

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

**ADMINISTRATIVE ORDER:** 2022 D 5

**SUBJECT:** Prove Up Guidelines

**EFFECTIVE IMMEDIATELY, IT IS HEREBY ORDERED THAT:**

1. This order applies to and clarifies Local Rule 13.5 and 750 ILCS 5/405.
2. All litigants shall review the How to Guides published by the Domestic Relations Division prior to proceeding with scheduling a prove up. The How to Guides may be found on the court's website here: <https://www.cookcountycourt.org/ABOUT-THE-COURT/County-Department-Domestic-Relations-Division-Self-Represented-Litigants>.
3. **AGREED ORAL PROVE UPS:** 750 ILCS 5/502 provides in relevant part that agreements of the parties "must be in writing, except for good cause shown with the approval of the court, before proceeding to an oral prove up." Parties may proceed to have their uncontested final matters, commonly referred to as "prove ups" conducted as follows:
  1. In order to proceed with a prove up on all calendars, the parties must schedule a date for a prove-up with the Clerk of the Circuit Court unless they have obtained a prove-up date from a judge's case coordinator. Either party must submit to the court via email transmission all required documents at least five (5) court business days in advance of the scheduled prove up 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/ABOUT-THE-COURT/County-Department-Domestic-Relations-Division>.
  2. The following documents, without limitation, may be required to proceed to prove-up where applicable to the specific case:
    - a. Order on Prove-Up;
    - b. Petition for Dissolution of Marriage;
    - c. Judgment;
    - d. Marital Settlement Agreement;
    - e. Uniform Judicial Prove-Up Sheet;
    - f. Court Reporter Sheet;
    - g. Certificate and Agreement to Hear Uncontested Cause;
    - h. Proof of Service;
    - i. Default Order;
    - j. Allocation of Parental Responsibilities and Parenting Time,
    - k. Uniform Order for Support with the Income Shares Calculation Sheet and Child Support Data Sheet attached thereto;
    - l. FOCUS on Children Completion Certificates or Children in Between On Line Parenting Class Certificate;

- m. Affidavit as to Military Service, properly docketed;
- n. Appearance of the Respondent;
- o. Order on 298 Petition; and,
- p. Order for Free Transcript

The Court retains jurisdiction to require the submission of other information or documents in its discretion.

- 3. All email submissions concerning Agreed Oral Prove Ups shall use the title: “Agreed Oral Prove Up”, Case Number, and Agreed Oral Prove Up Date.

**e.g. “Agreed Oral Prove Up”; Case No. 2020 D 1234; October 1, 2022.**

- 4. **DEFAULT PROVE UPS:** Movants may move to hold a Respondent in default. To obtain a default prove up, two (2) separate court days must be scheduled: (1) a hearing on the motion for default; and (2) a default prove up hearing. Movants may proceed to a default prove up as follows:

- a. In order to proceed with a default prove up on all calendars, a party must schedule a date for the default prove up with the Clerk of the Circuit Court. The party scheduling the default prove up must submit to the Court via email transmission all required documents at least five (5) court business days in advance of the scheduled prove up 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](https://www.cookcountycourt.org/ABOUTTHE-COURT/County-Department%20Domestic-Relations-Division).

- 4. The following documents, without limitation, may be required to proceed to prove-up where applicable to the specific case:

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- b. Petition for Dissolution of Marriage;
- c. Judgment;
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- j. Allocation of Parental Responsibilities and Parenting Time,
- k. Uniform Order for Support with the Income Shares Calculation Sheet and Child Support Data Sheet attached thereto;
- l. FOCUS on Children Completion Certificates or Children in Between On Line Parenting Class Certificate;
- m. Affidavit as to Military Service, properly docketed;
- n. Appearance of the Respondent;
- o. Order on 298 Petition;
- p. Order for Free Transcript; and,

- q. For cases in which service was provided by publication, the attached Due Diligence worksheet.

