

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

**ADMINISTRATIVE ORDER: 2020 D 27 (AMENDED)**

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

Due to the ongoing exigencies of the COVID-19 pandemic, and in the interest of keeping the judges' schedules sufficiently open to conduct proceedings on more urgent matters that may arise, this Court promulgates this Administrative Order to allow law firms and practitioners with cases in the Domestic Relations Division to seek a Standing Order for the appointment of designated special process servers.

**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 have a six-month duration, with the first such Standing Order to expire on December 31, 2021. Such Motions shall be presented to the Presiding Judge, by submitting the Motions and proposed Standing Orders<sup>1</sup> by email to [DRD.msp@cookcountyil.gov](mailto: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 Six-Month Period 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., 2020 SPS 12345). A law firm or practitioner may designate one or more individuals or companies to serve as special process servers for each designated six-month period 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.

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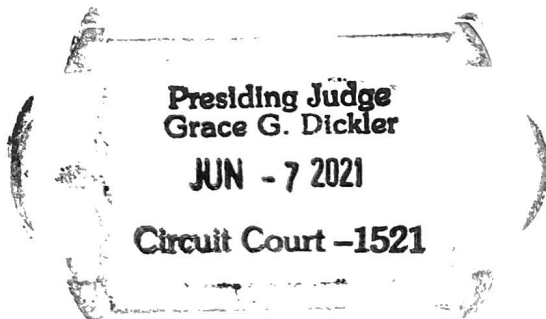
<sup>1</sup> A form Standing Order Appointing Special Process Server is attached.


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 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.

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Dated the 7<sup>th</sup> day of June, 2021. This Order shall be spread upon the records of this Court and be published. This Order replaces Administrative Order 2020 D 27 which was entered September 25, 2020.

ENTERED:



  
HON. GRACE G. DICKLER  
Presiding Judge  
Domestic Relations Division

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

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

**STANDING ORDER APPOINTING SPECIAL PROCESS SERVER**

This matter coming on to be heard on the application of the \_\_\_\_\_, for a Standing Order for the Appointment of a special process server effective for the six-month duration 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 Standing Special Process Servers for the six-month duration 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 2020 D 27.

2. The authority of the appointed Standing Special Process Servers granted by this Order is limited solely to the service of process in Domestic Relations cases for the six-month duration beginning on \_\_\_\_\_, 20\_\_, and ending on \_\_\_\_\_, 20\_\_, in all cases filed by the law firm or individual practitioner \_\_\_\_\_.

3. The authority of the appointed standing special process server in this Order does not apply to the service of Orders of Protection.

DATED: \_\_\_\_\_

ENTERED: \_\_\_\_\_

**HON. GRACE G. DICKLER  
Presiding Judge  
Domestic Relations Division**