

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

GENERAL ADMINISTRATIVE ORDER 2025 - 08

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

Given the high volume of evictions and consumer debt actions filed in Cook County, this Court collaborated with several 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 provides 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. Services provided through this program will be provided remotely to ensure accessibility for all litigants. Court hearings will be conducted remotely as consistent with Illinois Supreme Court Rule 45.

IT IS HEREBY ORDERED THAT:

This General Administrative Order and its provisions supersede Cook County Cir. Ct. G.A.O. 2020-09 and its amendments.

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 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 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. APPLICABILITY & DEFINITIONS

A. Applicability.

The following procedures for the ERP apply to newly filed eviction cases starting January 25, 2021, and newly filed Consumer Debt Actions 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.

B. Definitions.

1. “*Consumer Debt Action*” means a legal action filed seeking monetary damages on consumer debt, due or owing or alleged to be due or owing from a natural person by reason of a consumer transaction. Actions against guarantors on business transactions and debts to any unit of government are not subject to the ERP Program.
2. “*Consumer Debt*” means money or property, or their equivalent, due or owing or alleged to be due or owing from a natural person by reason of a consumer transaction.
3. “*Consumer Transaction*” means a transaction between a natural person and another person or entity in which the person or entity provides property, service, or money to that natural person primarily for personal, family, or household purposes.
4. “*Case Management Conference*” means the initial mandatory court appearance as required by Illinois Supreme Court rules and any other continuing status hearings, including any status hearings to allow one or both parties to access legal aid and mediation services through the ERP. In Consumer Debt Actions, ‘case management conference’ may also mean the initial court date on a motion filed by the plaintiff on a served Consumer Debt Action before the assigned ERP judge and any other continuing ERP status hearings, including any status hearings to allow one or more parties to access legal aid and mediation services through the ERP.
5. “*Properly Filed Eviction Case*” means any residential eviction case that is filed in compliance with the Illinois Code of Civil Procedure, any Illinois Supreme Court order, any Executive Order issued by the Governor, or any General Administrative Order, that may have been or is in effect at the time of filing. Properly Filed Eviction Cases include any residential eviction case pending prior to January 25, 2021.
6. “*ERP Calendar Call Date*” means the 12-month date automatically assigned by the Clerk of the Circuit Court at the time of filing of a Consumer Debt Action by which time the plaintiff must have obtained service of the Consumer Debt Action. If valid service has not been obtained by this date, the plaintiff must voluntarily dismiss the complaint without prejudice or the case will be dismissed for want of prosecution.

III. ERP PROCEDURES

A. Eviction Cases

The protocols set forth in Section III(A) apply to residential eviction cases initiated in the Circuit Court of Cook County.

1. *Notice of the ERP.*

a) Notice of the ERP with Summons. When eviction cases are filed, 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, and 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**). For ERP notices in Russian, French, Korean, Arabic, Mandarin, Gujarati, Hindi, or Tagalog, please visit cookcountycourt.org or cookcountylegalaid.org.

i) *Form of Summons.* Plaintiffs shall use either the most current template form summons in Attachment 1, the summons available through the Clerk of the Circuit Court, or the Illinois Standardized Form Summons. Either summons shall include a copy of the notice of ERP pursuant to Section III(A)(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) Filing and Certificate of Service. The plaintiff shall 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.

2. *Automatic Case Management Date.*

a) 30-Day 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.

- b) Continuances to Effectuate Service. In any Properly Filed Eviction Case where service has not effectuated by the initial case management date, plaintiff may seek a continuance from the court off-call for the purpose of issuing alias summons or other proper relief. The continued date should provide the defendant with no less than fourteen (14) days' notice.

3. *Initial Case Management Conference.*

Each case management call will take place before a judge assigned to that call. 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 court will determine if the docket reflects service on the defendant 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 court to enter and provide the parties with the necessary information. The matter will be continued and set for a status date no less than fourteen (14) days after the initial case management date.

