

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

GENERAL ADMINISTRATIVE ORDER 2020-09 (AMENDED)

**SUBJECT: RESIDENTIAL EVICTION AND CONSUMER DEBT
EARLY RESOLUTION PROGRAM**

The ongoing COVID-19 pandemic has created an economic situation in Cook County that is ripe for a large number of evictions and consumer debt collection actions once the stay is lifted under the orders of the Governor of the State of Illinois and under this Court's previous General Administrative Orders. Given the probability of a high volume of evictions and consumer debt actions, this Court collaborated with a number of bar associations, legal aid representatives, government representatives, and community partners to develop an Early Resolution Program for the Municipal Department ("ERP"). The ERP is for eviction and consumer debt actions and will provide legal aid services, mediation services, and community support resources to litigants involved in these actions. Implementing the ERP with these resources encourages early agreements and resolutions in cases where an agreement is attainable. Whenever possible and practical, services will be provided remotely to maintain safe social distancing practices.

IT IS HEREBY ORDERED THAT:

I. RESOURCES AVAILABLE

ERP resources are available for all evictions and consumer debt actions filed after March 27, 2020 for residents who have rental, tenant, or consumer debt issues prior to a case being filed. Services available under the ERP will include brief legal services (legal screenings, legal information and advice, settlement negotiation, referrals for extended representation, drafting assistance), conflict resolution (mediation and negotiation assistance), and/or financial assistance (applying for emergency rental funds, mortgage relief, financial counseling, or other financial assistance). The services that are directly needed by a case will depend on the facts and circumstances in each specific case. Services are available for landlords, tenants, and debtors by calling 1-855-956-5763 or visiting cookcountylegalaid.org.

II. ERP PROCEDURES

A. Applicability.

The following procedures for the ERP apply to newly filed eviction cases starting January 25, 2021 and newly filed consumer debt cases starting February 8, 2021, including cases with a jury demand. Only cases involving residential tenants and consumer debts will be eligible for referral to the ERP. This order does not apply to pending eviction and consumer debt cases, except as identified herein. These procedures are subject to any federal or state moratoriums that may be implemented as part of ongoing COVID-19 protocols.

B. Eviction Cases

1. Notice of the ERP.

- a) Notice of the ERP with Summons. When eviction cases are allowed to commence as directed by the Chief Judge of the Circuit Court of Cook County, any plaintiff initiating a new eviction action in any of the districts of the Municipal Department of the Circuit Court of Cook County shall include a notice of the ERP with the summons in English, Spanish, & Polish. The notice shall be attached to a copy of the summons filed with the Clerk of the Circuit Court. The notice of the ERP is included with this General Administrative Order (**Attachment 1**).
 - i) *Form of Summons.* Plaintiffs shall use either the attached template form summons (**Attachment 2**) or the Illinois Standardized Form Summons. Either summons shall include a copy of the notice of ERP pursuant to Section II(B)(1)(a).
 - ii) *Alias Summons.* In any case where an alias summons needs to be issued to effectuate service, including pending cases, plaintiff shall include the same notice of ERP with the Alias Summons. Plaintiff may also post notice of the ERP at the property address in addition to the Alias Summons notice.
 - iii) *Template Summons.* Template summons may be created or amended as may be necessary and posted on the Clerk of the Circuit Court's website.
- b) Notice in Cases Filed from March 27, 2020 to January 25, 2021.
 - i) *Notice to Be Delivered to All Defendants.* For cases filed from March 27, 2020 through January 25, 2021, all plaintiffs shall deliver by First Class mail to each defendant in a case a "Notice of Early Resolution Program" and attach the ERP flyer in English, Spanish, and Polish (*see Attachment 1*).
 - ii) *Timing of Notice.* The notice of the ERP shall be provided to all defendants at least five (5) business days prior to the next court proceeding by First Class Mail.
 - iii) *Exceptions.* In cases where the defendant is already represented by counsel, plaintiff does not need to send the notice of ERP.
- c) Filing and Certificate of Service. The plaintiff shall also file the "Notice of Early Resolution Program" with the Clerk of the Circuit Court, including a

certificate of service pursuant to 735 ILCS 5/1-109, any case filed since March 27, 2020.

2. *Automatic Case Management Date.* For all eviction cases filed after January 25, 2021, the Clerk of the Circuit Court shall assign an automatic 30-day initial case management date at the time of filing of the complaint. Only residential eviction cases will be eligible for referral to the ERP.
3. *Cases Filed and Pending on or before March 27, 2020.* Any eviction case filed and pending on or before March 27, 2020, can proceed to judgment in accordance with the Governor's Executive Orders, any requirements of the Illinois Supreme Court, and any administrative orders of the Chief Judge. The court has discretion to inform the parties of the ERP and to refer a case to ERP resources, as may be appropriate.

