

Dear Friends,

*As the Clerk of the Circuit Court of Cook County, I am the official keeper of records for all judicial matters brought into one of the largest unified court systems in the world.*

*I have firsthand knowledge of how legal decisions affect the lives of men, women, children and entire families. My goal is to provide useful information to the citizens of Cook County to help them navigate the court system and best utilize the services offered by the Clerk's Office.*

*This brochure provides an overview of the Clerk's Office's court operations areas and the various services provided for the citizens of Cook County.*

*Please call our information line at (312) 603-5031 if we may assist you in any way. In addition, you may visit our web site at [www.cook-countyclerkofcourt.org](http://www.cook-countyclerkofcourt.org) for more information.*

Sincerely,



*Clerk of the Circuit Court of Cook County*

**Disclaimer**

The information contained in this brochure is not intended as legal advice and should not be used for that purpose. The Clerk's Office is prohibited from giving legal advice, preparing court forms, or advising parties on how to complete court forms. (705 ILCS 110/1, 705 ILCS 205/10, Ill. Sup. Ct., R 756(b), *Bernier v. Schaefer*, 11 Ill.2d 525, 530 (1957)). Persons with further questions on the subjects are strongly encouraged to seek the services of an attorney.

**Richard J. Daley Center  
50 W. Washington St., Room 1001  
Chicago, IL 60602  
General Information:  
(312) 603-5031  
[www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org)**

**Hours: 8:30 a.m. to 4:30 p.m.  
Monday through Friday  
Excluding Court Holidays**

**THE CHILDREN'S ROOM**

The Children's Room in the Daley Center is a special place for children, ages 2 (toilet-trained) through 12, whose parents or guardians must appear in court before a judge. Children are supervised and entertained with toys, games, books and art materials. Snacks and juices are available. This service is free and available every day and during the hours that courts are in session. Parents register their children with the courtroom clerk before taking them to the Children's Room. The Children's Room is located in the Daley Center, Room 1319. Call (312) 603-6252 for more information.

**MISSION STATEMENT**

**It is the mission of the Office of the Clerk of the Circuit Court of Cook County to serve the citizens of Cook County and the participants in the judicial system in an efficient, effective and ethical manner. All services, information and court records will be provided with courtesy and cost efficiency.**

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**DOROTHY BROWN  
CLERK OF THE CIRCUIT COURT  
OF COOK COUNTY**

**DESCRIPTIVE  
GUIDE  
for the  
Office of the Clerk  
of the Circuit Court  
of Cook County**



[www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org)

The Clerk of the Circuit Court of Cook County is responsible for preserving and maintaining all court files and papers, making and keeping a complete record of all proceedings and determinations of all Court cases, collecting court fines and fees and performing other duties as required by law.

The Court Operations and Administration section of the Office of Clerk of the Circuit Court of Cook County is organized into five bureaus and the **Civil Appeals Division**.

Four bureaus are organized by types of cases heard. The fifth bureau is **Records Management**, which provides file management services to the four other bureaus.

#### **FIRST MUNICIPAL/PROBATE/ COUNTY BUREAU**

**The First Municipal/County Bureau consists of the Civil Division, Traffic Division, Probate Division and County Division.**

##### **• Civil Division**

The Civil Division is responsible for handling civil cases seeking damages less than \$30,000. The types of cases heard include: contract, property damage, personal injury, eviction, replevin, attachments and garnishments. **Daley Center, Room 601. (312) 603-5116.**

##### **Civil Division Housing**

The majority of cases filed in Housing Court are brought for zoning, health and fire violations of the Building Code. Housing Court Liaison, **Daley Center, Room 602 (312) 603-5145.**

##### **Civil Division Pro Se**

Pro se petitioners can file for up to \$3,000 in small claims. The party must act as his/her own attorney. Assistance is provided through the Chief Judge's Office. **Daley Center, Room 602 (312) 603-5626 or 603-2715.**

##### **• Traffic Division**

The Traffic Division is responsible for maintaining the records and collecting fines for all cases involving City of Chicago traffic matters except parking. **Daley Center, Lower Level (LL), Room 19 (312) 603-2000.**

