

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

ADMINISTRATIVE ORDER: 2022 D 10

SUBJECT: Standing Orders for the Appointment of Special Process Servers in Domestic Relations Cases

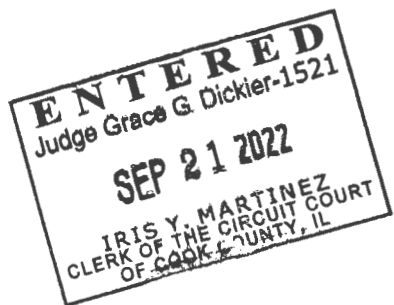
IT IS HEREBY ORDERED THAT:

1. Effective immediately, each law firm or practitioner handling cases in the Domestic Relations Division may by Motion seek a Standing Order for the appointment of designated special process servers. Each Standing Order will last for one (1) year from the date of submission of such Motion. Such Motions shall be presented to the Presiding Judge, by submitting the Motions and proposed Standing Orders¹ by email to DRD.msp@cookcountyil.gov.
2. All email submissions concerning motions seeking a Standing Order for the appointment of a special process server shall use the title: "Motion for a Standing Order for a Special Process Server."
3. Each Motion and Standing Order for a special process server should bear the heading: "In the Matter of the Application of the Law Firm of [INSERT NAME OF LAW FIRM] or In the Matter of the Application of [INSERT NAME OF PRACTITIONER] for a Standing Order for the Appointment of a Special Process Server For the Quarter Ending [INSERT DATE]." The caption of the Motion must contain the year, the acronym "SPS," and the particular law firm or practitioner's five-digit Cook County attorney code. (E.g., 2022 SPS 12345). A law firm or practitioner may designate one or more individuals or companies to serve as special process servers for each quarter of a year on all cases filed by that firm or practitioner.
4. After review of the Motion by the Presiding Judge, the Presiding Judge's Office will email the signed Standing Order and corresponding Motion to the Clerk of the Circuit Court. The Clerk of the Circuit Court shall number each such Motion and Standing Order and shall keep the originals on file available to the public either electronically or in the Office of the Clerk of the Circuit Court, Domestic Relations Division, Room 802 of the Richard J. Daley Center. A copy of each such Motion and Standing Order shall be kept either electronically or on file in the Office of the Presiding Judge of the Domestic Relations Division.
5. All Standing Orders entered pursuant to this Administrative Order will be emailed by the Clerk of the Circuit Court to the respective law firm or practitioner.
6. Any Standing Order appointing a Special Process Server shall not be valid as to the service of Orders of Protection. Any proposed Standing Order shall state that the Appointment of Special Process Server shall not apply to Orders of Protection.
7. Each law firm or practitioner who is granted a Standing Order appointing a special process server must file proof of service by that special process server, along with the Standing Order appointing the


¹ A form Standing Order Appointing Special Process Server is attached.

special process server, with the Clerk of the Circuit Court of Cook County in each case for which a special process server has effectuated service.

Dated the 21ST day of September 2022. This Order shall be spread upon the records of this Court and be published.



ENTERED:


HON. GRACE G. DICKLER
Presiding Judge
Domestic Relations Division

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

IN THE MATTER OF THE)
APPLICATION OF)
)
_____,) 20____ SPS _____
FOR A STANDING ORDER FOR) (Cook County Attorney Code)
APPOINTMENT OF A SPECIAL PROCESS)
SERVER)

STANDING ORDER APPOINTING SPECIAL PROCESS SERVER

This matter coming on to be heard on the application of _____, for a Standing Order for the Appointment of a Special Process Server effective for one year, beginning on _____, 20____ and ending on _____, 20____.

IT IS HEREBY ORDERED:

1. Each of the following individuals and/or business entities: _____, and their employees over 18 years of age for any case in which the above named individual or business entity is not a party are hereby appointed as Standing Special Process Servers for one year beginning on _____, 20____ and ending on _____, 20____, in all cases in the Domestic Relations Division filed by the law firm or individual practitioner _____, pursuant to 735 ILCS 5/2-202 and Administrative Order 2022 D 10.
2. The authority of the appointed Special Process Servers granted by this Order is limited solely to the service of process in Domestic Relations cases for the one-year duration beginning on _____, 20____ and ending on _____, 20____, in all cases in the Domestic Relations Division filed by the law firm or individual practitioner _____.
3. The authority of the appointed Standing Special Process Servers in this Order does not apply to the service of Orders of Protection.

DATED: _____

ENTERED: _____

Presiding Judge, Domestic Relations Division