

## LAW DIVISION MOTION SECTION

### NOTICE ON TEMPORARY PROCEDURES

#### FOR SERVICE OF PROCESS

Based upon the current situation where service of process in “non-essential” civil cases cannot be obtained through the Office of the Sheriff of Cook County, due to limitations placed upon court services as a result of the COVID-19 outbreak,

All attorneys shall continue to present motions for appointment of Special Process Servers, or motions for service by special order of court, as “routine” motions. Any such motion shall set forth the limitations present in each case (*e.g.*, inability to obtain service through the Sheriff and/or Special Process Servers, litigant avoiding service, litigant residing in gated community or building with a locked lobby, etc.) and identify the person or entity (with proper identification number) to be appointed, and/or means of service requested. The order shall contain the same information.

These motions shall be presented to the Emergency Motion Judges as designated in Law Division General Administrative Order 20-2 and 20-3.

This temporary procedure shall remain in full force and effect, until such time as court resumes normal operations.

Dated March 25, 2020.