4. *Proceeding Before an Automatic Case Management Date.*

An eviction may proceed before the automatic case management date under the following conditions:

- a) An eviction may proceed before the automatic case management date if Plaintiff files its complaint under:
 - i) 735 ILCS 5/9-120 (criminal allegations); or
 - ii) 735 ILCS 5/9-102(a)(1) or (3) (forcible entry without right or title); or
 - iii) 735 ILCS 5/9-102(a)(7) (condominium owners) if Plaintiff files the eviction only against the owner of the property or their immediate family or shareholders. If Plaintiff files the eviction action under 735 ILCS 5/9-104.2 (a) against a tenant or other occupant, Plaintiff must file the action with an automatic case management date in the ERP courtroom.
- b) The Clerk of Court shall create new codes for filing under this provision so that the Clerk's filing system assigns the matter randomly to an eviction trial court room, not the ERP courtroom.
- c) A Plaintiff proceeding under this General Administrative Order shall designate that it is filing the eviction action under the relevant section of the Eviction Act listed in Paragraph 4(a), above, on the Complaint and Summons.

The Summons shall include prominent and specific information that the eviction action is different than an ERP eviction. The summons shall also include specific information about the availability of the ERP program hotline and the ability to connect to free legal aid.

- d) In addition to any other pleading requirements under the Eviction Act, 735 ILCS 5/9-101, et seq., Illinois Supreme Court Rule or local ordinance or rule, Plaintiffs seeking to proceed before an ERP automatic case management date under this General Administrative Order shall do the following:
- e) In a complaint filed under 735 ILCS 5/9-120, Plaintiff shall:
 - i) identify the alleged conduct as provided in 735 ILCS 5/9-120 in sufficient detail to prepare a defense, including dates of the alleged conduct; and
 - ii) attach affidavit(s) supporting the factual allegations in the complaint made pursuant to Paragraph 4(a)(i), above, and/or supporting document(s) (*e.g.*, police report, private security incident report, photos, etc.).
- f) In a complaint filed under 735 ILCS 5/9-102(a)(1) or (3), Plaintiff shall:
 - i) attest that Defendant has never had a written or unwritten rental agreement for the premises with Plaintiff, owner or owner's agent (past or present) and has never paid rent (or had rent paid on their behalf) for the premises to Plaintiff, owner or owner's agent (past or present). For purposes of this Paragraph, "rent" includes regularly recurring housing expenses (*e.g.* utility bills, mortgage payments); and
 - ii) attach affidavit(s) supporting the factual allegations in the complaint made pursuant to Paragraph 4(b)(i), above, and any supporting documents.
- g) In a complaint filed under 735 ILCS 5/9-102(a)(7), Plaintiff shall:
 - i) identify the owner of the condominium property; and
 - ii) allege that Plaintiff is not aware that a known tenant resides, occupies, or has a current written lease with the unit owner and there is no lease on file as required under Section 18 (n) of the ILCPA.

- h) Defendant may file a motion arguing, or the Court may, *sua sponte*, rule that the matter should not have been filed pursuant to Section 4(a). If Defendant prevails on that motion or the Court rules that the matter should not have been filed pursuant to this section, then the Court shall transfer the matter for reassignment to the ERP call.
 - i) If, at trial or at any other time, the Court determines that the Plaintiff's complaint does not meet the terms of this order and/or Plaintiff attempted to circumvent the ERP, the Court shall transfer the matter for reassignment to the ERP call.
5. *Continued Cases.* Cases that are continued from the initial case management call for a status date before the Court will be set on a status call no less than fourteen (14) days after the initial case management date. 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.
6. *Eviction Cases May Proceed to Judgment.* Any Properly Filed and Served Eviction Case may proceed to judgment, subject to ERP requirements outlined in this General Administrative Order.
7. *Agreed Orders.* An agreed order negotiated out of court involving one or more - unrepresented litigants can only be entered in a properly filed and served eviction case and under the following conditions:
- a) The plaintiff must file a motion on the regular motion call with notice to the unrepresented litigant; and
 - b) The order must be the standardized Illinois Supreme Court Agreed Orders for eviction cases, modified to include the following language:

“The parties acknowledge that the defendant has been served with the Notice of ERP and prior to entering into this settlement agreement, the defendant confirms that:

 - 1) *I understand that I can speak to a free attorney about this agreement before I sign it.*
 - 2) *I called and talked with an attorney, and now I want to sign this agreement, or I decided not to talk to an attorney, and I want to sign the agreement anyway.*
 - 3) *I understand that an attorney may not be able to help me after I have signed the agreement.”*
 - c) For any order that enters judgment against an unrepresented litigant, the judgment order shall not be entered by the Court unless the unrepresented

litigant appears in court and confirms they have had an opportunity to meet with an ERP attorney to review the terms of the agreement.

