIP*

Employer phone number: _____

b. Respondent's contact information:

Name: _____
First
Middle
Last

Address: _____
Street Address, Apt.

_____ *City* *State* *ZIP*

Phone number: _____

Email: _____

Respondent is employed: Yes No

Employer name: _____

Do not complete **1b** if Respondent's information is protected because of domestic violence or abuse.

If this is an agreement, enter initials on each page.

Petitioner's initials: _____

Respondent's initials: _____

Enter the Case Number given by the Circuit Clerk: _____

Employer address: _____
Street Address

City State ZIP

Employer phone number: _____

For 1c, if you plan to move, review Section 10 (Relocation of Minor Children) to see if that Section applies to your move.

- c. If a parent plans to move, they must give the other parent at least 60 days notice, or notice as soon as possible of (1) the intended move date; and (2) the new address unless the address is protected because of domestic violence or abuse.

In 2, list the name and birth date for the minor children of the parties. This plan is only for children who are younger than 18.

2. This Parenting Plan is for the Following Children Born to or Adopted by the Parties:

	Name	Date of Birth
1.		
2.		
3.		

I have listed additional minor children on the attached Additional Minor Children form.

3. Rights and Responsibilities of Both Parents:

Each parent must:

- a. Make day-to-day decisions for the children when they have them, such as routine discipline, minor medical treatment, curfew, chores, and hygiene.
- b. Give the other parent the name, address, and telephone number of any health care provider for the children.
- c. Have access to the children's school records, child care information, extracurricular activity schedules, and medical, dental, and mental health records unless access is denied by the court.
- d. Notify the other parent as soon as possible of emergencies, health care, travel plans, or other significant child-related issues.

4. Significant Decision Making (check only one option for each category):

- a. Education decisions (includes choice of schools and tutors) will be made by:
 Both parents Petitioner Respondent
- b. Health decisions (includes medical, dental, and psychological decisions) will be made by:
 Both parents Petitioner Respondent
- c. Religious decisions will be made by:
 Both parents Petitioner Respondent Reserved
- d. Extracurricular/recreational activities decisions will be made by:
 Both parents Petitioner Respondent

5. Parenting Time Schedule

(Instructions for this section):

Use the schedule below to show which parent has the child (or children) during each hour block shown. Overnight begins at 9:00 PM and ends at 8:00 AM the next day.

If the schedule will be the same every week, only fill in one schedule. If there will be two schedules that alternate every other week, fill in two schedules. If there will be more than two weekly schedules, fill in more schedules on the Additional Parenting Time form and Insert them after the next page.

Petitioner's initials: _____

Respondent's initials: _____

Enter the Case Number given by the Circuit Clerk: _____

Fill in the parents' names or initials in the chart below to show which parent has the child (or children) each day at each time listed.

Enter the parents' names and initials on the lines below:

Parent Name: _____ Initials: _____
 Parent Name: _____ Initials: _____

Write the date that you want the Week 1 parenting time schedule to start.

Week 1 Schedule: Week 1 begins _____
Date

Enter the parents' names or initials in each box to show who will have the child at each time and day. **Do not** leave any boxes blank. If the child is scheduled to be somewhere else, for example, school or after school activities, you still must enter the name or initials of the parent responsible for the child at that time.

Start time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 AM							
9 AM							
10 AM							
11 AM							
Noon							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM - Overnight							

Week 2 Schedule:

Start time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 AM							
9 AM							
10 AM							
11 AM							
Noon							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM - Overnight							

Petitioner's initials: _____
 Respondent's initials: _____

Make a schedule for parenting time during the holidays. First read both options 1 and 2 and pick either option 1 or 2. If you want holidays that are not listed, you can write the holidays you want to add on the blank line in 1 or in the "other" boxes in option 2. In option 2, enter the start and end time for each holiday and check which parent has the holiday in even years and which has it in odd years.

Holiday Schedule (*check only one*)

1. The holidays shall be divided between the parents as follows:
- In even-numbered years, Petitioner shall have the minor children on Group A holidays and Respondent shall have the minor children on Group B holidays.
 - In odd-numbered years, Petitioner shall have the minor children on Group B holidays and Respondent shall have the minor children on Group A holidays.

