

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

**ADMINISTRATIVE ORDER: 2022 DV 04**

**SUBJECT: Emergency Order of Protection Procedure for Parties with Existing Domestic Relations Cases**

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

1. **Screening:** Upon the filing of a petition for emergency order of protection in the Domestic Violence Division at 555 W. Harrison Street, 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 have an existing case in the Domestic Relations Division at the Daley Center, the petition for emergency order of protection shall be filed under the Domestic Relations Division case number and **not** 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 with Existing Domestic Relations Cases:** If the parties named in the petition for emergency order of protection have an existing Domestic Relations Division case:
  - a. **For Filings Before 3:00 p.m.:** The Clerk's Office shall notify, in-person via the Help Desk, the designated Domestic Violence (DV) Division Staff that a party to an existing Domestic Relations case has filed a petition for an emergency order of protection. The Clerk shall provide to the DV Staff via email<sup>1</sup>, and/or in hardcopy format, all relevant and required 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);

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<sup>1</sup> Email documents to Domestic Violence Division staff person at: [555dv.courthouse@cookcountyil.gov](mailto:555dv.courthouse@cookcountyil.gov)

vii. Confidential Name and Location of School and Daycare (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. The DV staff person shall call the designated DR staff person to notify them of the petition and forward all documents to the designated DR staff person. The designated DR staff person shall notify the DR judge or judge's staff that the petitioner will be logging into Zoom.
- c. The DV staff person shall immediately virtually escort the petitioner to the Zoom courtroom of the judge assigned to the parties' DR case.
- d. If the Domestic Relations judge assigned to the parties' DR cases 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.
- e. **For Filings After 3:00 p.m.**: The Clerk's Office shall notify, in-person via the Help Desk, the designated Domestic Violence (DV) Division Staff that a party to an existing Domestic Relations case has filed a petition for an emergency order of protection. The Clerk shall provide to the DV Staff via email, and/or in hardcopy format, all relevant and required 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);
  - vii. Confidential Name and Location of School and Daycare (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.

- f. The DV staff person shall call the designated DR staff person to notify them of the petition and forward all documents to the designated DR staff person. The designated DR staff person shall notify the emergency DR judge or judge's staff **and** the DR Division Attorney assigned to emergency duty that day that the petitioner will be logging into Zoom.



- g. The DV staff person shall immediately virtually escort the petitioner to the Zoom courtroom of the judge assigned to emergency duty that day.<sup>2</sup>
- h. If the Domestic Relations emergency judge 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.

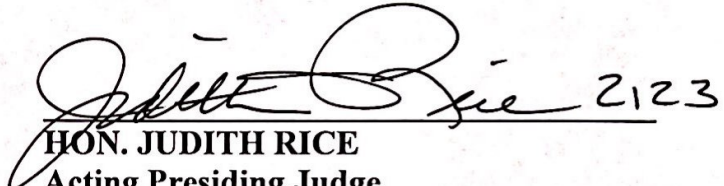
Dated this 23<sup>rd</sup> day of September 2022.

**ENTERED:**

Judge Judith C. Rice

SEP 23 2022

Circuit Court - 2123

  
HON. JUDITH RICE  
Acting Presiding Judge  
Domestic Violence Division

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<sup>2</sup> Updated contact information for all Domestic Relations Division judges may be found here:  
<https://www.cookcountycourt.org/LinkClick.aspx?fileticket=sMvknNji4Gs%3d&portalid=0>