8. *Appearances*. Litigants need not file an appearance to access ERP resources and the time for a defendant to file an appearance or jury demand is tolled during the ERP phase of the case. If a litigant accesses an ERP attorney for the purpose of advice, out-of-court negotiations, mediation services, or proposed settlement agreement review, the ERP attorney does not need to file an appearance.

B. Consumer Debt Actions.

The protocols set forth in Section III(B) apply to consumer debt cases initiated in the Circuit Court of Cook County.

1. Notice of the ERP.

- a) Notice of the ERP with Summons. 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 2). For ERP notices in Russian, French, Korean, Arabic, Mandarin, Gujarati, Hindi, or Tagalog, please visit cookcountycourt.org or cookcountylegalaid.org.
 - i) *Form of Summons*. Plaintiffs shall use the appropriate summons for Consumer Debt Actions that complies with any and all regulations associated with debt collection and include a copy of the notice of ERP pursuant to Section III(B)(1(a)). (**See Attachment 2.**)
 - 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. Alias summons shall issue without leave of court.
 - iii) *Template ERP Summons*. Template summons may be created or amended as may be necessary and posted on the Clerk of the Circuit Court's website.
- b) Filing and Certificate of Service. The plaintiff shall 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 Conference Date.*

- a) 60-Day Initial Case Management Date. For Consumer Debt Actions filed on or after February 8, 2021, the Clerk of the Circuit Court shall assign an automatic 60-day initial case management date at the time of filing of the complaint. In cases where service has not been effected within six (6) months, the court retains the discretion to dismiss the matter without prejudice.
- b) Continuances to Effectuate Service. In any Consumer Debt Action that has not effectuated service at the initial case management date, plaintiff may seek a continuance from the court off-call.

3. *Agreed Orders.* An agreed order negotiated out of court involving one or more unrepresented litigants can only be entered in a properly filed and served consumer debt action and under the following conditions:

- a) The plaintiff must file a motion on the regular motion call with notice to the unrepresented litigant; and
- b) The order must include the following language:

“The parties acknowledge that the defendant has been served with the Notice of ERP and prior to entering into this settlement agreement, the defendant confirms that:

- 1) I understand that I can speak to a free attorney about this agreement before I sign it.*
- 2) I called and talked with an attorney, and now I want to sign this agreement, or I decided not to talk to an attorney, and I want to sign the agreement anyway.*
- 3) I understand that an attorney may not be able to help me after I have signed the agreement.”*

- c) For any order that enters judgment against an unrepresented litigant, the judgment order shall not be entered by the Court unless the unrepresented litigant appears in court and confirms they have had an opportunity to meet with an ERP attorney to review the terms of the agreement.

4. *ERP Structure for Consumer Debt Actions.* Each served ERP case will take place before a judge assigned to that call. If the case can be appropriately referred for case assessment, the ERP manager will prepare an order for the judge to enter and provide the parties the necessary information. Served Consumer Debt Actions shall be motioned before the court consistent with the process outlines in III(B)(5).

5. *Motion to Expedite ERP Management Date:* After a plaintiff issues a 60-day Early Resolution Program Summons (Consumer Debt) or Alias Summons with ERP notices attached and service is obtained, the plaintiff may file a motion to

expedite ERP Management Date within 45 days of service, with ERP notices attached, and shall schedule that motion on an available ERP Court date in the respective district. The motion hearing date shall constitute an initial ERP intake date. If the defendant appears in response to the motion, the court will determine if the matter was properly served and if service is proper, the case will be referred for case assessment. If a referral is appropriate, the matter will be continued for a subsequent ERP management date.