C. Consumer Debt Cases.

1. Notice of the ERP.

- a) Notice of the ERP with Summons. When consumer debt cases are allowed to commence as directed by the Chief Judge of the Circuit Court of Cook County, any plaintiff initiating a new consumer debt action in any of the districts of the Municipal Department of the Circuit Court of Cook County shall include a notice of the ERP with the summons in English, Spanish, & Polish. The notice shall be attached to a copy of the summons filed with the Clerk of the Circuit Court. The notice of the ERP is included with this General Administrative Order (**Attachment 1**).
 - i) *Form of Summons.* Plaintiffs shall use the appropriate summons for consumer debt cases that complies with any and all regulations associated with debt collection and include a copy of the notice of ERP pursuant to Section II(C)(1(a)).
 - ii) *Alias Summons.* In any case where an alias summons needs to be issued to effectuate service, including pending cases, plaintiff shall include the same notice of ERP with the Alias Summons.
 - iii) *Template Summons.* Template summons may be created or amended as may be necessary and posted on the Clerk of the Circuit Court's website
- b) Notice in Cases Filed from March 27, 2020 to February 8, 2021.
 - i) *Notice to Be Delivered to All Defendants.* For cases filed from March 27, 2020, through February 8, 2021, all plaintiffs shall deliver by First Class mail to each defendant a "Notice of Early

Resolution Program” and attach the ERP flyer in English, Spanish, and Polish (*see* Attachment 1).

- ii) *Timing of Notice.* The notice of the ERP shall be provided to all defendants at least five (5) business days prior to the next court proceeding by First Class Mail.
- iii) *Exceptions.* In cases where the defendant is already represented by counsel, plaintiff does not need to send the notice of ERP.
- c) *Filing and Certificate of Service.* The plaintiff shall also file the “Notice of Early Resolution Program” with the Clerk of the Circuit Court, including a certificate of service pursuant to 735 ILCS 5/1-109, any case filed since March 27, 2020.

- 2. *Automatic Case Management Date.* For consumer debt cases filed on or after February 8 2021, the Clerk of the Circuit Court shall assign an automatic 180-day initial case management date at the time of filing of the complaint. In cases where service has not been effected by the 180-day date, the court retains the discretion to dismiss the matter without prejudice.

D. Case Management Schedule; Continued Cases. All new cases will be assigned to either an eviction call or a consumer debt call for its automatic initial case management conference, as specified in Sections II(B) and II(C).

- 1. *Call Structure.* In each district, there shall be one call dedicated to Eviction Cases and one call dedicated to Consumer Debt Cases. Each call will handle the automatic initial case management hearings.
 - a) District 1: The First Municipal District will hear the Eviction Call and the Consumer Debt Call on a daily basis as scheduled by the Presiding Judge of the First Municipal District.
 - b) Districts 2, 3, and 5: Districts 2, 3, and 5 will hear the Eviction Call and Consumer Debt call on a weekly basis.
 - c) Districts 4 and 6: Districts 4 and 6 will hear the Eviction Call and the Consumer Debt call twice a week.
- 2. *Call Capacity.* For each eviction call and each consumer debt call, the court will hear a maximum of sixty (60) cases per call. Call capacity may be adjusted by the chief judge or his designee as necessary to accommodate case filings and volumes in the districts.
- 3. *Case Management Schedule.* The following is the initial case management call schedule for each district. It is subject to adjustments as may be necessary to accommodate any fluctuations in case volume.

	District 1	District 2	District 3	District 4	District 5	District 6
Monday 9a-12p: Eviction Call	✓			✓		
Monday 9a- 12p: Consumer Debt Call	✓			✓	✓	
Monday 1p-4p: Eviction Call					✓	
Monday 1p-4p: Consumer Debt Call					✓	
Tuesday 9a – 12p: Eviction Call	✓					
Tuesday 9a-12p: Consumer Debt call	✓					✓
Tuesday 1p-4p: Eviction Call						✓
Wednesday 9a-12p: Eviction Call	✓			✓		
Wednesday 9a- 12p: Consumer Debt Call	✓			✓		
Thursday 9a-12p: Eviction Call	✓		✓			
Thursday 9a-12p: Consumer Debt Call	✓					✓
Thursday 1p-4p: Eviction Call						✓
Thursday 1p-4p: Consumer Debt Call			✓			
Friday 9a-12p: Eviction Call	✓	✓				
Friday9a- 12p: Consumer Debt Call	✓	✓				

