

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

ADMINISTRATIVE ORDER: 2022 D 4

SUBJECT: Procedure to Submit Agreed Orders

EFFECTIVE IMMEDIATELY IT IS HEREBY ORDERED THAT:


1. Agreed Temporary Orders (i.e., orders that do not constitute a final and appealable judgment), Agreed Final Orders (i.e., orders that constitute final and appealable orders as defined by the Illinois Supreme Court Rules) which do not require an oral prove up. Agreed Qualified Domestic Relations Orders (QDROs), and Agreed Qualified Illinois Domestic Relations Orders (QILDROs) may be submitted to the Court for entry via e-mail transmission by either party with all counsel of record and 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>.
2. All Agreed Orders, including Agreed QDROs and QILDROs, shall be reviewed by the regularly assigned calendar judge. Within a reasonable time after receipt, the regularly assigned calendar judge shall either approve the order or state concise reasons for rejecting the order. No Agreed Order, Agreed QDRO, or Agreed QILDRO shall be entered by the Court unless all counsel of record, or parties if not represented by counsel, are included as recipients of the email containing the proposed order.
3. All Agreed Orders, including Agreed QDROs and QILDROs, approved by the Court shall be disseminated to the Clerk of the Circuit Court's Office for entry and then by the Clerk of the Circuit Court's Office to all counsel of record and all self-represented parties in a timely manner.
4. AGREED TEMPORARY ORDERS:
 - a. All Agreed Temporary Orders shall:
 - i. bear the heading: "**AGREED TEMPORARY ORDER SUBMITTED BY ELECTRONIC MEANS**";
 - ii. where feasible, bear the electronic signature of all counsel of record in the cause (or the parties, if not represented by counsel); and
 - iii. contain the email address and contact telephone number of each counsel of record in the cause or the parties (if not represented by counsel).
 - b. Any motions brought regarding the Agreed Temporary Order Submitted by Electronic Means shall be motioned before the regularly assigned calendar judge.
5. AGREED FINAL ORDERS, AGREED QDROS, AND AGREED QILDROS:
 - a. All Agreed Final Orders, Agreed QDROs, and Agreed QILDROs shall:

1. bear the heading: "**AGREED FINAL ORDER SUBMITTED BY ELECTRONIC MEANS**" or "**AGREED QUALIFIED DOMESTIC RELATIONS ORDER SUBMITTED BY ELECTRONIC MEANS**" or "**AGREED QUALIFIED ILLINOIS DOMESTIC RELATIONS ORDER SUBMITTED BY ELECTRONIC MEANS**, as appropriate;
 2. where feasible, bear the written or electronic signature of all parties;
 3. where feasible, bear the electronic signature of any counsel of record in the cause; and
 4. contain the email address and contact telephone number of each counsel of record in the cause or the parties (if not represented by counsel).
- b. All Agreed Final Orders, Agreed QDROs, and Agreed QILDROs may be executed in counter-parts (i.e. Petitioner signs one, Respondent signs another, and both are submitted to the Court with the other's signature left blank) but Agreed QDRO and QILDRO signatures will preferably be on the same page.

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

ENTERED:




HON. GRACE G. DICKLER
Presiding Judge
Domestic Relations Division