- a) Failure of Defendant to Appear on the Motion to Expedite. If the litigant does not appear in court on the first hearing date for the Motion to Expedite, the matter shall be continued one time for an ERP case management status to allow the defendant an opportunity to appear in court. The plaintiff shall also give notice of a Prove-Up on the subsequent ERP Management Date with ERP notices attached and file that notice with Clerk of Court. The plaintiff's notice shall notify the litigant that a default judgment will enter if they fail to appear for the subsequent ERP Management Date. If the defendant appears at the second ERP case management status, the case will be referred to case assessment and continued for an additional ERP management date pursuant to III (B)(5)(b). However, if proper notice has been provided and the defendant fails to appear on the subsequent ERP Management Date, the ERP judge may enter a judgment and the matter may be transferred from ERP consistent with III(D)(4).
 - b) Appearance of a Litigant on the subsequent ERP Management Date. If the defendant who did not appear on the hearing date for the Motion to Expedite appears in response to notice of the subsequent ERP Management Date, the matter will be treated as an initial ERP intake date and the court will determine if the matter was properly served and if service is proper, refer the case for ERP assessment. If a referral is appropriate, the matter will be continued for a subsequent ERP management date.
 - c) Failure to Appear on a subsequent ERP Management Date. If, after appearing on the hearing date for a Motion to Expedite, the defendant fails to appear on the subsequent ERP management date, the matter will be reset for Prove-Up on a second ERP management date. The plaintiff shall give notice of the Prove-Up on the subsequent ERP Management Date with ERP notices attached and file that notice with the Clerk of Court. The plaintiff's notice shall notify the defendant that a default judgment will enter if they fail to appear for the Prove-Up on the subsequent ERP Management Date. If proper notice has been provided and the defendant fails to appear on subsequent ERP Management Date, the ERP judge may enter a judgment, and the matter may be transferred from ERP consistent with III(D)(4)
6. *Appearances.* Litigants need not file an appearance to access ERP resources. If a litigant accesses an ERP attorney for the purpose of advice, out-of-court

negotiations, mediation services, or proposed settlement agreement review, the ERP attorney does not need to file an appearance.

C. ERP Call Structures.

All new cases will be assigned to either an eviction call for its automatic initial case management conference, as specified in Sections III(B) and III(C).

1. *Call Structure.* In each district, there shall be one call dedicated to Eviction Cases and one call dedicated to Consumer Debt Actions. 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 ninety (90) 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 without an amendment to this General Administrative Order.
3. *ERP Court Schedule.* The following is the schedule for hearing ERP matters in each district. It is subject to adjustments as may be necessary to accommodate any fluctuations in case volume. As of the date of this order, matters on these calls should be limited to case management dates, Motions to Expedite ERP Management dates on served matters, and status hearings on served matters.

	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	✓	✓				
Friday 9a- 12p: Consumer Debt Call	✓	✓				

4. *Remote Accessibility to the ERP Calls.* Each designated ERP court call will accommodate remote appearances and in-person appearances consistent with Illinois Supreme Court Rule 45 and General Administrative Order 2023-03.
5. *Language Access:* Each designated ERP court call will provide access to interpretation services in accordance with the Illinois Supreme Court Language Access policy.
6. *Case Managers.* 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 Court will determine if the docket reflects service on the defendant 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 Court to enter and provide the parties with the necessary information.
7. *Continued Cases.* Cases that are continued from the initial case management call for a status date before the Court 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.
8. *Routine Motions and Dismissals.* Each ERP courtroom shall create a call or process for uncontested matters, ex parte, and other administrative motions, including but not limited to agreed dismissals for settlement reviewed by an ERP partner, dismissals for bankruptcy or voluntary dismissals for lack of service, and requests for special process servers.

D. 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 a 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 no-show litigant has had two opportunities to appear in court after service was effectuated.
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, after negotiations where the tenant has had an opportunity to consult with ERP, 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.