4. *Initial Case Management Conference.* Each case management call will take place before a judge assigned to that call. Litigants should be able to appear in ERP proceedings remotely unless the Court deems it necessary for the litigant to appear in person or the litigant chooses to do so. For litigants who request to appear in person, the court will make provisions to access the ERP remotely from within the courthouse, including providing access points through Zoom kiosks located in each courthouse, or will follow strict COVID-19 protocol within the courtroom. Each call will have an assigned ERP case manager to assist the judge in triaging and fielding information about the cases during the call. The judge will determine if the parties have been properly served and if the case is at an appropriate stage to be referred for case assessment. If the case can be appropriately referred for case assessment, the ERP case manager will prepare an order for the judge to enter and provide the parties with the necessary information. The matter will be continued and set for a status date fourteen (14) days after the initial case management conference, or on a date that allows for proper service on the defendant and time to file an appearance in accordance with statutory requirements.
5. *Continued Cases.* Cases that are continued from the initial case management call for a status date before the judge will be set on a status call no earlier than fourteen (14) days. Each district will determine if caseload permits scheduling continuances at the same time as the initial case management call or if an additional status call for continuances needs to be established to accommodate the volume.

E. Referral to Case Assessment under the ERP. Once a case is referred for case assessment the following procedures will take place:

1. *Case Manager Meeting Scheduled.* Within two (2) business days, the case manager will arrange a mutually agreeable date and time for the parties to meet with the case manager remotely by video or teleconference. For litigants who request to appear in person, the court will make provisions to access the ERP program partners remotely, including providing access points through Zoom kiosks located in each courthouse.
2. *ERP Case Manager Meeting.* The purpose of the case assessment conference is to allow the parties to have a conversation with each other and to have the Resource case manager assess what resources the parties may need to be referred to or have already accessed.
 - a) Self-represented litigants who have not already connected to legal aid and mediation resources will be referred to the appropriate program partners for further screening and assistance. Referrals will be made with consideration for factors such as whether the parties are represented, the underlying basis of the complaint, and other criteria to be determined by the program partners.
 - b) If both parties are present and represented by counsel, they can attempt to negotiate a resolution on their own, choose to use the mediation services provided by the Center for Conflict Resolution, or request for the case to proceed to litigation if they already have unsuccessfully made good faith efforts at early resolution.
 - c) If the parties have already worked out a settlement agreement, the Resource case manager will offer any unrepresented parties the opportunity to go into a breakout room to consult with an attorney about the terms of the settlement agreement before an order is entered.
 - d) Program staff from each program partner will be available to meet with parties both during and after the case assessment. Resource case managers will either (1) utilize the Zoom breakout room feature to allow program partners to meet with parties during the scheduled court date; or (2) provide instructions on how to schedule an appointment before the next court date. Case managers can also schedule a mediation or negotiation session between the parties in the next 14 days.
 - e) The Resource Case Manager will provide a summary of the meeting to all the parties, including resource referrals.
3. *Status Date Following Initial Referral to the ERP.* The Resource Case Manager will provide the summary of the meeting that was provided to the parties to the court prior to the next status date. The parties will also appear at the status date to update the judge. All ERP resources are directed at and encourage a good faith effort for the parties to resolve the matter.
4. *Default Orders.* Default orders in eviction or consumer debt actions should only be entered after a Court case manager has had an opportunity to contact the defendant and notify the defendant about resources, and in no event until at least 14 days have passed from the initial case management date.

5. *Resolution of the Case.*

- a) Agreement by the Parties. If the parties are able to reach an agreement prior to the next scheduled court date through direct negotiations of counsel, or with the assistance of a mediator, they can submit the agreement via email to the ERP Court case manager at a designated email address. Agreements negotiated with the assistance of program partners may be submitted with electronic signatures. The ERP Court case manager will work with the Court to ensure an order is entered that disposes of the case in accordance with the agreement or, where appropriate, sets a continuance date to ensure compliance with the agreement.
- b) No Resolution. If the parties are unable to reach an agreement, or if the terms of the agreement have not been met, the judge will determine how to proceed.

F. Proceeding on Cases Before Automatic Case Management.

1. *Conditions to Proceed before Case Management Date for an Emergency Matter.*

- a) An eviction or a consumer debt case may proceed before the automatic case management date under the following conditions:
 - i) One of the following is present:
 - i. A documented emergency that needs immediate attention exists; or
 - ii. Both parties want to proceed immediately by agreement, where a self-represented litigant has had an opportunity to access ERP resources or both parties are represented by counsel; and
 - ii) The parties contact the court for earlier scheduling under the appropriate motion to proceed before the case management date; and
 - iii) The court approves scheduling of the matter before the case management date.
- b) *Definition of Emergency.* Emergency matters are defined as sudden and unforeseen circumstances that may cause injury, loss of life, or damage to property and that requires an urgent response and remedial action. It also includes matters where a tenant, lessee, sub-lessee, or resident of the property poses a direct threat to the health and safety of the other tenants, the public, or an immediate and severe risk to the property.