Group A Holidays:

- Thanksgiving Day
- Christmas Eve
- New Year's Eve
- _____
- _____
- _____

Group B Holidays:

- 4th of July
- Labor Day
- Christmas Day
- _____
- _____
- _____

2. The holidays shall be divided between the parents as follows:

Holiday	Time (<i>include a.m./p.m.</i>)		Even Years	Odd Years
	Start Time	End Time		
New Year's Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Mother's Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Memorial Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Father's Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
July 4 th			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Labor Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Halloween			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Thanksgiving Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Christmas Eve			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Christmas Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
New Year's Eve			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Other:			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Other:			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Other:			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Other:			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Other:			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.

In **5b**, choose 1, 2 or 3. If you choose 3, you must write in the schedule you want.

b. School Spring Break

1. No specific spring break schedule (*follow the regular parenting schedule*)
2. In even-numbered years, Petitioner shall have the entire spring break. In odd-numbered years, Respondent shall have the entire spring break.
3. Other: _____

In **5c**, choose 1, 2 or 3. If you choose 3, you must write in the schedule you want.

c. School Summer Break

1. No specific summer break schedule (*follow the regular parenting schedule*)
2. Each parent shall have _____ weeks in the summer:
- In even-numbered years, Petitioner shall have first choice of dates.
 - In odd-numbered years, Respondent shall have first choice of dates.
 - Each parent will notify the other in writing by May 1st each year of the weeks they wish to have summer parenting time.

Petitioner's initials: _____
Respondent's initials: _____

3. Other: _____

In 5d, choose 1, 2 or 3. If you choose 3, you must write in the schedule you want.

d. School Winter Break

- 1. No specific winter break schedule (*follow the regular parenting schedule*)
- 2. Each parent shall have one-half of the winter break:
 - In even-numbered years, Petitioner shall have the first half and Respondent shall have the second half.
 - In odd-numbered years, Respondent shall have the first half and Petitioner shall have the second half.
- 3. Other: _____

e. Conflict

If there is conflict, the priority will be:

- 1st Priority: Holiday
- 2nd Priority: School Break
- 3rd Priority: Regular Weekday/Weekend

For example, it is your weekend to have the children, but Saturday is July 4th and it is the other parent's turn to have July 4th. Because the Holiday schedule has 1st Priority, the other parent will get their time on July 4th even though it is your weekend.

I have listed additional parenting time information on the attached *Additional Parenting Time* form.

If you need more room to determine parenting time, check the box and fill out the *Additional Parenting Time* form and file it with this *Parenting Plan*.

6. Transportation of Children (*check only one*):

- a. Petitioner Respondent shall provide all transportation.
- b. Each parent shall pick up the children at the start of their parenting time.
- c. Each parent shall drop off the children at the end of their parenting time.

In 6, read all the options and choose which option for transportation works best. If you choose "a", check which parent will provide the transportation.

7. Exchange of Children:

- a. Drop off and pick up of the children will be at Petitioner's and Respondent's homes unless both parties agree in advance to a different meeting place.
- b. Drop off and pick up of the children shall take place at: _____

Choose option 7a or 7b. If you check 7b, you must list the address where the drop off and pick up of the children will be.

8. First Refusal for Childcare:

- a. There is no right of first refusal.
- b. Each parent must offer the other a first right of refusal as follows:
 - If a parent needs childcare for a period of 24 hours or more during their time with the children, they must give the other parent the option to care for the children before finding other childcare.
 - As soon as the need for childcare is known, the other parent must be immediately notified.
 - The parent offered the right to care for the children must accept the offer within 2 hours, otherwise the parent needing childcare may use another caregiver.
 - Transportation of the children is the same as for other parenting time.

In 8, check 8a if there will be no right of first refusal. Check 8b if there will be a right of first refusal.

Petitioner's initials: _____

Respondent's initials: _____

In **9**, state when the children can communicate with the other parent. In **9a**, you must choose one of the 3 options. If you check **Other**, you must list when the parent is able to communicate with the children.

Relocation is when a parent seeks to move with children for distances of over 25 or 50 miles (depending on county where they live).

10a explains that the parent who has majority or equal parenting and wants to move with children must obtain the permission of the other parent or the court.

