



CIRCUIT COURT OF COOK COUNTY
DOMESTIC RELATIONS DIVISION

How To Guide...

DISSOLUTION OF MARRIAGE WITHOUT CHILDREN BY AGREEMENT

LAST UPDATED: SEPTEMBER 8, 2022

TABLE OF CONTENTS

Page

1	How to Finalize a Dissolution of Marriage
2	Scheduling a Prove-Up Date
3	List of Required Documents
4	Instructions for Creating PDF Documents
5	Assembling Prove-Up Documents
6 & 7	Instructions on How to Zoom by Computer or Telephone
8 to 11	How to E-File a Certification Agreement (Certification Agreement can be found in the Forms Section of this Guide)
12 to 14	How to E-File a Court Transcript After Court Appearance
15	Forms Section (Forms may be filled out from this document and saved on your computer)

- Form 1 - Certification Agreement
- Form 2 - Court Reporter Information Page
- Form 3 - Judgment without Children
- Form 4 - Order on Prove Up
- Form 5 - Order for Free Transcript (if applicable)

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 AGREED DISSOLUTION OF MARRIAGE WITHOUT CHILDREN



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). See page 3/2 for list of required documents.



Step 2: Schedule a Prove-Up Date

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 a prove-up date either online or in-person with the Clerk of the Circuit Court of Cook County. See page 2/3 for more information about scheduling a prove-up date.



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. See pages 4 and 5 for guidelines on e-mailing documents to court.



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

The final step is to attend court on the scheduled date and time. All prove-ups are being done remotely, so you should use Zoom (see page 7 & 8 for Zoom instructions) 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.

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 Agreement 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. See page # for step-by-step guide for e-filing document and scheduling a prove-up.



Illinois Court Help
833-411-2111

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

REQUIRED DOCUMENTS



1. Petition for Dissolution of Marriage
2. Respondent's Appearance
3. Certification Agreement
4. Notice of Court Date (unless both parties are attending prove-up date)



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 - FORM 2
2. Proposed Judgment for Dissolution of Marriage - FORM 3
3. 28 Day Order/Order on Prove-Up - FORM 4
4. Free Transcript Order if you have been approved for a fee waiver) - FORM 5

OPTIONAL:

Proposed Marital Settlement Agreement

Proposed Qualified Domestic Relations Order (QDRO)

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.

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.

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.

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**



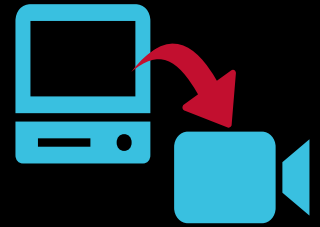
**ALL DOCUMENTS SHOULD
BE E-MAILED TO THE
JUDGE'S STAFF 5 DAYS
PRIOR TO THE PROVE-UP**

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. See page 3 for list of required documents.
2. Scan and/or save each of the required documents separately in the pdf format. See page 6 for instructions on saving documents 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 on page 2.) For step-by-step e-filing instructions on how to e-file go to page 12 in this packet.

* 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

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

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

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.

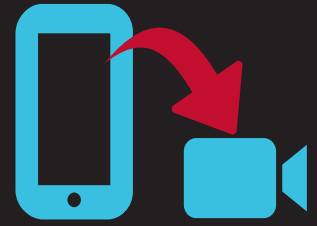
ILLINOIS SUPREME COURT COMMISSION

ACCESS
TO JUSTICE
EDUCATION. SUPPORT. EMPOWERMENT.
(08/20)

Flip for Phone Instructions

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"

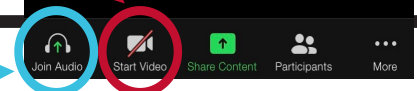
You will be automatically asked to connect to video. If you are not asked, look for the camera symbol and click "Start Video."

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.