2. *Consumer Debt Cases.* Consumer debt cases where the plaintiff effectuates service before the 180-day automatic case management date must be presented at an earlier date. Within 42 days of service, plaintiff must spindle a Motion for Expedited Case Management to appear in front of the judge at a date prior to the 180-day case management date. If the automatic case management date is within 42 days of service, the plaintiff shall keep the automatically assigned date. Plaintiff shall provide notice of the motion to expedite case management to the defendant. Upon hearing an expedited case management, the court will strike the 180-day date.

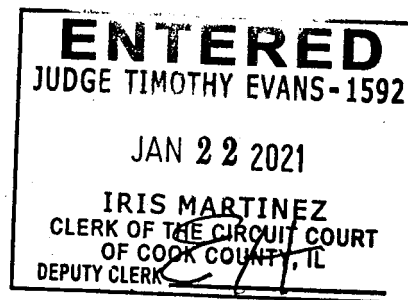
III. Adjustments to the ERP Structure. The court will monitor the progress of cases through the ERP and make any procedural and structural changes as may be necessary to accommodate the needs of the districts, counsel, litigants, and service providers.

IV. Clerk of the Circuit Court Responsibilities. The Clerk of the Circuit Court is directed to implement the following for the ERP by January 25, 2021, for eviction cases and February 8, 2021, for consumer debt cases:

1. Program and create an eviction call and a consumer debt call as established in Section II(D) for each Municipal District, including any necessary e-filing programming changes;
2. Program and create an automatic case management hearing date for cases filed as established by Section II(B) and II(C);
3. Assign court clerks to the new calls established in Section II(D);
4. Create a new case category code for "Consumer Debt" cases, including any necessary e-filing changes and any other related codes;
5. Create a new e-filing and docket entry code to identify the notices under Sections II(B)(1)(c) and II(C)(1)(c) as "Notice of Early Resolution Program;"
6. Add the form summons in Attachment 2 (including the ERP Flyer) to this order to the Clerk's form template website, along with any other template orders or forms as may be developed by the Office of the Chief Judge for the ERP; and
7. Provide audit reports as may be requested by the Office of the Chief Judge.

Dated: January 22, 2021

ENTER:



Timothy C. Evans
Chief Judge

ATTACHMENT 1

EARLY RESOLUTION FLYERS TO BE ATTACHED TO SUMMONS
AND
NOTICE OF EARLY RESOLUTION PROGRAM

Cook County **LEGAL AID** for Housing and Debt



*Helping you resolve eviction, foreclosure,
debt, and tax deed issues.*

FREE LEGAL HELP FOR RESIDENTS OF COOK COUNTY

Are you dealing with an eviction or unresolved debt issue?

Do you live in Cook County?

You are not in this alone. You may be eligible for FREE legal help.

Learn more by calling 855-956-5763 or visiting www.cookcountylegalaid.org

Evictions and unresolved debt issues can have a long-lasting, negative impact on your future. Call the **Early Resolution Program (ERP)** to speak with a lawyer and get connected to other resources. This program is available to all residents of Cook County free of charge. You do not need to have a case in court to get help.

You can use the program if:

- ▶ You are a renter and your landlord is trying to evict you;
- ▶ You are a landlord who is not represented by a lawyer;
- ▶ You were sued by someone who wants to collect an unpaid debt (for example a credit card company trying to collect unpaid charges); OR
- ▶ You need to sue someone who owes you money and do not have a lawyer.

The Early Resolution Program (ERP) includes free legal aid, mediation services, and connections to other resources including rental assistance. Mediation is a chance for a landlord and tenant, or debtor and creditor, to resolve issues with the help of a knowledgeable and neutral person.

The Early Resolution Program is being provided through Cook County Legal Aid for Housing and Debt (CCLAHD), a county-wide initiative to help resolve eviction, foreclosure, debt, and tax deed issues. Visit www.cookcountylegalaid.org for information about other programs and services.



CARPLS Legal Aid
Center for Conflict Resolution
Center for Disability & Elder Law
Chicago Volunteer Legal Services

Greater Chicago Legal Clinic
Lawyers' Committee for Better Housing
Legal Aid Chicago
Legal Aid Society

AYUDA LEGAL

para viviendas y deudas
del Condado de Cook



Ayuda para resolver problemas de desalojo, ejecución de hipotecas, deudas y escrituras de impuesto.

AYUDA LEGAL GRATUITA PARA RESIDENTES DE CONDADO DE COOK

¿Está enfrentando un problema de desalojo o deuda no resuelta?

¿Vive en el condado de Cook?

No está solo en esto. Puede ser elegible para recibir ayuda legal GRATIS.

Para obtener más información, llame al 855-956-5763 o visite www.cookcountylegalaid.org

Los problemas de desalojo y deudas no resueltas pueden tener un impacto negativo y duradero en su futuro. Llame al **Programa de Resolución Temprana** (ERP, Early Resolution Program) para hablar con un abogado y conectarse con otros recursos. Este programa está disponible para todos los residentes de condado de Cook sin costo. No es necesario que tenga un caso en tribunales para obtener ayuda.