10b sets out the information that must be in the notice and when the notice must be given.

10c1 explains what to do if the parents agree on the move and no change to the *Parenting Plan* is needed.

10c2 explains what to do when the parents agree to the move and need to make changes to the *Parenting Plan*.

10d explains what to do if the parents agree with the move but can't agree about the changes to the parenting time schedule.

9. Communication:

- a. The parent who does not have the children in their care may have electronic communication with the children (*check only one*):
 - Anytime
 - Every day between _____ a.m. p.m. to _____ a.m. p.m.
 - Other: _____
- b. Electronic communication includes telephone, e-mail, text, video, etc.
- c. Electronic communication between the children and the other parent must not be unreasonably monitored or interrupted.

10. Relocation of Minor Children:

- a. If a parent with the majority of the parenting time or equal parenting time wishes to move with the children, they must have the agreement of the other parent or permission from the court when:
 1. The children's primary residence is in Cook, DuPage, Kane, Lake, McHenry, or Will county and the move is within Illinois but more than 25 miles away from their current residence; OR
 2. The children's primary residence is in any other county in Illinois and the move is within Illinois but more than 50 miles away from their current residence; OR
 3. The move is outside of Illinois and more than 25 miles from the children's primary residence.
- b. The parent asking to move with the children must provide written notice to the other parent. The notice must:
 1. Be given at least 60 days before the move unless that is impossible. If impossible, the notice must be given at the earliest date possible; AND
 2. State the date the parent plans to move; AND
 3. State whether the move is permanent or for a specific time period; AND
 4. State the new address, if known, unless the address is protected because of domestic violence or abuse.
- c. Agreement
 1. If the parents agree on the move and no change is needed to the parenting time schedule, both parties shall sign the notices provided about the move and file it with the court. No court appearance is needed.
 2. If the other parent agrees with the move but changes need to be made to parenting time schedule, and the parents are in agreement about the changes to the parenting time schedule, the moving parent must:
 - Have the other parent sign the notice provided about the move;
 - File the signed notice with the court; AND
 - File an updated parenting plan with the court. The court does not need to approve the move but the court must approve the changes to the *Parenting Plan*.
- d. Partial Agreement

If the other parent agrees with the move, but both parents cannot agree on changes to the *Parenting Plan*, the moving parent must:

 - Have the other parent sign the notice provided about the move;
 - File the signed notice with the court;

Petitioner's initials: _____

Respondent's initials: _____

- Follow the Resolving Disagreements process set out below to try to reach an agreement with the other parent about changes to the parenting time schedule; AND

If no agreement can be reached after completing the Resolving Disagreements process, file a petition to modify the parenting time schedule with the court.

e. No Agreement

If the other parent does not agree with the move, the parent relocating must:

- Follow the Resolving Disagreements process set out below to try to reach an agreement with the other parent; AND
- If no agreement can be reached after completing the Resolving Disagreements process, file a petition with the court asking for permission to move.

10e explains what to do when the other parent does not agree with the move.

Some state or federal laws require picking a custodian for the children. In **11a**, choose the parent with the majority of the parenting time. If there is equal parenting time, check the parent that will be receiving Federal and State benefits for the children, like SNAP or TANF.

In **11b**, choose the parent that has the majority of the parenting time with the children. If there is equal parenting time, check the parent whose address will be given to the school as the children's home address.

11. Designation of Children's Custody and Residence for Other Purposes:

a. Designation of Custodian for Other Statutes

Petitioner Respondent is the parent who has the majority of the parenting time with the children. This designation shall not affect parents' rights and responsibilities under the *Parenting Plan*.

b. Children's Residential Address

Petitioner's Respondent's home is the children's residential address for school enrollment purposes only.

12. Changing the *Parenting Plan*:

If a parent wants to change this *Parenting Plan*, they should talk and try to reach an agreement on their own.

Follow the steps in "a" if there is an agreement. Follow the steps in "b" if there is not.

a. Agreement

- Temporary changes may be made without filing a written agreement with the court.
- Permanent changes should be made by filing a new *Parenting Plan* with the court.

b. No agreement

- Follow the Resolving Disagreements process set out below to try to reach an agreement about changes to the *Parenting Plan*. If an agreement is reached, follow the steps in **13a**.
- If no agreement can be reached after completing the Resolving Disagreements process, file a petition with the court asking for changes to be made to this *Parenting Plan*.
- This *Parenting Plan* must be followed until the parents complete the Resolving Disagreements process and agree to a new plan or a new *Parenting Plan* is approved by the court.

