

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

**ADMINISTRATIVE ORDER:** 2020 D 18 Amended

**SUBJECT:** Default Oral Prove Up Guideline in Response to General Administrative Order No. 2020-01 (as amended May 28, 2020)

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

1. This order applies to and clarifies Local Rule 13.5 and 750 ILCS 5/405 during the current reduction of Court operations pursuant to the General Administrative Order No. 2020-01 (as amended May 28, 2020) and the authority granted to the Court under Supreme Court of Illinois M.R. 30370.
2. Movants may move to hold a Respondent in default and to proceed to a default prove up remotely. In order to proceed with a remote-means default prove up, the Movant must submit (1) all documents required presently under Local Rule 13.5<sup>1</sup> (2) Certificate and Motion for Default, (3) if service was effectuated by publication, then the Motion for Default should include a description of their efforts to locate and serve the Respondent including a description of their efforts to locate and serve the Respondent (hereinafter collectively referred to as “Required Documents”).
3. The Movant shall submit All Required Documents to the Court via e-mail<sup>2</sup> transmission to:
  - i. the Court Coordinator for any judge who maintains an individual calendar, or
  - ii. the Court Coordinator for the applicable judicial team, or
  - iii. the Division Administrator for any judge who does not have a Court Coordinator, or
  - iv. any other method directed by the judge assigned to the matter.

In the email, the Movant shall propose a date for the default prove up not less than 14 days from the date of submission of her motion and a means to conduct the default prove up remotely (e.g. Skype, Zoom, etc.).

4. Within 48 hours of receipt, the Court Coordinator or Division Administrator shall notify the Movant whether the request to set the Motion for Default/Prove-Up for a remote hearing has been granted and whether the proposed date, time, and method for the oral Prove Up has been approved by the Court or what new date, time, and method will be employed instead.

In the case of a judicial team, the Court Coordinator will also notify the Movant of the Judge that will preside at the prove-up.

5. The Movant shall then send a copy of the court’s response to the Respondent, noting the date, time, and method of the remote means default prove up and details on how to join the remote proceeding (i.e. Zoom meeting ID and password) via regular mail to the Respondent’s last known address within 48 hours of receipt of approval from the Court but no less than 7 days before the remote proceeding is to occur.

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<sup>1</sup> A list of all Required Documents is available here: <https://tinyurl.com/DRDProveUpCheckList>

<sup>2</sup> A list of contact information for all Court Coordinators and the Division Administrator is attached.

6. No remote means default prove up shall occur without a court report. The Movant shall arrange for a court reporter to join and transcribe the remote proceeding.
7. The Movant shall be responsible for the cost of securing any telephonic conference line or other means of multi-party audio transmission for the remote default prove up and for any costs associated with producing a transcript of the proceeding.

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Dated the 28th day of May 2020. This Order shall be spread upon the records of this Court and published. This Order replaces General Order 2020 D 18.

**ENTERED:**

*S/Judge Grace G. Dickler, #1521*

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

**DOMESTIC RELATIONS DIVISION**

Courtroom	Calendar	Judge		Courtroom	Calendar	Judge
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1905	1	Grace G. Dickler
Secretary: Patricia Kelly (patricia.kelly@cookcountyil.gov)		

Division Administrator: Nairee Hagopian <a href="mailto:nairee.hagopian@cookcountyil.gov">nairee.hagopian@cookcountyil.gov</a>		
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**Teams**

<b>TEAM "C"</b>		
1605	"C"	William Stewart Boyd, AJ <b>(Preliminary Judge)</b>
CL11	31	James Shapiro (CJ)
1508	32	Gregory Ahern, (AJ)
2103A	33	D. Renee Jackson, CJ
1601	34	Dominique Ross, CJ
2805	35	Renee Goldfarb, AJ
Coordinator: Karl Simpson (karl.simpson@cookcountyil.gov)		

<b>TEAM "D"</b>		
1602	"D"	Edward Arce, CJ <b>(Preliminary Judge)</b>
1908	41	Elizabeth Loreda Rivera, AJ
2807	42	Lionel Jean-Baptiste, CJ
CL12	43	Marita C. Sullivan, AJ
CLO2	44	Myron F. Mackoff, AJ
CLO6	45	Daniel Trevino, AJ
Coordinator: Maria Marich (maria.marich@cookcountyil.gov)		

<b>TEAM "E"</b>		
<b>1603</b>	<b>"E"</b>	<b>Debra Walker, CJ</b> <b>(Preliminary Judge)</b>
1901	51	Ellen Flannigan, CJ
CL09	52	Michael A. Forti, CJ
CL08	53	William Yu, AJ
CL04	54	Lori Rosen, AJ
1603A	55	Diana Rosario, CJ
Coordinator: Gwen Brown (gwendolyn.brown@cookcountyil.gov)		