Puede usar el programa si:

- ▶ es inquilino y el dueño intenta desalojarlo;
- ▶ es dueño y no tiene un abogado representante;
- ▶ recibió una demanda de alguien que desea cobrar una deuda no pagada (por ejemplo, una empresa de tarjetas de crédito intenta cobrar cargos no pagados); O BIEN
- ▶ necesita demandar a alguien que le debe dinero y no tiene un abogado.

El Programa de Resolución Temprana (ERP) incluye ayuda legal gratuita, servicios de mediación y conexiones con otros recursos, como ayuda de arrendamiento. La mediación es una oportunidad para que un dueño y un inquilino, o un deudor y un acreedor, resuelvan los problemas con la ayuda de una persona neutral y con conocimientos.

El Programa de Resolución Temprana se proporciona a través de Ayuda Legal para Vivienda y Deudas del Condado de Cook (CCLAHD, Cook County Legal Aid for Housing and Debt), una iniciativa en todo el condado para ayudar a resolver problemas de desalojo, ejecución de hipotecas, deudas y certificados de dominio de venta fiscal. Visite www.cookcountylegalaid.org para obtener información acerca de otros programas y servicios.



CARPLS Legal Aid
Center for Conflict Resolution
Center for Disability & Elder Law
Chicago Volunteer Legal Services

Greater Chicago Legal Clinic
Lawyers' Committee for Better Housing
Legal Aid Chicago
Legal Aid Society

Hrabstwo Cook **POMOC PRAWNA** na mieszkania i długi



*Pomoc na rzecz rozwiązywania problemów związanych z eksmisją,
zajmowaniem obciążonej hipoteki, długami oraz sprawami podatkowymi.*

BEZPŁATNA POMOC PRAWNA DLA MIESZKAŃCÓW HRABSTWA COOK

**Czy borykasz się z widmem eksmisji lub nierozwiązaną kwestią zadłużenia?
Czy mieszkasz w hrabstwie Cook?**

Nie jesteś w tym sam(a). Może Ci przysługiwać BEZPŁATNA pomoc prawna.

**Uzyskaj więcej informacji, dzwoniąc pod numer 855-956-5763
lub odwiedzając stronę internetową www.cookcountylegalaid.org**

Sprawy takie jak eksmisja czy nierozwiązane kwestie zadłużenia mogą mieć długotrwały i negatywny wpływ na Twoją przyszłość. Skontaktuj się z personelem Early Resolution Program (ERP), aby porozmawiać z prawnikiem lub uzyskać dostęp do innych zasobów. Program ten jest nieodpłatnie dostępny dla wszystkich mieszkańców hrabstwa Cook. Nie musisz mieć sprawy w sądzie, aby uzyskać pomoc.

Możesz skorzystać z programu, jeśli:

- ▶ Wynajmujesz mieszkanie lub dom, a jego właściciel zamierza Cię eksmitować;
- ▶ Wynajmujesz komuś mieszkanie lub dom, a nie masz prawnika;
- ▶ Zostałeś/-aś pozwany/-a do sądu przez kogoś, kto chce od Ciebie ściągnąć niezapłacony dług (na przykład firma obsługująca karty kredytowe, której zalegasz z tytułu nieuiszczonych opłat);
LUB
- ▶ Zamierzasz pozwać kogoś, kto jest Ci dłużny pieniądze, a nie masz prawnika.

W ramach Early Resolution Program (ERP) możesz uzyskać dostęp do bezpłatnej pomocy prawnej, usług mediatora, a także innych form wsparcia, takich jak pomoc z czynszem. Mediacje to dla właściciela i najemcy bądź dłużnika i wierzyciela szansa na rozwiązanie problemów dzięki pomocy kompetentnego i bezstronnego specjalisty.

Projekt Early Resolution Program jest prowadzony w ramach Cook County Legal Aid for Housing and Debt (CCLAHD) — inicjatywy wdrożonej na terenie całego hrabstwa na rzecz rozwiązywania problemów związanych z eksmisją, zajmowaniem obciążonej hipoteki, długami oraz sprawami podatkowymi. Odwiedź stronę www.cookcountylegalaid.org, aby uzyskać informacje o innych programach i usługach.



