

FILING A CASE UNDER SEAL OR UNDER A FICTITIOUS NAME

Petitions to file a case under seal or using a fictitious name may be emailed to Judge Flannery’s law clerk at law.cal2005cc@cookcountyil.gov.

1. Filing Under Seal

To file a case under seal, email law.cal2005cc@cookcountyil.gov.

2. Filing Under a Fictitious Name

The movant must provide the Court with:

- 1 Petition with name redacted
- 1 Complaint with name redacted
 - Note that the movant will be required to provide the unredacted Complaint to the Clerk’s Office upon filing.
- 1 Order emailed in a Microsoft Word document using the EXACT language in the Sample Order below

Note: the Order and the Petition MUST state the compelling reason for filing under a fictitious name/under seal.

Sample Order

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

JANE DOE,)	
)	No.
Plaintiff,)	
)	
v.)	
ABC CORP.)	
Defendant.)	

ORDER

This matter coming to be heard on Plaintiff’s Petition to Proceed under a Fictitious Name, the Court being fully advised finds as follows:

Pursuant to *In re Marriage of Johnson*, 232 Ill. App. 3d 1068 (4th Dist. 1992), the Court has balanced Plaintiff’s right to privacy against the public’s right of access to open court proceedings. Plaintiff contends there is a compelling interest because **[insert reason for fictitious name here]**.

The Court finds there is a compelling interest that favors Plaintiff’s right to privacy in keeping her name from the public and such right is superior to the public’s right of access to an open proceeding. *See Doe v. Doe*, 282, Ill App. 3d 1078, 1088 (1st Dist. 1996).

The Court further finds that the privacy issue involved shall be protected in the least restrictive way possible. The Court finds that the least restrictive way to protect the privacy of Plaintiff is by proceeding **[under a fictitious name]**.

This order may be reconsidered if Plaintiff takes any steps to make Plaintiff’s name known to the public and shall be reconsidered by the trial judge at the time of jury selection.

Plaintiff shall file a copy of the Complaint with Plaintiff’s actual name under seal with the Clerk of the Court and to remain under seal until further order of the Court.

ENTERED: _____