

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT – PROBATE DIVISION

)
)
) No. 2020 P 05
)
)

GENERAL ADMINISTRATIVE ORDER
CONCERNING AGREED GUARDIANSHIP PETITIONS

In light of Cook County Cir. Ct. G.A.O. 2020-01 (amended April 3, 2020),

IT IS HEREBY ORDERED THAT:

1. The following procedures will apply to Non-Emergency Agreed Adult and Minor Guardianship petitions without parties and persons appearing in court. These procedures shall apply only during the time the Probate Division Judges are working remotely.

2. Based on volume and changes in circumstances, this Administrative Order may be amended. Any changes will be posted on the Probate Division section of the Chief Judge’s website and in the Chicago Daily Law Bulletin.

3. Notwithstanding this Administrative Order, the Probate Division will continue to hear Emergency petitions on a daily basis. See 2020 P 01 GAO. Nothing in this Administrative Order will limit the inherent power and discretion of any judge to enter an order that the Judge deems appropriate.

4. The Guardianship Judges will consider Proposed Agreed Orders restricted only for the following petitions:

- a. Inventories;
- b. Care Plans;
- c. Budget;
- d. Accounting;
- e. Listing of Real Estate;
- f. Sale of Real Estate;
- g. Report on Sale;
- h. Sale of Personal Property;
- i. Final Accounting and Closing of Estate;
- j. Visitation; and
- k. Any other matter deemed appropriate by the judge hearing the petition.

5. All petitions submitted pursuant to this Administrative Order shall be E-filed in accordance in accordance with Ill. S. Ct. R. 9 (eff. Jan. 1, 2020) and will be reviewed by the Judge

assigned to the designated Calendar. The petitions must be submitted via email directly to the judge assigned to that Calendar. The listed petitions above are deemed appropriate for consideration by the Court as they do not undermine the rights of the Ward. Any procedural concerns should be addressed in the petition. Therefore, there is no need for a court reporter on these agreed petitions.

6. Upon E-filing the petition, the movant shall obtain a hearing date from the Clerk.

7. Petitions for the following matters shall be accompanied by a verified statement, including a list of the parties and persons entitled to notice under the Probate Act of 1975, the Rules of the Circuit Court of Cook County, and orders of this Court and shall include or be accompanied by the following:

- a. Inventories: A copy of any and all approved bonds;
- b. Care Plan;
- c. Budget: A copy of the Inventory or most recent approved accounting and the Order approving same;
- d. Accounting: The most recent approved accounting or inventory and the Order approving the same;
- e. Listing of Real Estate: Information as to the current value of the estate, most recent approved inventory and or accounting, the current residence of the ward, whether the property is currently occupied, the comparative market analysis, and the 5% fee of the agent.
- f. Sale of Real Estate: Information as to the original listing of the property, the original listing price, the amount of time on the market, the cost to be approved. The Proposed Agreed Order must contain a date for report on sale and vouchers;
- g. Report on Sale of Real Estate: Schedule a date within 60 days after the closing to present a report on sale of real estate;
- h. Sale of Personal Property: Inventory of property, whether any family has been offered the opportunity to purchase property, the entity suggested as the seller of the property, and the final cost involved in the selling of the property.
- i. Final Accounting and Closing of the Estate: The previously most recent approved inventory, budget and accounting, as well as all necessary vouchers and or receipts.
- j. Visitation (As it pertains to Minors): Proof of agreement of all parties and notice. Notice to the Guardian ad Litem as well as the position of the Guardian ad Litem.

8. Proposed Agreed Order: The submission must include a Proposed Agreed Order that includes: (1) a statement that notice of the petitions have been given to all parties and persons entitled to notice; and (2) a statement that all parties and persons entitled to notice have affirmatively agreed to the petitions. The Proposed Agreed Order shall also include a provision allowing the Court, if necessary, to enter the Proposed Agreed Order as modified by the Court, or, to deny the entry of the Proposed Agreed Order and continue the case to the previously scheduled status date.

a. All Proposed Agreed Orders shall bear the heading: “**AGREED ORDER SUBMITTED BY ELECTRONIC MEANS**”; and

b. All Proposed Agreed Orders shall contain the email address and contact telephone number of each counsel of record and self-represented litigant in the cause;

9. The party submitting the Proposed Agreed Order shall include all counsel of record and all self-represented litigants as recipients of the email;

10. After review and approval by the Court, the clerk shall email the moving party a copy of the Proposed Agreed Order. The movant shall circulate the order to all parties and persons entitled to notice. No Proposed Agreed Order shall be entered by the Court unless all counsel of record and self-represented litigants are included as recipients of the email containing the Proposed Agreed Order.

11. The Movant shall email the petitions, accompanying information, and Proposed Agreed Order to the individual Judges assigned to the designated Calendars as follows:

Calendar 1: Judge Quinn, Carolyn.quinn@cookcountyil.gov

Calendar 9: Judge Miller, Stephanie.miller@cookcountyil.gov

Calendar 10: Judge MacCarthy, Aicha.maccarthy@cookcountyil.gov

Calendar 12: Judge Outlaw, Jesse.outlaw@cookcountyil.gov

Calendar 13: Judge Degnan, Daniel.degnan@cookcountyil.gov

Calendar 15: Judge Boliker, Shauna.boliker@cookcountyil.gov

Calendar 16: Judge Kennedy-Sullivan, susan.kennedy-sullivan@cookcountyil.gov

12. This Administrative Order shall be published in the Chicago Daily Law Bulletin, and at www.cookcountycourts.org/ProbateDivision to inform litigants and attorneys about these procedures. If attorneys and self-represented litigants do not have access to the Internet or have questions regarding the Probate Division or this Administrative Order, they should contact the administrative assistant at (312) 603-7545 or (312) 603-7546.

Enter: Daniel B. Malone #2012
Daniel B. Malone
Acting Presiding Judge
Probate Division

DATED: April 29, 2020