CARPLS Legal Aid
Center for Conflict Resolution
Center for Disability & Elder Law
Chicago Volunteer Legal Services

Greater Chicago Legal Clinic
Lawyers' Committee for Better Housing
Legal Aid Chicago
Legal Aid Society

ATTACHMENT 2

EVICTIION SUMMONS

2120 - Served 2220 - Not Served
2121 - Alias Served 2221 - Alias Not Served
2620 - Sec of State 2621 - Alias Sec of State
Eviction Summons

(01/15/21) CCM 0081 A

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

MUNICIPAL DEPARTMENT, _____ DISTRICT

<p>_____ Plaintiff(s)</p> <p style="text-align: center;">v.</p> <p>_____ Defendant(s)</p> <p>_____ Address of Defendant(s)</p>	<p>Case No. _____</p> <p>Rent Amount Claimed: \$ _____</p> <p>Status Date: _____</p> <p>Time: _____ AM PM</p> <p>Court Location: _____</p> <p>Room or Remote Call Information: _____</p>
--	---

Please serve as follows: Sheriff Service Alias

EVICITION SUMMONS

BEFORE YOU GO TO COURT, YOU MUST PAY YOUR APPEARANCE FEE

The Plaintiff (landlord/property owner), named above, has/have filed a complaint in this Court to have you evicted. A true and correct copy of the complaint is attached.

YOU ARE HEREBY SUMMONED to Court and you must appear for an initial case management at the time and place specified above. **YOU CAN (and should) APPEAR REMOTELY BY VIDEO OR TELEPHONE.** If you need help for going to court remotely or you need information for joining court remotely please go to www.cookcountycourt.org.

You are required to pay an appearance fee on or before the date of trial, not less than 7 days nor more than 40 days after issuance of summons. If you are unable to pay your court fees, you can apply for a fee waiver. For more information, you can visit www.illinoislegalaid.org or ask the Circuit Court Clerk's Office for a fee waiver application.

To file your appearance you need access to the internet. Please visit www.cookcountyclerkofcourt.org to initiate this process. Kiosks with internet access are available at all Clerk's Office locations. Please refer to the last page of this document for location information.

E-FILING IS NOW MANDATORY FOR DOCUMENTS IN CIVIL CASES WITH LIMITED EXEMPTIONS. To electronically file (e-file) your appearance, you need access to the internet. Kiosks with internet access are available at all Clerk's Office locations. More information about e-filing is on Page 2 of this summons.

Iris Y. Martinez, Clerk of the Circuit Court of Cook County, Illinois
cookcountyclerkofcourt.org

To e-file, you must first create an account with an e-filing service provider. Visit <http://efile.illinoiscourts.gov/service-providers.htm> to learn more and to select a service provider. If you need additional help or have trouble e-filing, visit <http://www.illinoiscourts.gov/FAQ/gethelp.asp>, or talk with your local circuit clerk's office. If you cannot e-file, you may be able to get an exemption to file in-person or by mail. Visit www.cookcountyclerkofcourt.org or www.illinoislegalaid.org for exemption information.

IF YOU DO NOT FILE AN APPEARANCE or APPEAR FOR TRIAL, AN EVICTION ORDER may be entered against you for the relief requested in the complaint. If an Eviction Order is entered against you, the **SHERIFF MAY EVICT YOU** and, if requested in the Complaint, a money judgment may also be entered against you.

INSTRUCTIONS TO SHERIFF

This summons must be returned by the officer or other person to whom it was given for service, with endorsement of service and fees, if any, immediately after service and not less than seven (7) days before the trial date. If service cannot be made, this summons shall be returned so endorsed.

Witness: _____

Atty. No.: _____
Pro Se 99500

Name: _____

Atty. for (if applicable): _____

Iris Y. Martinez, Clerk of Court

Address: _____

City: _____

State: ____ Zip: _____

Telephone: _____

Primary Email: _____

Date of Service: _____

(To be inserted by officer on copy left with Defendant or other person)

NOTICE TO DEFENDANTS**THIS IS AN EVICTION SUMMONS**

On the date and at the time shown on page 1 of this Summons, the court will decide whether you will have to move or whether you can continue to stay. **YOU MUST BE ON TIME FOR COURT, EVEN IF YOU ARE APPEARING REMOTELY BY PHONE OR VIDEOCONFERENCE. HAVING TO GO TO WORK, BEING ILL, OR DOING SOMETHING ELSE DOES NOT MEAN YOU CAN MISS COURT. YOU MAY ACCESS LEGAL AID HELP BY CALLING 1-855-956-5763 OR BY VISITING COOKCOUNTYLEGALAID.ORG.**

Please file your appearance fee on or before the court date on the Summons Cover.

Any person wishing to sue or defend a case may petition the court to have the fees, costs, and charges associated with the proceedings waived. Additional information may be found at www.cookcountyclerkofcourt.org. Please refer to the last page of this document for Clerk's Office location information.

IF YOU NOT DO PARTICIPATE IN COURT

The court may order you to move within a short period of time. **IF YOU DO NOT MOVE**, plaintiff can have you and all of your belongings moved out. The plaintiff will put your property outside and you will have to make arrangements to move it.