Petitioner's initials: _____
Respondent's initials: _____

Check **13a** or **b**. If you check **b**, check the reason mediation is not required.

13. Resolving Disagreements (mediation):

If a parent wishes to change this *Parenting Plan* or feels the other parent is not following this *Parenting Plan*, the parents should talk and try to come to an agreement on their own.

If an agreement cannot be reached, parents must follow the steps below:

- a. Mediation is required on all issues.

Parents must first try to come to an agreement through mediation.

- Both parents must cooperate in scheduling and participating in mediation.
- Both parents must split the cost of mediation equally unless otherwise ordered by the court.

If mediation is unsuccessful, a parent must file a petition to modify this *Parenting Plan* or a petition to enforce this *Parenting Plan* with the court.

Emergencies: In an emergency situation, a parent may file a petition with the court to get an immediate resolution without first going through mediation.

- b. Mediation is not required because:

One parent has all significant decision making responsibility.

There is a history of domestic violence between the parties.

Other reason: _____

A parent must file a petition to modify this *Parenting Plan* or a petition to enforce this *Parenting Plan* with the court.

Petitioner's initials: _____

Respondent's initials: _____

If this is your plan, sign it. If both parents agree, both parents must sign the plan.

DO NOT complete this section. The judge will sign and date here.

Petitioner

Respondent

APPROVED:

Judge

Date

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	ORDER FOR SUPPORT <input type="checkbox"/> Initial <input type="checkbox"/> Modification <input type="checkbox"/> Enforcement	<i>For Court Use Only</i> <div style="text-align: center; background-color: yellow; border-radius: 10px; padding: 5px; font-weight: bold; font-size: 1.2em;">FORM 5</div>
Instructions ▼	_____ Petitioner (<i>First, middle, last name</i>) v. _____ Respondent (<i>First, middle, last name</i>)	
Directly above, enter the county where you filed this case.		
Enter the full name of Petitioner, Respondent, and the case number the Circuit Clerk gave this case.		
Enter the IV-D case number if you know it.	_____ IV-D Case Number _____ Case Number	

NOTE:	<ul style="list-style-type: none"> DO NOT fill out the rest of this form <u>unless</u> the judge tell you complete it. You MUST BRING the social security numbers of both Petitioner and Respondent to the court hearing.
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THE COURT FINDS:

- 1. Petitioner Respondent must pay support.
 The person paying support is called "Obligor" in this *Order*. The Obligor is: _____
 The person receiving support is called "Obligee" in this *Order*. The Obligee is: _____
- 2. The children covered by this *Order* are: _____

- 3. The combined gross income does does not exceed the uppermost levels of the schedule of basic support obligations.
- 4. The net income of Obligor is \$ _____ per _____ calculated by
 the standardized tax amount.
 the individualized tax amount.
 the agreement of the parties.
- 5. The net income of Obligee is: \$ _____ per _____ calculated by
 the standardized tax amount.
 the individualized tax amount.
 the agreement of the parties.
- 6. The adjusted net income for Obligor is: \$ _____ per _____ .
- 7. The adjusted net income for Obligee is: \$ _____ per _____ .
- 8. The Basic Combined Support Obligation \$ _____ per _____ .
- 9. Obligor's income is at or below 75% of the Federal Poverty Guidelines for a family of 1 person. Child support is capped at \$40 per month per child up to a maximum of \$120 per month.
- 10. Obligor receives only means tested assistance or cannot work due to a medically proven disability, incarceration or institutionalization.
- 11. Shared physical care: Each parent exercises 146 or more overnights per year. Basic Child Support Obligation is: \$ _____ per _____ (*multiply amount in paragraph 8 x 1.5*).
- 12. Split care: Each of the parents has physical care of at least one, but not all of the children.

