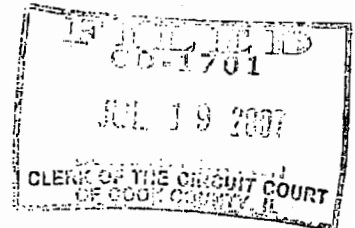


**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
COUNTY DEPARTMENT; COUNTY DIVISION**

**ADMINISTRATIVE ORDER 2007-11**

**SUBJECT: CASE INTIATION PROCEDURES**

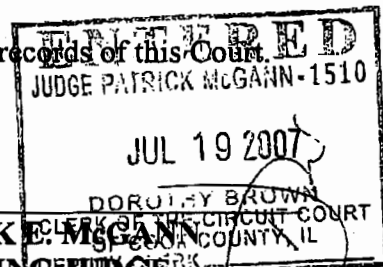


Effective August 1, 2007, the Clerk of the Circuit Court of Cook County, Illinois shall not accept any new case filing unless accompanied by a completed County Division Civil Action Cover Sheet. (CCCO 0520) (Copy attached as Exhibit I). The attorney representing the party initiating the action shall be responsible for completing and signing the County Division Civil Action Cover Sheet.

The case type must be indicated by selecting and marking the appropriate box which characterizes your action. If the correct case type does not appear on the form, select and complete the "other" box in the appropriate general category and identify the claim or cause of action being asserted by the party. Where a multi-count complaint is filed asserting different claims or causes of action, regardless of the number of defendants or respondents, the claim made in Count I should be used to complete the form. In cases seeking the issuance of a tax deed, the attorney must insert the date of hearing which is set out in the applicant's notice required by 35 ILCS 200/22-10.

The information placed in the County Division Civil Action Cover Sheet is for administrative purposes only and cannot be used as evidence in any proceeding.

Dated this 19 the day of July 2007, and spread upon the records of this Court.



**PATRICK E. MCGANN  
PRESIDING JUDGE  
COUNTY DIVISION**

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

\_\_\_\_\_  
Plaintiff/Petitioner

v.

\_\_\_\_\_  
Defendant/Respondent

No. \_\_\_\_\_

**COUNTY DIVISION ACTION COVER SHEET**

A County Action Cover Sheet shall be filed with the complaint in all civil actions. The information contained herein is for administrative purposes only and cannot be introduced into evidence. Please select the appropriate general category and then check the subcategory thereunder, if applicable, which best characterizes your action.

**MENTAL HEALTH PROCEEDINGS:**

- ☐ 3405 Petition for Involuntary Commitment/Treatment under Mental Health & Developmental Disabilities Code (Mental Health 405 ILCS 5/1-100 et seq.)  
Jury Demand ☐ Yes ☐ No
- ☐ 3427 Petition for Writ of Habeas Corpus
- ☐ 3407 Petition to review records of treatment under the Mental Health & Developmental Disabilities Code (Mental Health 405 ILCS 5/1-100 et seq.)

**ADOPTION PROCEEDINGS:**

- ☐ Petition for Adoption (750 ILCS 50/1 et seq.)  
☐ 3400 Petitioner(s) related to adoptee  
☐ 3401 Petitioner not related to adoptee  
☐ 3432 Adult adoption.
- ☐ 3403 Petition to Establish Putative Father Identification (750 ILCS 50/12a)
- ☐ 3402 Petition for Appointment of a Confidential Intermediary (750 ILCS 50/18/3)
- ☐ 3433 Action brought under the Abandoned New Born Infant Act (325 ILCS 2/1 et seq.)
- ☐ Other \_\_\_\_\_

**REAL ESTATE TAX MATTERS:**

- ☐ 3415 Actions in Debt (35 ILCS 200/21-75)
- ☐ 3416 Administrative Review of Decision of the Property Tax Appeal Board (35 ILCS 200/16-195)
- ☐ Tax Objection Complaints (35 ILCS 200/23-15)  
☐ 3410 Valuation Complaint  
☐ 3411 Tax Rate Complaint
- ☐ 3425 Action Seeking Payment from the Indemnity Fund (35 ILCS 20/21-305)
- ☐ 3426 Motions to Expunge
- ☐ 3438 Any and all actions brought prior to the filing of a Petition for the issuance of a tax deed
- ☐ 3409 Petition for Tax Deed and Related Proceedings (including petitions brought under 735 ILCS 5/2-1401)

- ☐ Actions relating to Collectors Application for Judgment and Order of Sale (35 ILCS 200/21-175)
- ☐ 3412 Annual Tax Sale ☐ 3414 Scavenger Tax Sale
- ☐ 3440 Unpaid Scavenger Tax Sale (Includes Objections, Certificates of error (3439) and Exemptions.)
- ☐ 3441 Petition to Vacate Tax Sale
- ☐ 3415 Action to Collect Unpaid Tax Sale Bid

**ELECTION MATTERS**

- ☐ 3429 Review of Actions of an Electoral Board (10 ILCS 5/10-10.1)
- ☐ 3423 Election Contest as authorized under Article 23 of the Election Code (10 ILCS 5/231 et seq.)
- ☐ 3422 Petition seeking the appointment of a public member to an electoral board.
- ☐ Other \_\_\_\_\_

**OTHER ACTIONS:**

- ☐ 3413 Adjudication of Inheritance Tax Liability
- ☐ 3419 Action brought under the Emancipation of Minors Act (750 ILCS 30/1 et seq.)
- ☐ 3430 Petition seeking judicial approval of an underage marriage (750 ILCS 5/208 et seq.)
- ☐ 3435 Action brought under the Estray and Lost Property Act (765 ILCS 120/0.01 et seq.)
- ☐ 0038 Petition seeking Annexation to a taxing body
- ☐ 0039 Petition seeking De-Annexation from a taxing body
- ☐ 3437 Petition seeking commitment/treatment/isolation of persons infected with a contagious disease (20 ILCS 2305/2)
- ☐ 3436 Action concerning the operation of Drainage Districts (70 ILCS 605/1-1 et seq.)
- ☐ 3431 Action brought under Article 14 of the School Code (105 ILCS 5/14-1 et seq.)
- ☐ 3434 Civil Asset Forfeiture
- ☐ Other \_\_\_\_\_

Hearing Date on Take Notice

\_\_\_\_\_  
Calendar 8, 9:30 a.m.

By: \_\_\_\_\_

(Attorney)

(Pro Se)