YOU HAVE RIGHTS

1. You have the right to come to court and tell your side of the case.
2. You have a right to a trial by jury. A request for a jury trial must be in writing and filed with the Clerk of the Circuit Court prior to your hearing. You must request the jury trial immediately when your case is called, before your trial actually starts.
3. You may come to court and speak for yourself, or you may have a lawyer represent you. If you want a lawyer, you must get one right away. If you are unable to come to court for any reason, you should talk to a lawyer.
4. If you do not have a lawyer and are not able to afford one, you may contact one of the following agencies that may be able to provide you with free legal help:
 - CARPLS Legal Aid Hotline (www.carpls.org/): Call (312) 738-9200 for legal advice and referrals by phone.
 - Legal Aid Chicago (www.legalaidchicago.org/): Call (312) 341-1070 or apply online for legal help.
 - Lawyers' Committee for Better Housing (www.lcbh.org/): Call (312) 347-7600 to apply for legal help.
 - Cabrini Green Legal Aid (<http://cglanet.org/>): Call (312) 738-2452 to apply for legal help if you are facing eviction or voucher termination based on alleged criminal activity or a criminal record.

You can learn more about eviction court and how to represent yourself by visiting Illinois Legal Aid Online at www.illinoislegalaid.org.

CLERK OF THE CIRCUIT COURT OF COOK COUNTY OFFICE LOCATIONS

Richard J Daley Center
50 W Washington
Chicago, IL 60602

District 2 - Skokie
5600 Old Orchard Rd
Skokie, IL 60077

District 3 - Rolling Meadows
2121 Euclid
Rolling Meadows, IL 60008

District 4 - Maywood
1500 Maybrook Ave
Maywood, IL 60153

District 5 - Bridgeview
10220 S 76th Ave
Bridgeview, IL 60455

District 6 - Markham
16501 S Kedzie Pkwy
Markham, IL 60428

Domestic Violence Court
555 W Harrison
Chicago, IL 60607

Juvenile Center Building
2245 W Ogden Ave, Rm 13
Chicago, IL 60602

Criminal Court Building
2650 S California Ave, Rm 526
Chicago, IL 60608

Daley Center Divisions/Departments

Civil Division
Richard J Daley Center
50 W Washington, Rm 601
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Chancery Division
Richard J Daley Center
50 W Washington, Rm 802
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Domestic Relations Division
Richard J Daley Center
50 W Washington, Rm 802
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Civil Appeals
Richard J Daley Center
50 W Washington, Rm 801
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Criminal Department
Richard J Daley Center
50 W Washington, Rm 1006
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

County Division
Richard J Daley Center
50 W Washington, Rm 1202
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Probate Division
Richard J Daley Center
50 W Washington, Rm 1202
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Law Division
Richard J Daley Center
50 W Washington, Rm 801
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Traffic Division
Richard J Daley Center
50 W Washington, Lower Level
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Cook County **LEGAL AID** for Housing and Debt



*Helping you resolve eviction, foreclosure,
debt, and tax deed issues.*

FREE LEGAL HELP FOR RESIDENTS OF COOK COUNTY

Are you dealing with an eviction or unresolved debt issue?

Do you live in Cook County?

You are not in this alone. You may be eligible for FREE legal help.

Learn more by calling 855-956-5763 or visiting www.cookcountylegalaid.org

Evictions and unresolved debt issues can have a long-lasting, negative impact on your future. Call the **Early Resolution Program (ERP)** to speak with a lawyer and get connected to other resources. This program is available to all residents of Cook County free of charge. You do not need to have a case in court to get help.

You can use the program if:

- ▶ You are a renter and your landlord is trying to evict you;
- ▶ You are a landlord who is not represented by a lawyer;
- ▶ You were sued by someone who wants to collect an unpaid debt (for example a credit card company trying to collect unpaid charges); OR
- ▶ You need to sue someone who owes you money and do not have a lawyer.

The Early Resolution Program (ERP) includes free legal aid, mediation services, and connections to other resources including rental assistance. Mediation is a chance for a landlord and tenant, or debtor and creditor, to resolve issues with the help of a knowledgeable and neutral person.

The Early Resolution Program is being provided through Cook County Legal Aid for Housing and Debt (CCLAHD), a county-wide initiative to help resolve eviction, foreclosure, debt, and tax deed issues. Visit www.cookcountylegalaid.org for information about other programs and services.



CARPLS Legal Aid
Center for Conflict Resolution
Center for Disability & Elder Law
Chicago Volunteer Legal Services

Greater Chicago Legal Clinic
Lawyers' Committee for Better Housing
Legal Aid Chicago
Legal Aid Society

Hrabstwo Cook POMOC PRAWNA na mieszkania i długi



Pomoc na rzecz rozwiązywania problemów związanych z eksmisją, zajmowaniem obciążonej hipoteki, długami oraz sprawami podatkowymi.

BEZPŁATNA POMOC PRAWNA DLA MIESZKAŃCÓW HRABSTWA COOK

**Czy borykasz się z widmem eksmisji lub nierozwiązaną kwestią zadłużenia?
Czy mieszkasz w hrabstwie Cook?**

Nie jesteś w tym sam(a). Może Ci przysługiwać BEZPŁATNA pomoc prawna.

