

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

**ADMINISTRATIVE ORDER 2018-5  
ADOPTION PROCEDURES**

Adoption cases are assigned randomly by the Clerk of the Court to the following five (5) calendar Judges currently assigned to hear Adoption matters in the County Division:

Monday: Calendar 4 – Judge Carol Kipperman  
Tuesday: Calendar 12 – Judge Nichole C. Patton  
Wednesday: Calendar 9 – Judge LaGuina Clay-Herron  
Thursday: Calendar 10 – Judge Maureen Ward Kirby  
Friday: Calendar 5 – Judge Patrick T. Stanton

**INITIAL COURT DATE**

Each Adoption case shall be set for initial presentment and or status on the assigned calendar within 14 days of filing the Petition for Adoption. See Administrative Order 2018-2. If unable to bring the family in for presentment an initial case management order must be filed explaining the circumstances and setting a future date. **All pending adoption cases must have a future court date.**

**ADOPTION CALLS**

Adoption cases will be heard in Courtroom 1703 Monday – Friday unless otherwise ordered. See above for assigned Calendar Judge.

8:45 A.M. Routine Motions

9:30 A.M. Initial Presentments, Motions (including Motions for Default), Case Management, and Consents.

1:30 P.M. Initial Presentments, Motions (including Motions for Default), Case Management, and Consents.

2:00 P.M. Set Matters

## **ROUTINE MOTIONS**

The following types of motions may be considered routine and resolved without a court appearance:

- Permission to Sue or Defend as an Indigent Person
- Appointment of a Special Process Server
- Motion to allow Examination of Court File by Petitioner's Attorney
- Motion to file Amended Petition
- Motion to Authorize Medical Care
- Motion for Permission to Travel and Issuance of Passport
- Motion to Continue Date set for Entry of Judgment or status
- Motion to Delete Identifying Information
- Motion to Amend Judgment (correct typographical error)
- Motion for certified Copy of Judgment of Adoptions

Every Routine Motion should be accompanied by a Notice of Motion whether notice is required or not; and, **a courtesy copy of all Motions shall be served on the Guardian ad Litem.**

Objections to Routine Motions can be made telephonically (312-603-2492) or by email to the Office of the Presiding Judge up to 8:45 a.m. on the day of the scheduled motion. If the Court receives an objection, movant will be notified and required to reschedule the matter on the 9:30 a.m. or 1:30 p.m. calls.

## **COURTESY COPIES**

Courtesy copies of all Petitions for Adoptions (including agency reports) and Motions (including Routine Motions) which are intended to be filed or presented on the 8:45, 9:30 or 1:30 calls, shall be delivered to the Office of the Presiding Judge, room 1701 no later than 12:00 noon **two working days** prior to the intended date of presentment or hearing.

## **CONTESTED MATTERS**

Matters requiring extensive argument or an evidentiary hearing will be scheduled by the assigned Calendar Judge. Briefing schedules will be set by the Judge.

## COURT REPORTERS AND INTERPRETERS

An Official Court Reporter is required for all consents and surrenders of parental rights. Counsel is to advise the Adoption Case Coordinator of the necessity of an Official Court Reporter and a Spanish or Polish Language Interpreter at least one business day prior to the court date, for other Language and Deaf Interpreters 72 hours is required.

## GUARDIANS AD LITEM

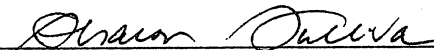
The Office of the Presiding Judge maintains an approved list of Guardians ad Litem which is available in Courtroom 1703. A GAL will be appointed from the list according to case number. The Guardian Ad Litem Fees are set forth below and are due and payable as of the date of appointment.

Type of Adoption	GAL only	Gal as investigator
Special Needs Adoption (DCFS)	\$150.00	n/a
- Each additional DCFS child	\$50.00	n/a
- (not to exceed)	\$250.00	n/a
Related (non- DCFS)	\$250.00	\$325.00
Agency (including DAAFSS)	\$250.00	n/a
International	\$250.00	n/a
Petitioners with Fee Waivers (CVLS)	\$25.00	\$25.00

In contested adoptions or unusually extended proceedings and/or when a home visit is required, the appointed GAL may receive an hourly fee of \$200.00 per hour plus expenses. All fees and costs must be approved by the assigned judge by filing a Fee Petition with notice.

## ADOPTION CASE COORDINATOR

The Adoption Case Coordinator is Ms. Gloria Contreras, Room 1701 Richard J. Daley Center, 50 West Washington Street, Chicago, Illinois 60602. (312) 603-2492; Fax: (312)603-4351; TDD: (312)603-6673; email: [CJCAL3@cookcountyil.gov](mailto:CJCAL3@cookcountyil.gov). Ms. Contreras is available to assist the court, attorneys and litigants on procedural matters and scheduling. However, she is not able to give legal advice.



Hon. Sharon M. Sullivan  
Presiding Judge, County Division

