

ORDER OF PROTECTION

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
3rd Municipal District-Rolling Meadows
2121 Euclid Avenue, Rolling Meadows, IL 60008
☎ (847) 818-2300

YOUR CASE NUMBER:

Your return to court date is: _____

In Courtroom: _____ at: _____

HOW TO CHECK ON SERVICE

- Phone (847) 818-2097
- Online sheriff.file.ccsheriff.org/civilprocess
 - Search by your **full** case number.
- Your Order is only effective after service upon the Respondent
- Out of county service will need to be checked with the county carrying out that service.

INFORMATION REGARDING YOUR RETURN TO COURT DATE

- If the Judge issued an Emergency Order of Protection:
 - You **MUST** appear on the return to court date if you wish to continue with your request for an Order of Protection. If you fail to appear, your Emergency Order of Protection will be vacated and your case will be dismissed.
 - **Be on time!** If you are not present in court when your case is called, your case will be dismissed.

CONTACTS

Clerk of Circuit Court - Room 121
☎ (847) 818-2300

Sheriff's Civil Process - Room 123
☎ (847) 818-2097

DV Court Coordinator
Christina McGuire
✉: christina.mcguire@cookcountyiil.gov

Optional:
COURT ADVOCATE:

☎ _____
✉ _____

VIOLATIONS OF THE ORDER OF PROTECTION

- Once the Order has been served upon the Respondent, the Order is then in full force and effect.
- If the Order of Protection is violated, you may call the police to report the violation of this Court's Order and have the Order enforced.
- Should you wish to amend the Order of Protection at any time or end (i.e., dismiss, vacate, terminate) the Order before its expiration date, you will need to direct your request to the Court by filing a Motion.
 - See " HOW TO FILE A MOTION IN YOUR CASE" on page 2.

DISCLAIMER: The information contained herein does not constitute, nor should it be considered, legal advice. This is merely to instruct litigants of filing procedures. Court personnel cannot advise litigants with regards to legal questions. Please consult a licensed attorney for all legal questions.

HOW TO FILE A MOTION IN YOUR CASE

1. Obtain the Notice of Motion and Motion forms. These are **2** different forms to complete and file.
 - In person: Clerk of Circuit Court - Room 121
 - Online: illinoiscourts.gov
2. Complete **both** forms.
 - The "PROOF OF DELIVERY" section certifies that you are sending the court documents to the other party or parties in a case.

YOU MUST NOTIFY THE OTHER PARTY OF YOUR MOTION AND THE UPCOMING COURT DATE.

All Notices of Motions and Motions must be served in compliance with Illinois Supreme Court Rules.

- If sending documents via mail or third-party carrier, you must allow for at least **4 days**, not including the day of mailing, before your Motion hearing date.
 - If you are sending documents via email or serving personally (i.e., personal service), you must allow for at least **2 days**, not including the day of sending of the email or serving personally, before your Motion hearing date.
 - If there is only one other party in the case and you are only sending your Notice of Motion to one party, simply complete **#1** and skip **#2**.
 - If the other party has hired an attorney, you must send your filings to that attorney.
3. **Schedule a Motion hearing date before the Court.**

The Clerk of Court's Office will help you schedule a Motion hearing date. Motions are heard at **1:30 PM** only. Please keep the abovementioned effective dates of service in mind when scheduling your Motion.
 4. File your completed Notice of Motion and Motion forms with the Clerk of Court.
 - In person: Clerk of Circuit Court - Room 121
 - Online: efile.illinoiscourts.gov/service-providers.htm
 5. Once you have completed steps 1-4, you can then send all documents to the party or parties you listed under the "PROOF OF DELIVERY" section.
 6. **Attend court on the scheduled Motion hearing date.**

Bring physical copies of any supporting documents, including your proof of delivery (e.g., printout of sent email, receipt from the Post Office, Affidavit from Sheriff's department).

ADDITIONAL INFORMATION

WITH REGARDS TO SENDING COURT DOCUMENTS TO OTHER PARTIES:

- If sending documents via USPS:
 - Write "LEGAL MAIL" on the envelope.
 - Hand deliver to the Post Office in order to get a receipt with the date that you mailed the documents. It is not required that you send Certified Mail, but you will need a receipt for proof of service.
- If sending documents via email:
 - Write "LEGAL MAIL" in the subject line.
- The Cook County Sheriff will also serve Notice of Motion and Motion paperwork at no charge, if requested.
- The sending of court documents (and court documents **ONLY**) does not constitute a violation of the Judge's Order, as notice **MUST** be given when filing Motions and scheduling hearings before the Court.