To hear others please join audio

Call Over Internet

Dial in

Cancel

HOW TO: E-file **Certification Agreement** to schedule court date for agreed prove-up to finalize divorce case



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

1

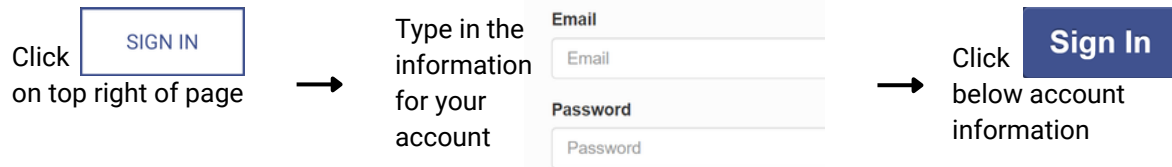
GO TO E-FILING WEBSITE

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



2

SIGN IN TO YOUR ACCOUNT



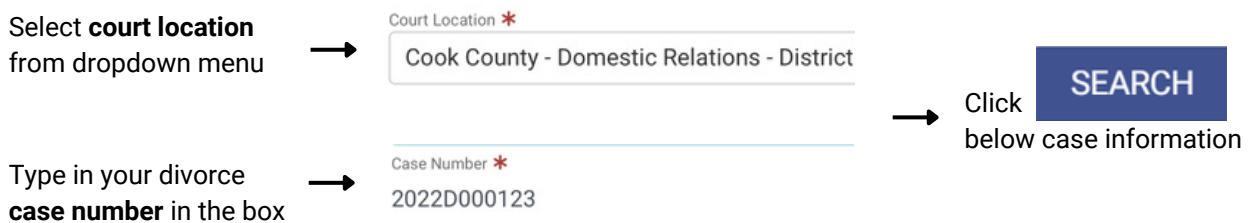
3

START FILING



4

FIND YOUR CASE



5

SELECT YOUR CASE FILE



Click on right side of page

6

CLICK THROUGH TO FILINGS PAGE

Click **PARTIES →**
on bottom right of page



Click **FILINGS →**
on bottom right of page

7

ANSWER FILING QUESTIONS

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



Filing Type *

Select
**Stipulation To
Hear Uncontested
Cause & District #**
for your court
location from
Filing Code
dropdown menu



Filing Code *

Stipulation To Hear Uncontested Cause	→	CHICAGO
Stipulation To Hear Uncontested Cause In District 2	→	SKOKIE
Stipulation To Hear Uncontested Cause In District 3	→	ROLLING MEADOWS
Stipulation To Hear Uncontested Cause In District 4	⇒	BRIDGEVIEW
Stipulation To Hear Uncontested Cause In District 5	→	MAXWOOD
Stipulation To Hear Uncontested Cause In District 6		

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 Certification Agreement 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 *

Select...

NOTE: There is no fee to file Certification Agreement, 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 & 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
Email
Password
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 *
Cook County - Domestic Relations - District

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




Case Number *
2022D000123



Click  below case information

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

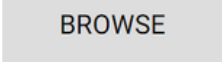
→

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

→


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

9

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

10

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 →

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

Filing Accepted for Case:

no-reply@efilingmail.tyler-tech.cloud
to me



FORM 2**COURT REPORTER INFORMATION SHEET**

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 NO CHILDREN)	For Court Use Only <div style="text-align: center; background-color: yellow; padding: 5px; border: 1px solid black; font-weight: bold; font-size: 1.2em;">Form 3</div>
Instructions ▼	_____ Petitioner (<i>First, middle, last name</i>) v. _____ Respondent (<i>First, middle, last name</i>)	_____ Case Number
Directly above, enter the county where you filed this case.		
Enter your name as Petitioner.		
Enter the name of your spouse/partner as Respondent.		
Enter the Case Number given by the Circuit Clerk.		

DO NOT complete this section. The judge will complete it at the court date.

DO NOT complete **1a** and **1b**. The judge will complete them at the court date.

DO NOT complete **2a** and **2b**. The judge will complete them at the court date.

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.

DO NOT complete **3**. The judge will complete it at the court date. The term "Parties" refers to the Petitioner and the Respondent.

In **4a**, check the box that applies to you.