IV. **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.

V. **Clerk of the Circuit Court Responsibilities**. The Clerk of the Circuit Court is directed to continue implementing and adjusting the following as directed by staff of the Chief Judge:

- A. Program and create an eviction call and a consumer debt call as established in Section III(D) for each Municipal District, including any necessary e-filing programming changes;
- B. Program and create an automatic case management hearing date for cases filed as established by Section III(B) and III(C);
- C. Assign court clerks to the new calls established in Section III(D);
- D. Create a new case category code for “Consumer Debt” cases, including any necessary e-filing changes and any other related codes, as requested by the Office of the Chief Judge;
- E. Create a new case category and filing code for Evictions that are exempt from the ERP under Section II(4)(a).
- F. Create a new e-filing and docket entry code to identify the notices under Sections III(B)(1)(c) and III(C)(1)(c) as “Notice of Early Resolution Program;”
- G. Add the form summons in Attachments 1 and 2 (including the ERP Flyers) 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

- H.** Provide audit reports as may be requested by the Office of the Chief Judge for ERP operations and evaluations. Any audit or ECR reports provided must meet the specifications identified by the Office of the Chief Judge. Each report must be accompanied by the underlying record data that generates the report, in a format specified by the Office of the Chief Judge.

Entered August 21, 2025

ATTACHMENT 1

FORM SUMMONS – RESIDENTIAL EVICTION ACTIONS
EARLY RESOLUTION FLYERS – RESIDENTIAL EVICTION ACTIONS

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
MUNICIPAL DEPARTMENT

_____	Plaintiff	Case No. _____
And		District M1 <input type="checkbox"/> M2 <input type="checkbox"/> M3 <input type="checkbox"/> M4 <input type="checkbox"/> M5 <input type="checkbox"/> M6 <input type="checkbox"/>
_____	Defendant	** Please serve the Defendant at:

SUMMONS – EARLY RESOLUTION PROGRAM (EVICTION)

☐ SUMMONS ☐ ALIAS SUMMONS

Please serve as follows: ☐ Sheriff Service ☐ Special Process Server ☐ Licensed private detective
(Plaintiff Check one)

IMPORTANT: You have been sued.

You are being sued for an eviction matter.

The complaint included with this Summons contains details of the lawsuit that is filed against you.

To respond to this Summons, you must attend (**Remotely or In-Person**) court **on date and time in Courtroom ###**

You can attend court by video or phone and do not need to attend in person unless you prefer to do so or would like additional assistance at the courthouse. You can appear Remotely by Video Conference or Telephone. You can do this by using an app called Zoom which you can download on your phone or computer.

- To attend your court date by video conference: **(Video conference website and Video conference log-in information (meeting ID, password, etc.))**
- To attend your court date by Telephone: **##### (Call-in number for telephone remote appearance.)**
- To attend your court In-Person: **(Courthouse Address)**

Notice of the Early Resolution Program

All eviction cases now start with the Early Resolution Program (ERP). **THIS PROGRAM IS FREE and you do not need to file an appearance or pay a fee to participate.** The Program allows you to speak to a legal aid attorney about your eviction case and get help in trying to resolve your case before the court case moves forward.

More information on ERP is included with this summons. You may contact the Program at any time prior to your court hearing by calling the hotline, 855-956-5763, or being referred directly when you appear in court. All ERP court dates are by video conference or telephone.

The first part of your case will be heard virtually on Zoom, and you do not need to appear in person to participate.

IF YOU FAIL TO APPEAR ON A SCHEDULED COURT DATE YOU COULD LOSE THE CASE BY DEFAULT. THE JUDGE COULD ORDER YOU TO MOVE AND PAY THE PLAINTIFF MONEY.

IF YOU ARE UNABLE TO REACH A RESOLUTION OF YOUR CASE IN THE EARLY RESOLUTION PROGRAM, THEN YOU WILL NEED TO DO THE FOLLOWING:

- **YOU MUST FILE AN APPEARANCE.** A fee is required to file an appearance. Appearance forms can be found at: <https://www.illinoiscourts.gov/documents-and-forms/approved-forms/>
- **If you are unable to pay the filing fee, you may apply for a FEE WAIVER.** You can find the fee waiver application at: <https://www.illinoiscourts.gov/forms/approved-forms/forms-approved-forms-circuit-court/fee-waiver-civil>

TO THE OFFICER: This summons must be returned by the officer or other person to whom it was given for service, with endorsement thereon of service and fees, if any, immediately after service. If service cannot be made, this summons shall be returned so endorsed.