- 13. The amount of child support arrearage is: \$ _____ as of _____
plus an interest amount of: \$ _____ *Date*
- 14. The amount of maintenance arrearage is: \$ _____ as of _____
plus an interest amount of: \$ _____ *Date*
- 15. The amount of retroactive child support is: \$ _____ from _____ to _____
Date Date
- 16. The amount of retroactive maintenance is: \$ _____ from _____ to _____
Date Date
- 17. The amount of child support cannot be stated only in a dollar amount because some or all of the net income of Obligor is uncertain as to source, time of payment, or amount.

IT IS ORDERED:

A. That Obligor will pay:

- 1. Maintenance Yes No
 - a. The current maintenance payment is: \$ _____
 - b. The maintenance arrearage/retroactive payment is: \$ _____
 - c. The total maintenance payment is: \$ _____
 - d. Maintenance is to be paid:
 - Once a week Once every other week
 - Once a month Twice a month on: _____ and _____
Date Date
 - e. Maintenance payments begin _____
Date
 - f. This maintenance order ends on: _____
Date

- 2. Child Support Yes No
 - a. The current child support payment is: \$ _____
 - b. The child support arrearage/retroactive payment is: \$ _____
 - c. The total child support payment is: \$ _____
 - d. Child support is to be paid:
 - Once a week Once every other week
 - Once a month Twice a month on: _____ and _____
Date Date
 - e. Child support payments begin on: _____
Date
 - f. Obligor must also pay: _____ % of their _____
Type of Additional Income

This must be paid as follows: _____

Obligor must also give Obligee and/or the Clerk of the Court proof of their _____ within 7 days of receiving the income.
Type of Additional Income

- 3. Other Support Orders: _____

B. Payment of Maintenance and Child Support:

- 1. An *Income Withholding for Support* may immediately be served on Obligor's employer. Until the *Income Withholding for Support* takes effect Obligor is required to pay directly to the State Disbursement Unit.

- Payments by Obligor or the employer must be made payable to: STATE DISBURSEMENT UNIT and sent to: P.O. Box 5400, Carol Stream, IL 60197-5400.
- Payments must include: 1) the case number, 2) the name of the county of the Court issuing this *Order for Support*, and 3) Obligor's name and social security number.
- A new court *Order* is not necessary to serve an *Income Withholding for Support* on any future employer of

2. Obligor will make payments:
- Directly to the State Disbursement Unit according to the schedule in Section A. Payments by Obligor must be made payable to the STATE DISBURSEMENT UNIT and sent to: P.O. Box 5400, Carol Stream, IL 60197-5400.
 - Directly to Obligee as the parties have agreed according to the schedule in Section A. If Obligor falls behind in payments, an *Income Withholding for Support* may be prepared and served on Obligor's employer. Obligor will then have to make payments to the State Disbursement Unit as stated in Section B1.
3. Obligor must also pay a \$36 per year child support collection fee. This fee is not maintenance or child support and cannot be subtracted from the support to be paid. This fee must be paid directly to the Circuit Clerk of the county issuing this *Order for Support*.

C. Payment of Maintenance Only:

1. Obligor will make payments
- Directly to Obligee
 - Directly to the Circuit Clerk of this county
2. If payments are made to the Circuit Clerk, Obligor must also pay a \$36.00 per year support collection fee. This is not maintenance and cannot be subtracted from the support to be paid. This fee must be paid directly to the Circuit Clerk of the county issuing this order.

D. Delinquency (maintenance or child support):

1. Delinquency Payments
- If Obligor is delinquent in making a support payment after this *Order for Support* is entered, Obligor must
- a. Continue to make current maintenance and child support payments, **AND**
 - b. Pay the sum of:
\$ _____ for child support per payment period ordered in Section A2d, **PLUS**
\$ _____ for maintenance per payment period ordered in Section A1d, until the delinquent amount is paid in full.

A maintenance or child support payment, or part of a payment, that is due and remains unpaid for 30 days or more will accrue interest at the rate of 9% each year.

E. Child Support Termination:

1. This child support order ends on: _____ unless changed by a written order of the court.
Date
2. Unpaid Child Support at Termination
- If Obligor owes an arrearage or delinquency on the termination date that is equal to at least one month's support payment, Obligor must continue to make payments. The payment amount must be the same as the amount Obligor was ordered to pay in Section A2a.