The Court retains jurisdiction to require the submission of other information or documents in its discretion.

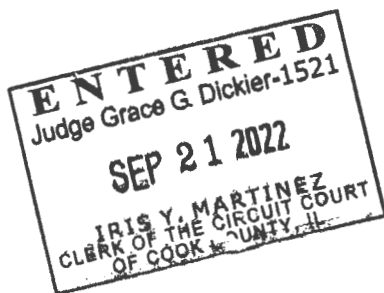
- b. No default prove up shall occur without a court reporter. The court shall arrange for an official court reporter to transcribe the proceedings, and the movant shall be responsible for the costs associated therewith.
- c. The movant shall be responsible for the cost of securing any telephonic conference line or other means of multi-party audio transmission for the default prove up and for any costs associated with producing a transcript of the proceeding.
- d. All email submissions concerning Default Prove Ups shall use the title: "Default Prove Up", Case Number, and Default Prove Up Date.

e.g. "Default Prove Up"; Case No. 2020 D 1234; October 1, 2022.

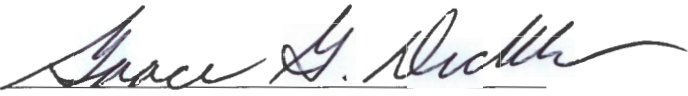
1. **Prove Ups by Affidavit:** The Domestic Relations Division has implemented a pilot program to permit the prove up process to occur via written submission in cases in which both the petitioner and respondent are represented by counsel at the time of the prove up. For more information, please see Administrative Order 2022 D 6.

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Dated the 21<sup>ST</sup> 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

## **Actions Taken to Show Due Diligence**

As the person who filed this 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.”

The case cannot go forward without proper service. If you have not been able to have the Respondent served in person, you may, as a last resort, seek to publish notice of the case in a local newspaper by filing an Affidavit for Service by Publication with the Office of the Clerk of the Circuit Court.

This worksheet includes questions the judge may ask to decide if publication was appropriate. Use this worksheet to organize your notes on the steps you took to locate the Respondent.

Please note that if in the process of completing this worksheet you get a current address for the Respondent, you should have the Sheriff’s Office serve them at that location.

**1. Have you given the Sheriff’s Office (1) a copy of your summons, (2) a copy of the petition you filed to start your case, and (3) the Respondent’s last known address?**

a. Yes, and it was still necessary to serve the Respondent by publication because

\_\_\_\_\_

b. No, because

\_\_\_\_\_

**2. Is there a history of domestic violence between you and the Respondent (circle all that are relevant)?**

a. Yes, and I do not feel safe contacting them.

b. Yes, and I do not think the Respondent will feel safe if I contact them.

c. No.

If you selected options A or B, complete the rest of this worksheet and whatever search attempts you can, but do not attempt to contact the Respondent directly.

Case Name: \_\_\_\_\_ Case No.: \_\_\_\_\_

3. How long has it been since you last spoke to, texted, emailed or otherwise communicated with the Respondent?

\_\_\_\_\_

4. Have you asked the Respondent's friends or family for the Respondent's contact information?

a. Yes, and I still can't find them because

\_\_\_\_\_

b. No, because

\_\_\_\_\_

5. Have you contacted the Respondent's most recent employer to see if the Respondent still works there?

a. Yes, and I still can't find them because

\_\_\_\_\_

b. No, because

\_\_\_\_\_

6. Have you searched for the Respondent on the internet (i.e. Facebook, LinkedIn, Google, beenverified.com, whitepages.com, military database: <https://scra.dmdc.osd.mil:scra/#/home>)?

a. Yes, and I still can't find them because

\_\_\_\_\_

b. No, because

\_\_\_\_\_

7. Do you know any other information about the Respondent that may help you find them?

a. Yes, I know that the Respondent

\_\_\_\_\_ and I still can't find them  
because \_\_\_\_\_

b. No, because

\_\_\_\_\_