

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
FIRST MUNICIPAL DISTRICT

SECOND AMENDED GENERAL ORDER 88-5 (M)

IT IS HEREBY ORDERED that the procedure set forth herein shall become effective in seeking an appointment of a special process server and shall supercede General Order 88-5:

1. All motions for appointment of a special process shall be supported by affidavit sworn to or verified under oath or certified in accordance with 735 ILCS 5/1-109 (2006).
2. The supporting affidavit shall set forth the name, occupation, place and street address of employment of the person to be appointed, and that he/she is the age of 18 years or older and is not the party to this action. When private detective agency is seeking to be appointed as a special process server the affidavit shall contain the number of the certificate issued to the private detective agency by the Department of Professional Regulation under the Private Detective, Private Alarm, Private Security, and Locksmith Act of 2004, 225 ILCS 5/5-3 et seq. (2006).
3. The private detective agencies certified under the Private Detective, Private Alarm, Private Security, and Locksmith Act of 2004, 225 ILCS 5/5-3 et seq. (2006), may be appointed Standing Special Process Servers quarterly upon the application of the law firm in all cases filed by said law firm at discretion of the Presiding Judge of the Circuit Court of Cook County, First Municipal District.
4. **The Application for a Standing Order for appointment of a Special Process Server must be in a typewritten form.**
5. The alias summons served by the Special Process Server appointed in a quarterly manner shall bear a sentence stating that appointment of the Process Server has been duly obtained pursuant to a Standing Order for Special Process Server issued for this Quarter, which is available from the Plaintiff, upon request.
6. It shall be sufficient evidence to support the motion if the Clerk's Office computer docket reflects that the Sheriff of the applicable county has attempted

but not made service of process upon the named defendant(s) and shall set forth the date of such return. In the alternative, a copy of original Sheriff's return or copy of Sheriff's electronic civil writ master record may be attached to the motion.

7. Notwithstanding the foregoing, a party to the action may seek the appointment of a special process server prior to any service attempted by the Sheriff of this or another county upon a showing by affidavit of facts sufficient for the appointment of a special process server. The appointment of a special process server shall be within the sound discretion of the court.
8. With respect to motions made pursuant to paragraph 3 herein, said motion shall be dropped off with the clerk in Room 1303 as an off-call motion.
9. With respect to motion made pursuant to paragraph 7 herein, said motion will be placed on the motion call and heard in open court upon presentation by counsel or movant.
10. A Law Firm or Individual Attorney who files Seventy five (75) or more Forcible Entry and Detainer Action Cases each month shall qualify for the appointment of a Special Process Server as pursuant a Standing Order on a quarterly basis, i.e. ending June 30, September 30, December 31 and March 31.
11. All motions for the appointment of a special process server in cases assigned to the Richard J. Daley Center courtrooms, with the exception of 11th floor non-jury courtrooms 1101, 1102, 1104, 1106, 1108, 1110, and 1112, together with (as providing for in item # 10 of this order) Forcible Entry and Detainer courtrooms 1302, 1402, 1404, 1406, and 1408 shall be spindled in Room 601 and heard in the assigned courtrooms in accordance with the rules and motion practices of said courtrooms.
12. The motions for the appointment of special process server for non-jury 11th floor courtrooms shall be filed in a Drop Box labeled "Special Process Server" located in the Richard J. Daley Center in room 601 and shall be heard on the administrative basis without being set for the specific date. Copies of the signed Orders may be picked up from a bin in the assigned courtroom 5 business days after the date that original paper was filed in the Drop Box.
13. All motion for the appointment of special process server in cases assigned outside the Richard J. Daley Center courtrooms shall be brought and heard in the assigned courtrooms in accordance with the rules and motion practices of said courtrooms.
14. The Routine Motion procedure for the Eleventh (11th) floor courtrooms shall be brought and heard in the assigned courtrooms in accordance with the motion practices of Eleventh (11th) floor courtrooms.

15. The Routine motion procedure for the Jury Courtrooms and Courtroom 1501 shall be brought and heard in accordance with the motion practice in courtroom 1501.

16. Emergency motions for the appointment of special process servers may be brought in the courtroom in which the case is assigned at a time prescribed by the judge regularly assigned to that courtroom.

IT IS FURTHER ORDERED that this General Order shall be spread upon the records of this court.

DATED at Chicago, Illinois this 3rd day of April 2009.

~~Presiding Judge~~ E. Kenneth Wright, Jr.

APR 3 - 2009

ENTER:...

E. Kenneth Wright, Jr.
Presiding Judge
First Municipal District

(Circuit Court) A624