Atty. No.: _____
Atty Name: _____
Atty. For: _____
Address: _____
City: _____
State: _____ Zip: _____
Telephone: _____
Primary Email: _____

Witness: _____
Date: _____

Circuit Court Clerk
Date of Service: _____
(To be inserted by officer on copy left with
Respondent or other person):



Free Legal Help for Evictions!

Call the
Helpline Today:
(855) 956-5763



Facing an eviction? We're here to help!

Contact the Early Resolution Program (ERP) Helpline at **(855) 956-5763** for assistance with your eviction and debt problems. ERP is part of the Cook County Legal Aid for Housing and Debt (CCLAHD) initiative, offering free services for all Cook County residents and small landlords, regardless of income, language, or immigration status.

Helpline Hours: Monday-Friday, 9:00 a.m. - 4:30 p.m.

We Can Help If:

- You are a renter facing eviction
- You are a landlord dealing with an eviction issue
- You are being sued for unpaid debt
- You need to sue someone who owes you money
- You are behind on your property taxes

CCLAHD's Early Resolution Program (ERP) provides free services to help with eviction and debt issues through legal aid, mediation, and referrals to other programs that may be able to help.

Visit cookcountylegalaid.org for more information about our programs and services.

Don't Face Eviction Alone. Call (855) 956-5763 Today!





¡Ayuda legal gratis para problemas de desalojos!

Llame a la línea
de ayuda hoy:

(855) 956-5763



¿Se enfrenta a un desalojo? Estamos aquí para ayudar.

Comuníquese con la línea de ayuda del Programa de Resolución Temprana (ERP) al **(855) 956-5763** para obtener ayuda con sus problemas de desalojo y deuda. El ERP es parte de la iniciativa de Ayuda Legal para Vivienda y Deudas del Condado de Cook (CCLAHD), que ofrece servicios gratuitos para todos los residentes y pequeños propietarios del Condado de Cook, independientemente de sus ingresos, idioma o situación migratoria.

Horario de atención de la línea de ayuda: Lunes a viernes, de 9:00 a.m. a 4:30 p.m.

Podemos ayudar si:

- Es un inquilino que enfrenta un desalojo
- Es un propietario lidiando con un problema de desalojo
- Lo están demandando por una deuda que no se pagó
- Necesita demandar a alguien que le debe dinero
- Está atrasado en los pagos de los impuestos sobre la propiedad

El Programa de Resolución Temprana (ERP) de la CCLAHD brinda servicios gratuitos para ayudar con problemas de desalojo y deuda a través de asistencia legal, mediación y remisiones a otros programas que pueden ayudar.

Visite cookcountylegalaid.org para obtener más información sobre nuestros programas y servicios.

No enfrente el desalojo solo. ¡Llame al (855) 956-5763 hoy!





Bezpłatna Pomoc Prawna w przypadku eksmisji!

Zadzwoń na infolinię
już teraz:

(855) 956-5763



Stoisz w obliczu eksmisji? Chętnie pomożemy!

Aby uzyskać pomoc w przypadku eksmisji i problemów z zadłużeniem skontaktuj się z infolinią Programu Wczesnego Rozwiązywania Problemów (Early Resolution Program, ERP) pod numerem telefonu **(855) 956-5763**. ERP jest elementem inicjatywy Pomocy Prawnej hrabstwa Cook w zakresie mieszkalnictwa i zadłużenia (Cook County Legal Aid for Housing and Debt, CCLAHD), oferującej bezpłatne usługi dla wszystkich mieszkańców hrabstwa Cook oraz drobnych właścicieli nieruchomości, niezależnie od dochodów, języka lub statusu imigracyjnego.

Godziny pracy infolinii: od poniedziałku do piątku w godzinach 9:00-16:30.

