

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

ADMINISTRATIVE ORDER: 2022 D 7

SUBJECT: Procedure to Submit Non-Emergency Motions

EFFECTIVE IMMEDIATELY IT IS HEREBY ORDERED THAT:

A party may file and submit to the Circuit Court a motion for non-emergency relief only as follows:

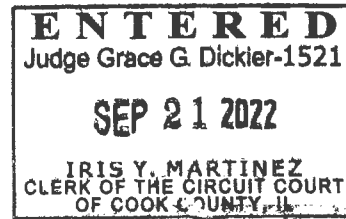
- a. The movant must file the motion for non-emergency relief with the Clerk of the Circuit Court of Cook County¹. The movant shall obtain a court date from the Clerk of the Circuit Court of Cook County to present the motion remotely at the time of filing.
- b. Unless otherwise exempt, submissions for adjudication to the Court shall also be filed with the Clerk of the Circuit Court. No exhibits containing financial information shall be filed with the Clerk, but shall be submitted directly to the Court via email with the non-movant copied on such transmission 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>.
- c. The responding party shall file a response or pleading with respect to the movant's motion within twenty-one (21) of receipt of the non-emergency motion. The movant shall file a reply to the response to the non-emergency motion within seven (7) days of receipt of the response.
- d. If an objection is filed, the movant of the motion shall respond to the objection within seven (7) days of receipt of the objection. If the objection is denied, then the court shall grant additional time to respond to the motion.
- e. On the scheduled presentment date, the judge assigned may direct an alternate briefing schedule if necessary and may determine an alternative manner and timing for the submission of documents to the Court.
- f. Parties may agree, via an Agreed Temporary Order pursuant to Administrative Order 2022 D 4, to a briefing schedule other than the presumptive schedule set forth above.
- g. In accordance with Administrative Order 2022 D 1, motions for appointments of special process servers, for publication, and to sue/defend as an indigent person may be presented any time Court is in session, and are to be emailed with a draft proposed order to the court's designated email address for consideration and entry. Such email submissions shall copy the non-movant on the transmission to the Court.
- h. All motions for non-emergency relief from the Circuit Court submitted by email shall contain the email address and contact telephone number of each counsel of record in the cause or the self-represented parties and the non-movant shall be copied on the transmission to the Court

¹ Please visit <https://www.cookcountyclerkofcourt.org/> for more information about filing your motion online.

i. All email submissions concerning motions for non-emergency relief from the Circuit Court submitted shall use the title: "Motion for Non-Emergency Relief", Case Number, and Calendar Number.

e.g., "Motion for Non-Emergency Relief"; Case No. 2022 D 1234; Calendar 01.

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



ENTERED:

A handwritten signature in cursive script, appearing to read "Grace G. Dickler", written over a horizontal line.

HON. GRACE G. DICKLER
Presiding Judge
Domestic Relations Division