F. Health Insurance:

1. Decision Reserved
2. a. Obligor Obligee will provide health insurance for the children by:
- Enrolling them in health insurance coverage available through their employer.
 - Providing other insurance dental orthodontic vision
 - prescription medication other: _____
 - Giving a copy of the insurance policy and the insurance card to the other parent within 45 days

of the date of this *Order*.

b. The cost of the insurance will be paid by:

Obligor: _____% Obligee: _____%

NOTE: Health insurance premiums are added to the Basic Support Obligation and then divided pro rata. If Obligor's paying the premium, the amount that is Obligee's responsibility must be subtracted from Obligor's support obligation. If Obligee is paying the premium, Obligor's support obligation shall be increased by Obligor's share of the premium.

c. The cost of healthcare expenses not covered by insurance will be paid by:

Obligor and Obligee equally
 Obligor: _____% Obligee: _____%

G. Child Care Expenses:

1. Decision Reserved

2. a. Child care expenses are reasonably necessary for Petitioner Respondent to be employed, attend educational or vocational training to improve employment opportunities, or to look for work.

b. The cost of child care expenses shall be paid by: Obligor _____%

Obligee _____%

c. Payment shall be made directly to: Obligee Child care provider

H. School and Extra-Curricular Expenses:

1. Decision Reserved

2. a. School and extra-curricular expenses covered by this *Order* _____

b. The cost of extra-curricular expenses shall be paid Obligor _____%

Obligee _____%

I. Other Orders:

The *Support Information Sheet* filed in this case shall be impounded by the Circuit Clerk in order to protect the confidential information contained in it.

1. Notice of Address Change

Each party must tell the other of any change in address within 5 days of the change.

This does not apply to the following parties Petitioner Respondent because the physical, mental or emotional health of that party and/or the minor children would be seriously endangered by disclosure of that party's address.

Obligor must give written notice of any change in home address or mailing address within 7 days of the change to:

- The Circuit Clerk of the county issuing this *Order for Support*, AND
- The Illinois Department of Healthcare and Family Services, BUT ONLY if a party is receiving child and spouse services under Article X of the Illinois Public Aid Code.

2. Notice of Change to Other Information

Obligor must give written notice of any change to personal contact information within 7 days of the change, including:

- New telephone number; AND
- If Obligor can get health insurance through the employer or other group coverage and if so list: the policy name, the policy number, and the names of persons covered under the policy.

Obligor must give the written notice to:

- The Circuit Clerk of the county issuing this *Order for Support*, AND
- The Illinois Department of Healthcare and Family Services, BUT ONLY if a party is receiving child and spouse services under Article X of the Illinois Public Aid Code.

3. Notice of Change to Employment

Obligor must give written notice of any employment change within 7 days of the change, including:

- If Obligor lost a job, OR
- If Obligor got a new job, AND
- The name, address and phone number of a new employer.

Obligor must give the written notice to:

- Obligee,
- The Circuit Clerk of the county issuing this *Order for Support*, AND
- The Illinois Department of Healthcare and Family Services, BUT ONLY if a party is receiving child and spouse services under Article X of the Illinois Public Aid Code.

4. Notice of Change to *Support Information Sheet*

Obligor and Obligee must give written notice of any change to the information on the *Support Information Sheet* filed with this case within 5 days of the change.

Obligor and Obligee must give the written notice to:

- The Circuit Clerk of the county issuing this *Order for Support*.

5. Proof of Continuing Insurance Coverage

If Obligor has received an adjustment to their support obligation because of the payment of insurance premiums, Obligor must annually submit proof of continuing insurance coverage of the children to the Division of Child Support Enforcement of the Department of Human Services and to Obligee.

J. Additional Conditions or Findings:

1. The child support payment amount is different than the amount required by child support guidelines because:
- a. extraordinary medical expenditures necessary to preserve the life or health of a party or a child of either or both of the parties.
 - b. additional expenses incurred for a child covered by this support order who has special medical, physical or developmental needs.
 - c. the amount required by child support guidelines is: \$ _____
 - d. Other: _____
2. Other: _____
3. A child support calculation prepared by using the Illinois Department of Healthcare and Family Services estimator is attached: Yes No
4. The child support calculation was prepared by Petitioner Respondent Judge

K. Other: _____

ENTERED:

DO NOT complete this section. The judge will complete it.