Możemy pomóc, jeśli:

- Jesteś najemcą, któremu grozi eksmisja
- Jesteś właścicielem zaangażowanym w kwestię eksmisji
- Zostałeś pozwany za niespłacony dług
- Chcesz pozwać kogoś, kto jest Ci winien pieniądze
- Masz zaległości w płaceniu podatków od nieruchomości

Program Wczesnego Rozwiązywania Problemów (ERP) CCLAHD zapewnia bezpłatne usługi pomocy w kwestiach eksmisji i zadłużenia poprzez pomoc prawną, mediacje i skierowania do innych programów, które mogą pomóc.

Aby uzyskać więcej informacji o naszych programach i usługach odwiedź stronę cookcountylegalaid.org.

**Nie zmagaj się z problemem eksmisji samotnie.
Zadzwoń pod numer **(855) 956-5763** Już dziś!**



ATTACHMENT 2

FORM SUMMONS – CONSUMER DEBT ACTIONS
EARLY RESOLUTION FLYERS – CONSUMER DEBT ACTIONS

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
MUNICIPAL DEPARTMENT

	Plaintiff	Case No. _____
v.		District M1 <input type="checkbox"/> M2 <input type="checkbox"/> M3 <input type="checkbox"/> M4 <input type="checkbox"/> M5 <input type="checkbox"/> M6 <input type="checkbox"/>
	Defendant	** Please serve the Defendant at: _____

SUMMONS – EARLY RESOLUTION PROGRAM (CONSUMER DEBT)

☐ SUMMONS ☐ ALIAS SUMMONS

Please serve as follows: ☐ Certified Mail ☐ Sheriff Service (Plaintiff Check one)

IMPORTANT: You have been sued.

You are being sued for a consumer debt in the amount of \$_____.

The complaint included with this Summons contains details of the lawsuit that is filed against you.

You can attend court by phone or video and do not need to attend in person unless you prefer to do so or would like additional assistance at the courthouse.

Your Court Date: To respond to this Summons, you must appear either on the date and time at the top of this Summons or on an earlier date that you will receive in a formal Notice from the Plaintiff. That notice will give you the first Court Date when you need to appear in court, the time this case will be called, the Court Room Number, and the information to appear in court by telephone or video conference.

Notice of the Early Resolution Program

All consumer debt cases now start with the Early Resolution Program (ERP). **THIS PROGRAM IS FREE and you do not need to file an appearance or pay a fee to participate.** The Program allows you to speak to a legal aid advocate about your consumer debt case and get help in trying to resolve your case before the court case moves forward.

More information on ERP is included with this summons. You may contact the Program at any time prior to your court hearing by calling the hotline, 855-956-5763, or being referred directly when you appear in court. All ERP court dates are by video conference or telephone.

The first part of your case will be heard virtually on Zoom, and you do not need to appear in person to participate.

IF YOU FAIL TO APPEAR ON A SCHEDULED COURT DATE A JUDGMENT COULD BE ENTERED AGAINST YOU FOR THE AMOUNT CLAIMED IN THE COMPLAINT.

IF YOU ARE UNABLE TO REACH A RESOLUTION OF YOUR CASE IN THE EARLY RESOLUTION PROGRAM, THEN YOU WILL NEED TO DO THE FOLLOWING:

- **YOU MUST FILE AN APPEARANCE.** A fee is required to file an appearance. Appearance forms can be found at: <https://www.illinoiscourts.gov/documents-and-forms/approved-forms/>
- If you are unable to pay the filing fee, you may apply for a FEE WAIVER. You can find the fee waiver application at: <https://www.illinoiscourts.gov/forms/approved-forms/forms-approved-forms-circuit-court/fee-waiver-civil>

TO THE OFFICER: This summons must be returned by the officer or other person to whom it was given for service, with endorsement thereon of service and fees, if any, immediately after service. If service cannot be made, this summons shall be returned so endorsed.

Atty. No.: _____
Atty Name: _____
Atty. For: _____
Address: _____
City: _____
State: _____ Zip: _____
Telephone: _____
Primary Email: _____

Witness: _____
Date: _____

Circuit Court Clerk
Date of Service: _____
(To be inserted by officer on copy left with
Respondent or other person):



Free Legal Help for Consumer Debt Issues!

