
TRANSFER OUT OF COOK COUNTY REQUEST FORM

1. ARE YOU THE ATTORNEY FOR THE PLAINTIFF OR DEFENDANT?
PLEASE CIRCLE ONE.

2. DATE OF ORDER TRANSFERRING CAUSE OUT OF COOK COUNTY.

3. WAS THE ORDER GRANTING THE TRANSFER BASED ON WRONG VENUE OR FORUM
NON CONVENIENS?
PLEASE CIRCLE ONE.

4. NAME OF THE ATTORNEY WHO WILL BE HANDLING THE TRANSFER.

5. NAME OF THE FIRM THE CHECK WILL BE ISSUED FROM.

6. COUNTY TO WHICH THE CASE IS BEING TRANSFERRED.

7. ADDRESS, SUITE OR ROOM NUMBER, AND ZIP CODE OF ATTORNEY HANDLING THE
TRANSFER.

8. TELEPHONE NUMBER OF THE ATTORNEY HANDLING THE TRANSFER.

9. WHOM DO WE CALL WHEN WE NEED THE CHECKS?

10. CAPTION OF THE CASE AND CASE NUMBER.

11. NAME OF PERSON NOTIFIED WHEN COMPLETED.

12. DATE OF NOTIFICATION.

13. DATE CHECKS RECEIVED.