Judge Date

A JUDGE CAN FIND YOU IN CONTEMPT OF COURT IF YOU FAIL TO OBEY ANY PART OF THIS ORDER.

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

IN RE THE MARRIAGE/CIVIL UNION OF:

FORM 6

 Petitioner Counter-Respondent
and

 Respondent Counter-Petitioner

No. _____
Calendar _____

ORDER ON PROVE UP

This matter coming on to be heard for (check one) uncontested prove up default prove up on the (check one) Petition Counter-Petition for Dissolution of Marriage/Civil Union, (check all that apply) Petitioner Respondent Child Representative/Guardian Ad Litem Petitioner's Attorney Respondent's Attorney being present and the Court being fully advised in the premises, IT IS HEREBY ORDERED:

1. The (check one) Petitioner Respondent shall, within _____ days submit for Court approval the following (check all that apply):

- 4566 Transcript of Prove Up Proceedings
 Judgment for Dissolution of Marriage/Civil Union
 Settlement Agreement signed by both parties
 Parenting Plan signed by Petitioner Respondent Both
 Family Support Affidavit
 Uniform Order of Support
 Order for Withholding
 Qualified Domestic Relations Order
 Qualified Illinois Domestic Relations Order

2. 4215 Parenting Education Requirement (check all that apply):

- a. Both parties Petitioner Respondent has/have completed the parenting education requirement.
b. Petitioner Respondent is in Default
c. Both parties Petitioner Respondent is/are ordered to complete court approved (check one)
 in class online parenting education program within _____ days.
d. Parenting education is not required because the parties have no minor children together.
e. Parenting education requirement is waived due to _____

3. 4430 The transcript of the proceedings is waived.

4. _____

5. 4406 This matter is set for status on _____, _____ at _____ a.m./p.m. for presentation of the aforesaid documents and/or completion of parenting education program. Failure to appear may result in vacation of the Judgment.

Atty. No.: _____

Name: _____

Atty. for: Petitioner Respondent

Address: _____

City/State/Zip Code: _____

Telephone: _____

ENTERED:

Dated: _____

Judge

Judge's No.

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

IN RE: [] Marriage [] Civil Union [] Legal Separation [] Allocation of Parental Responsibilities
[] Visitation (Non-Parent) [] Support [] Parentage of:

FORM 7

and _____
Petitioner
Case No. _____
Respondent
Calendar _____

ORDER FOR FREE TRANSCRIPT

THIS CAUSE having come before this Court for a proceeding on (date) _____ and having been documented by an official court reporter; this Court having previously entered an Order for Waiver of Court Fees pursuant to Supreme Court Rule 298 and 735 ILCS 5/5-105 or 735 ILCS 5/5-105.5 hereby finds that the financial circumstances of the party seeking a waiver have not changed and that the production of a transcript is necessary to commence, prosecute, defend, or enforce relief in this civil action.

WHEREFORE, it is hereby ordered that the Clerk of the Circuit Court of Cook County shall pay any and all costs associated with the production of this transcript and the court reporter shall file a copy thereof with the Clerk's Office within _____ days.

[] Atty. No.: _____
[] Pro Se 99500

ENTERED:
Dated: _____

Name: _____
Atty. for (if applicable): _____

Address: _____
City: _____
State: ____ Zip: _____
Telephone: _____
Primary Email: _____

Judge Judge's No.

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

FORM 8 - Filed with Clerk of Court Before Prove-Up and Submitted with the Prove-Up Documents

Plaintiff

No. _____

Defendant

AFFIDAVIT AS TO MILITARY SERVICE

_____ on oath states:

With respect to defendant _____,

(the defendant is)

(the defendant is not)

(I am unable to determine whether the defendant is)

in the military service of the United States.

This affidavit is based on these facts:

/s/ _____

Under penalties as provided by law pursuant to 735 ILCS 5/1-109 the above signed certifies that the statement set forth herein are true and correct.

Atty. No.: _____

Name: _____

Atty. for: _____

Address: _____

City/State/Zip: _____

Telephone: _____