

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

ADMINISTRATIVE ORDER: 2022 D 14

SUBJECT: Emergency Order of Protection Procedures for Parties Filing at the Daley Center without Existing Domestic Relations Cases

EFFECTIVE IMMEDIATELY, IT IS HEREBY ORDERED THAT: All procedures adopted by the Domestic Violence Division in Administrative Order 2022 D 04 are hereby adopted by the Domestic Relations Division. This Administrative Order details what is to occur when a party that does not already have an existing Domestic Relations case (as defined below) files for an emergency order of protection at the Richard J. Daley Center.

1. **Screening:** Upon the filing of a petition for emergency order of protection in the Domestic Relations Division at the Richard J. Daley Center, Chicago, the Office of the Clerk of the Circuit Court of Cook County (“Clerk’s Office”) shall screen the case to determine whether the parties named in the petition for emergency order of protection have an existing case in the Domestic Relations Division at the Daley Center. If the named parties **do not** have an existing case in the Domestic Relations Division as defined below, the petition for emergency order of protection shall be filed and given an independent Domestic Violence Division case number.
 - a. An existing case is defined as:
 - i. A case that has not been dismissed; or
 - ii. A case in which no final judgment has been entered; or
 - iii. A case in which final judgment has been entered but the parties still have minor children; or
 - iv. A case in which final judgment has been entered but less than 24 months has elapsed since the entry of the judgment.
2. **Procedure for Parties without an Existing Domestic Relations Case:** If the parties named in the petition for emergency order of protection do not have an existing Domestic Relations Division case:
 - a. The Clerk’s Office shall notify the Domestic Violence (DV) staff person¹ via email of the petition and attach all relevant or required² documents including but not limited to:
 - i. Cover sheet;
 - ii. Petition for Emergency Order of Protection;
 - iii. Summons;
 - iv. Proposed draft of the Emergency Order of Protection;
 - v. Confidential Sheriff’s Information Sheet;
 - vi. Exhibits or affidavits (if applicable);

¹ Email documents to Domestic Violence Division staff person at 555dv.courthousezoom@cookcountyil.gov.

² Please note that pursuant to Domestic Relations Division Administrative Order 2022 D 13, all submissions for a Petition for Emergency Order of Protection must include: (1) a Petition for Emergency Order of Protection; (2) a Summons for Protective Orders; and (3) a proposed Emergency Order of Protection.

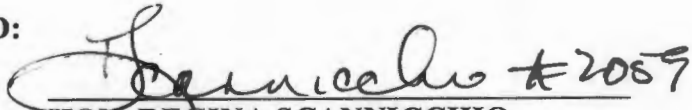
- vii. Confidential Name and Location of School and Daycare Form (if applicable); and,
- viii. Certificate for Exemption for E-Filing (if applicable).

All documents aside from the proposed draft of the Emergency Order of Protection shall bear a stamp from the Clerk's Office as proof of filing.

- b. Clerk's Office staff shall direct petitioner to the designated DV Division Staff. The DV Division Staff shall immediately virtually escort the petitioner to the Zoom courtroom of the judge assigned to the parties' DV case. The DV Division Staff shall notify the judge that the petitioner is awaiting admission.
- c. If the judge assigned to handle the matter is unable to hear the petition for emergency order of protection immediately, that judge or judge's staff may provide a later hearing time to the petitioner to take place that same day.

Dated the 26th day of October 2022. This Order shall be spread upon the records of this Court and published.

ENTERED:


HON. REGINA SCANNICCHIO
Acting Presiding Judge
Domestic Relations Division