Call the
Helpline Today:
(855) 956-5763



Struggling with unpaid debts? We're here to help!

Contact the Early Resolution Program (ERP) Helpline at **(855) 956-5763** for assistance with your consumer debt problems. ERP is part of the Cook County Legal Aid for Housing and Debt (CCLAHD) initiative, offering free services for all Cook County residents, regardless of income, language, or immigration status.

Helpline Hours: Monday-Friday, 9:00 a.m. - 4:30 p.m.

We Can Help If:

- You are being sued for consumer debt such as: credit card charges, car loans, or payday loans
- You need to sue someone who owes you money
- You are behind on your property taxes

CCLAHD's Early Resolution Program (ERP) provides free services to help with eviction and debt issues through legal aid, mediation, and referrals to other programs that may be able to help.

Visit cookcountylegalaid.org for more information about our programs and services.

Don't Face Debt Alone. Call (855) 956-5763 Today!





¡Ayuda legal gratis para problemas de deudas de consumo!

Llame a la línea
de ayuda hoy:

(855) 956-5763



**¿Tiene problemas con deudas vencidas?
Estamos aquí para ayudar.**

Comuníquese con la línea de ayuda del Programa de Resolución Temprana (ERP) al **(855) 956-5763** para obtener ayuda con sus problemas de deuda de consumo. El ERP es parte de la iniciativa de Ayuda Legal para Vivienda y Deudas del Condado de Cook (CCLAHD), que ofrece servicios gratuitos para todos los residentes del Condado de Cook, independientemente de sus ingresos, idioma o situación migratoria.

Horario de atención de la línea de ayuda: Lunes a viernes, de 9:00 a.m. a 4:30 p.m.

Podemos ayudar si:

- Lo están demandando por deudas de consumo, como cargos de tarjetas de crédito, préstamos de automóviles o adelantos de efectivo
- Necesita demandar a alguien que le debe dinero
- Está atrasado en los pagos de los impuestos sobre la propiedad

El Programa de Resolución Temprana (ERP) de CCLAHD brinda servicios gratuitos para ayudar con problemas de desalojo y deuda a través de asistencia legal, mediación y referidos a otros programas que pueden ayudar.

Visite cookcountylegalaid.org para obtener más información sobre nuestros programas y servicios.

No enfrente las deudas solo. ¡Llame al (855) 956-5763 hoy!





Bezpłatna Pomoc Prawna w sprawach dotyczących długów konsumenckich!

Zadzwoń na infolinię
już teraz:

(855) 956-5763



Borykasz się z niespłaconymi długami? Chętnie pomożemy!

Aby uzyskać pomoc w rozwiązywaniu problemów z zadłużeniem konsumenckim, skontaktuj się z infolinią Programu Wczesnego Rozwiązywania Problemów (Early Resolution Program, ERP) pod numerem **(855) 956-5763**. ERP jest elementem inicjatywy Pomocy Prawnej hrabstwa Cook w zakresie mieszkalnictwa i zadłużenia (Cook County Legal Aid for Housing and Debt, CCLAHD), oferującej bezpłatne usługi dla wszystkich mieszkańców hrabstwa Cook, niezależnie od dochodów, języka lub statusu imigracyjnego.

Godziny pracy infolinii: od poniedziałku do piątku w godzinach 9:00-16:30.

Możemy pomóc, jeśli:

- Zostałeś pozwany za długi konsumenckie, takie jak: opłaty za karty kredytowe, kredyty samochodowe, lub chwilówki
- Chcesz pozwać kogoś, kto jest Ci winien pieniądze
- Masz zaległości w płaceniu podatków od nieruchomości

Program Wczesnego Rozwiązywania Problemów (ERP) CCLAHD zapewnia bezpłatne usługi pomocy w kwestiach eksmisji i zadłużenia poprzez pomoc prawną, mediacje i skierowania do innych programów, które mogą być pomocne.

Aby uzyskać więcej informacji o naszych programach i usługach odwiedź stronę cookcountylegalaid.org.

Nie zmagaj się z długami samotnie.
Zadzwoń pod numer (855) 956-5763 Już dziś!