In **4b**, check the box that applies to the Respondent.

In **5**, check whether it is a marriage or civil union.

In **5a**, enter the date you were _____

In **5b**, enter place the union took place. _____

A court date was held on the *Petition for Dissolution of Marriage/Civil Union* filed by the Petitioner. The court heard the testimony of Petitioner Respondent and considered all of the evidence and the 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:

1. Present in Court

- a. Petitioner appeared: Yes No
 represented by Attorney: _____
- b. Respondent appeared: Yes No
 represented by Attorney: _____

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

3. Agreement

Parties are in agreement with the terms of this *Judgment*: Yes No

4. Residency Requirement

- a. Petitioner has been living in Illinois at least 90 days immediately preceding the filing of the *Petition* or immediately preceding the making of these findings: Yes No
- b. Respondent has been living in Illinois at least 90 days immediately preceding the filing of the *Petition* or immediately preceding the making of these findings: Yes No

5. Information about the: Marriage Civil Union

- a. Parties were married/united on: _____
Date
- b. Parties were married/united in: _____
Location

Petitioner's Initials: _____
 Respondent's Initials: _____

DO NOT complete C.
The judge will complete it at the court date.

C. Pension and Retirement Accounts

- Each party is awarded the pension and retirement accounts in his/her own name.
- Petitioner is awarded _____ % of the marital/civil union portion of Respondent's pension/retirement accounts.
- Respondent is awarded _____ % of the marital/civil union portion of Petitioner's pension/retirement accounts.
- Petitioner Respondent shall prepare a Qualified Domestic Relations Order.
- Other orders: _____

DO NOT complete D.
The judge will complete it at the court date.

D. Real Estate (*"marital real estate" is an interest in real estate obtained during the marriage or civil union.*)

- Petitioner Respondent is awarded the marital real estate and shall pay the other party \$_____ for his/her interest in the real estate.
- 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 _____ %
- Until the marital real estate is sold, mortgage payments will be paid by Petitioner _____ % Respondent _____ %
- Until the marital real estate is sold, insurance will be paid by Petitioner _____ % Respondent _____ %
- Until the marital real estate is sold, cost of maintenance will be paid by Petitioner _____ % Respondent _____ %
- Petitioner Respondent is entitled to claim mortgage payments for federal and state tax purposes.
- Petitioner Respondent is entitled to claim property tax payments for federal and state tax purposes.
- Petitioner Respondent shall refinance the debt on the real estate to remove the other party from the obligation by: _____
Date
- Petitioner Respondent shall sign a quitclaim deed transferring his/her interest to the other party by: _____
Date
- Other orders: _____

In E, **DO NOT** check any boxes. The judge will check boxes at the court date.

E. Personal Property and Bank Accounts

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

Chart: DO list the personal property obtained during the marriage/civil union in the chart. **DO NOT** check who gets the property.

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"/>

Petitioner's Initials: _____
Respondent's Initials: _____

If you need more room to list property check "Yes." Complete and attach the *Additional Personal Property & Bank Accounts* form.

- There is an *Additional Personal Property & Bank Accounts* form attached: Yes No
- Any personal property exchange required by this order shall take place within 30 days of the date of this *Judgment*.
- Other orders: _____

DO NOT complete F. The judge will complete it at the court date.

F. Maintenance/Spousal Support

- Parties are forever barred from claiming maintenance/spousal support from the other.
- Petitioner shall pay to Respondent maintenance/spousal support in the amount of \$_____ per _____ for the following period: _____ after which maintenance/spousal support shall be barred or _____
- Respondent shall pay to Petitioner maintenance/spousal support in the amount of \$_____ per _____ for the following period: _____ after which maintenance/spousal support shall be barred or _____
- Other orders: _____

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

G. Former Name

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

DO NOT complete H. The judge will complete it at the court date.

H. Other Relief

- None
- Relief as follows: _____

I. 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*

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

IN RE THE MARRIAGE/CIVIL UNION OF:

Form 4

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 5

Form fields for Petitioner and Respondent names, Case No., and 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.