

- Daley Center
- District 2
- District 3

- District 4
- District 5
- District 6

(Rev. 12/01/15) CCM 0002

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

**ADMINISTRATIVE REVIEW  
PARKING VIOLATION/VEHICLE IMPOUNDMENT HEARING  
INFORMATION SHEET**

Pursuant to the amended General Order of the Circuit Court No. 1, signed March 21, 1994, the Municipal Civil Division/District will hear Administrative Review cases under Ill. Rev. Stat., 1991, ch. 95 1/2 par. 11-208.3 now 625 ILCS 5/11-208.3 as well as hearing under ordinance 8-8-060 and 8-20-015 of the Municipal Code of Chicago (1993).

These cases will be referred to as Administrative Review-Violations.

The following guidelines are followed when processing this type of case:

- Three (3) copies of the pro se complaint for Illinois Administrative Review
- Three (3) copies of the "Letter of Determination" as issued by the hearing officer of the district/municipality to be attached to the complaint as an exhibit.
  - ◆ The "Letter of Determination" is a notice from the village/municipality that advises the vehicle owner that a determination of liability, in the amount of the fines indicated, has been made by a hearing officer. It also advises that the Respondent has thirty-five (35) days to file suit for Administrative Review.
- Three (3) copies of the complaint and three (3) copies of the summons in Administrative Review are to be completed and filed by the Plaintiff.
- You will need to pay the required filing fees, including certified mail, plus postage.
- The return day is thirty-five (35) days from the issuance of the summons.
- The summons must be served by certified mail.
- These files will be given a specified case number depending on location.
- The return of service is to be handled in the same manner as all other certified mail.
- If filing in Municipal District 1, Daley Center, you will receive a post card notification of your court date.
- If filing in Districts 2-6, call the district for further information.

The trial will be heard in the Office of the Clerk of the Circuit Court located at:

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| <input type="checkbox"/> Richard J. Daley Center, Room 1109/1111, Chicago, IL 60602 | <input type="checkbox"/> District 2: 5600 Old Orchard Rd., Skokie, IL 60077   |
| <input type="checkbox"/> District 3: 2121 Euclid, Rolling Meadows, IL 60008         | <input type="checkbox"/> District 4: 1500 Maybrook Dr., Maywood, IL 60153     |
| <input type="checkbox"/> District 5: 10220 S. 76th Ave., Bridgeview, IL 60455       | <input type="checkbox"/> District 6: 16501 S. Kedzie Pkwy., Markham, IL 60426 |