<b>Expedited Hearing Calendar</b>			Admin. Cal.
<b>Contact: <a href="mailto:nairee.hagopian@cookcountyil.gov">nairee.hagopian@cookcountyil.gov</a></b>			
1601A	73	Andrea M. Schleifer, CJ	(312-603-3025)
1903	74	Timothy Murphy, CJ	(312-603-3025)
1901A	75	Patrick J. Powers, CJ	(312-603-3025)

**Individual Calendars**

3004	61	David Haracz, AJ - 312-603-4605
Coordinator: Debbie Luce (deborah.luce@cookcountyil.gov)		
3010	62	Regina Scannicchio, CJ - 312-603-4894
Coordinator: Jaime Barcas (jaime.barcas@cookcountyil.gov)		
2002	63	Matthew Link, CJ - 312-603-5913
Coordinator: Roxanne DeJulius (roxanne.dejulius@cookcountyil.gov)		
3002	64	Jeanne Cleveland Bernstein, CJ - 312-603-6667
Coordinator: Gabriela Robles (gabriela.robles@cookcountyil.gov)		
1902	21	Karen J. Bowes, AJ - 312-603-5921
Coordinator: Elenora Porter (eleanora.porter@cookcountyil.gov)		
3007	22	Naomi Schuster, AJ - 312-603-5018
Temp. Coordinator: ( <a href="mailto:deborah.piraino@cookcountyil.gov">deborah.piraino@cookcountyil.gov</a> )		
2108	23	Robert W. Johnson, AJ - 312-603-6024
Coordinator: Kaye Mason (kaye.mason@cookcountyil.gov)		
1608	24	John T. Carr, AJ - 312-603-4832
Coordinator: Terry Bright(terry.bright@cookcountyil.gov)		

3003	11	Mary S. Trew, AJ - 312-603-5278
Temp. Coordinator: (Patricia.kelly@cookcountyil.gov)		
3005	89	Mark Lopez, AJ - 312-603-4726
Coordinator: Beatriz Garcia (beatriz.garcia@cookcountyil.gov)		
3008	94	Abbey Fishman Romanek, CJ - 312-603-7503
Coordinator: Joanne Cepek (joanne.cepek@cookcountyil.gov)		
1506	95	Jean M. Coccozza, AJ - 312-603-5545
Coordinator: Kim G. Wilson (kimberly.wilson1@cookcountyil.gov)		
3006	97	Maritza Martinez, CJ - 312-603-6417
Coordinator: Nancy Houston (nancy.houston@cookcountyil.gov)		
3001	98	James L. Kaplan, AJ - 312-603-7957
Coordinator: Grace Gibson (grace.gibson@cookcountyil.gov)		
3009	99	Pamela Loza, CJ - 312-603-4279
Coordinator: Sandy Staschke(sandra.staschke@cookcountyil.gov)		

**Outside Districts**

<b>District 2 - Skokie</b>		<b>Admin. Cal.</b>
203	"V"	Jeanne Reynolds, AJ - 847-470-7420
Coordinator: Karen De Gustino (karen.degustino@cookcountyil.gov)		
<b>District 3 - Rolling Meadows</b>		<b>Admin. Cal.</b>
106	"W"	Rossana Fernandez, CJ - 847-818-2427 (Even # Cases)
Temp. Coordinator: (kaye.mason@cookcountyil.gov)		
105	"G"	Thomas J. Kelley, CJ - 847-818-2298 (Odd # Cases)
Coordinator: Shannon DePersia (shannon.depersia@cookcountyil.gov)		

<b>District 4 - Maywood</b>		<b>Admin. Cal.</b>
201	"X"	Judith Rice, CJ - 708-865-4812
Coordinator: LaShanda O'Quinn: (lashanda.oquinn@cookcountyil.gov)		
<b>District 5 - Bridgeview</b>		<b>Admin. Cal.</b>
106	"Y"	Joan M. Kubalanza, AJ - 708-974-6838
Coordinator: Kimberly S. Wilson (kimberly.wilson@cookcountyil.gov)		

<b>District 6 - Markham</b>		<b>Admin. Cal.</b>
202	"Z"	Bonita, Coleman, CJ 708-232-4306
Coordinator: Krista Carlson (krista.carlson@cookcountyil.gov)		
210	"H"	Sharon O. Johnson, CJ 708-232-4142
Coordinator: Cathy Mc Donald (cathy.mcdonald@cookcountyil.gov)		