**Uzyskaj więcej informacji, dzwoniąc pod numer 855-956-5763
lub odwiedzając stronę internetową www.cookcountylegalaid.org**

Sprawy takie jak eksmisja czy nierozwiązane kwestie zadłużenia mogą mieć długotrwały i negatywny wpływ na Twoją przyszłość. Skontaktuj się z personelem Early Resolution Program (ERP), aby porozmawiać z prawnikiem lub uzyskać dostęp do innych zasobów. Program ten jest nieodpłatnie dostępny dla wszystkich mieszkańców hrabstwa Cook. Nie musisz mieć sprawy w sądzie, aby uzyskać pomoc.

Możesz skorzystać z programu, jeśli:

- ▶ Wynajmujesz mieszkanie lub dom, a jego właściciel zamierza Cię eksmitować;
- ▶ Wynajmujesz komuś mieszkanie lub dom, a nie masz prawnika;
- ▶ Zostałeś/-aś pozwany/-a do sądu przez kogoś, kto chce od Ciebie ściągnąć niezapłacony dług (na przykład firma obsługująca karty kredytowe, której zalegasz z tytułu nieuiszczonych opłat);
LUB
- ▶ Zamierzasz pozwać kogoś, kto jest Ci dłużny pieniądze, a nie masz prawnika.

W ramach Early Resolution Program (ERP) możesz uzyskać dostęp do bezpłatnej pomocy prawnej, usług mediatora, a także innych form wsparcia, takich jak pomoc z czynszem. Mediacje to dla właściciela i najemcy bądź dłużnika i wierzyciela szansa na rozwiązanie problemów dzięki pomocy kompetentnego i bezstronnego specjalisty.

Projekt Early Resolution Program jest prowadzony w ramach Cook County Legal Aid for Housing and Debt (CCLAHD) — inicjatywy wdrożonej na terenie całego hrabstwa na rzecz rozwiązywania problemów związanych z eksmisją, zajmowaniem obciążonej hipoteki, długami oraz sprawami podatkowymi. Odwiedź stronę www.cookcountylegalaid.org, aby uzyskać informacje o innych programach i usługach.



CARPLS Legal Aid
Center for Conflict Resolution
Center for Disability & Elder Law
Chicago Volunteer Legal Services

Greater Chicago Legal Clinic
Lawyers' Committee for Better Housing
Legal Aid Chicago
Legal Aid Society

AYUDA LEGAL

para viviendas y deudas
del Condado de Cook



Ayuda para resolver problemas de desalojo, ejecución de hipotecas, deudas y escrituras de impuesto.

AYUDA LEGAL GRATUITA PARA RESIDENTES DE CONDADO DE COOK

¿Está enfrentando un problema de desalojo o deuda no resuelta?

¿Vive en el condado de Cook?

No está solo en esto. Puede ser elegible para recibir ayuda legal GRATIS.

Para obtener más información, llame al 855-956-5763 o visite www.cookcountylegalaid.org

Los problemas de desalojo y deudas no resueltas pueden tener un impacto negativo y duradero en su futuro. Llame al **Programa de Resolución Temprana** (ERP, Early Resolution Program) para hablar con un abogado y conectarse con otros recursos. Este programa está disponible para todos los residentes de condado de Cook sin costo. No es necesario que tenga un caso en tribunales para obtener ayuda.

Puede usar el programa si:

- ▶ es inquilino y el dueño intenta desalojarlo;
- ▶ es dueño y no tiene un abogado representante;
- ▶ recibió una demanda de alguien que desea cobrar una deuda no pagada (por ejemplo, una empresa de tarjetas de crédito intenta cobrar cargos no pagados); O BIEN
- ▶ necesita demandar a alguien que le debe dinero y no tiene un abogado.

El Programa de Resolución Temprana (ERP) incluye ayuda legal gratuita, servicios de mediación y conexiones con otros recursos, como ayuda de arrendamiento. La mediación es una oportunidad para que un dueño y un inquilino, o un deudor y un acreedor, resuelvan los problemas con la ayuda de una persona neutral y con conocimientos.

El Programa de Resolución Temprana se proporciona a través de Ayuda Legal para Vivienda y Deudas del Condado de Cook (CCLAHD, Cook County Legal Aid for Housing and Debt), una iniciativa en todo el condado para ayudar a resolver problemas de desalojo, ejecución de hipotecas, deudas y certificados de dominio de venta fiscal. Visite www.cookcountylegalaid.org para obtener información acerca de otros programas y servicios.



CARPLS Legal Aid
Center for Conflict Resolution
Center for Disability & Elder Law
Chicago Volunteer Legal Services

Greater Chicago Legal Clinic
Lawyers' Committee for Better Housing
Legal Aid Chicago
Legal Aid Society