

Guidelines for using the proposed orders email

We accept proposed orders for Civil and Family Division matters.

We do not accept proposed orders for Criminal Division cases.

Attorneys should email proposed orders to proposedorders@22ndcircuit.illinoiscourts.gov.

The email subject line should include the **case number and the assigned Judge's name**.

All parties to the case must be copied.

Only provide proposed orders through this one method. Do not also send to the court administration email, judge, or case manager.

Each proposed order/attachment should be **labeled with case number and a very short descriptor**; i.e. "00 SC 1001 Dismissal."

Do not include filed documents as courtesy copies with the proposed order. The Court will review the electronic file for those documents.

If a non-attorney is sending the email on behalf of an attorney, the attorney must also be copied.

The non-attorney should not address the Court in the cover email, nor include directive or explanatory information in the body. This type of information belongs in the pleadings. The body of the email can include the following: a list of the attachments; if an estate, the corresponding Will file number.

We do not email the entered order back to you.

You can obtain a file-stamped copy via the Circuit Clerk's Attorney Portal.

The Case Manager will advise you if a proposed order has been rejected.

You may want to subscribe to the Circuit Clerk's Attorney Notification Service which will email you when regarding filing(s) in your cases and link you to the document(s).

PROPOSED ORDERS IN ADVANCE OF COURT DATE:

If a judge has indicated through his/her Standing Order that he/she is willing to accept proposed orders in advance of a court date, same should be submitted three (3) business days prior the scheduled court date. Pleadings and other related documents should be filed a minimum of seven (7) days prior to the court date to allow the Court sufficient time to review.

The email subject line should include the **hearing date and time and the assigned Judge's name or Courtroom**.

Each order needs to be submitted as a separate attachment. You can put multiple attachments in an email, but they should all be for one courtroom.

Each proposed order/attachment should be **labeled with the court date and case number**; i.e. "May 27, 2020 – 00 SC 1001." If there are multiple orders, add a very short descriptor.

CIVIL PROPOSED ORDERS:

1. All agreed proposed orders should:
 - A. Follow the filing of a motion or other pleading which clearly explains the agreement, and ideally suggests an agreed proposed order will be submitted; and
 - B. Be signed by the parties/attorneys; or
 - C. Include the signature of an attorney with a representation that presentation of the proposed order involves an agreement of the parties.

FAMILY DIVISION PROPOSED ORDERS:

1. All proposed agreed orders must be signed by both attorneys or parties and indicate who prepared the document.
2. Proposed agreed orders to establish or modify child support must include appropriate findings as required under 750 ILCS 5/505 and shall be accompanied by the statewide-approved Order for Support and guideline support worksheet. Income withholding orders should be submitted along with the proposed agreed order for child support.
3. Proposed agreed orders to establish or modify maintenance must include appropriate findings under 750 ILCS 5/504 and a guideline maintenance worksheet.
4. Proposed agreed orders for child support or maintenance will not be considered without financial affidavits filed by both parties.
5. Proposed final judgments and affidavits must be submitted in accordance with Family Division Standing Order 2020-02.

PROPOSED ORDERS SUBMITTED FOLLOWING REMOTE APPEARANCE:

If the proposed order is being submitted following a remote appearance via CourtCall, Zoom, etc., or at the direction of the judge following a court appearance, please submit the proposed order within 24 hours of that appearance and reference that it is “following court appearance on ___[date]” in your cover email.

Kathryn Z. Birchfield; Senior Case Manager
Effective June 1, 2020