##### **• Probate Division**

The Probate Division handles wills/estates of the deceased, guardianships, estates of the disabled, minors and wards of the state and applications for passports. **Daley Center, Room 1202 (312) 603-6441.**

##### **• County Division**

The County Division hears actions and proceedings concerning mental health issues, adoption, the emancipation of minors, changes of name, various issues related to taxes, tax deeds, elections, unclaimed property and certificates of mistake. **Daley Center, Room 1202 (312) 603-5516.**

#### **CRIMINAL/JUVENILE BUREAU**

**The Criminal/Juvenile Bureau consists of the Criminal Department, Criminal Division, Domestic Violence Division, Child Protection Division and Juvenile Justice Division.**

##### **• Criminal Department**

The Criminal Department is responsible for the administration and maintenance of records of felony preliminary hearings, misdemeanor criminal and quasi-criminal cases that occur in the City of Chicago. **Daley Center, Room 1006 (312) 603-4641.**

##### **• Criminal Division**

The Criminal Division has jurisdiction over felony offenses within Cook County. It conducts hearings concerning habeas corpus and extradition in criminal matters, petitions to expunge records of arrest, all post-conviction matters and the processing of appeals. **Central Bond Court is in session seven days a week and on court holidays (773) 674-5882. 2650 S. California Ave., Chicago, IL (773) 674-3140.**

##### **• Domestic Violence Division**

The Domestic Violence Division hears Civil and Criminal Orders of Protection and domestic violence cases that occur within the City of Chicago. **555 W. Harrison, Chicago, IL (312) 325-9500.**

##### **• Child Protection Division**

The Child Protection Division has original jurisdiction over all children under the age of 18 requiring authoritative intervention, including addicted minors, dependent, neglected or abused children. **2245 W. Ogden Ave., Room 13, Chicago, IL (312) 433-6868.**

##### **• Juvenile Justice Division**

The Juvenile Justice Division has exclusive jurisdiction over all minors under the age of 17 who have violated a federal or state law or municipal ordinance other than traffic, boating, fish and game law violations. **1100 S. Hamilton St., Room 13, Chicago, IL (312) 433-4941.**

#### **FAMILY/CHANCERY/LAW BUREAU**

**The Family/Chancery/Law Bureau consists of the Child Support Division, Domestic Relations Division, Chancery Division and Law Division.**

##### **• Child Support Division**

The Child Support Division actively participates in the child support enforcement IV-D program throughout Cook County, and processes, disburses and keeps permanent records of court ordered child support payments to custodial parents. It also maintains all court files on active parentage and support cases, processes cases for the

Cook County State's Attorney's Office, pro se litigants and private attorneys. **Daley Center, Lower Level (LL) Room 19 (312) 345-4144.** In addition, the Child Support Division supports the judiciary in five courtrooms in the **Daley Center, Concourse Level (CL 08-12) (312) 603-1236.**

##### **• Domestic Relations Division**

The Domestic Relations Division hears cases involving dissolution, legal separation or invalidity, Civil Orders of Protection and post decree issues. **Daley Center, Room 802 (312) 603-6300.**

##### **• Chancery Division**

The Chancery Division hears matters of equity which are filed under the following categories: class actions, Declaratory Judgments, mortgage foreclosures, Injunctions, most Administrative Reviews, General Chancery and Mechanic Liens. **Daley Center, Room 802 (312) 603-5133.**

##### **• Law Division**

The Law Division hears actions in which the amount of the claim is in excess of \$30,000 for the City of Chicago and \$100,000 for the suburban districts. Cases heard include: personal injury, property damage, breach of contract and appointment of trustees. **Daley Center, Room 801 (312) 603-5426.**

#### **SUBURBAN BUREAU**

The Suburban Bureau consists of the five Municipal District courthouses located in Skokie, Rolling Meadows, Maywood, Bridgeview and Markham. Cases heard in the suburban districts are similar to those heard in the First Municipal District (City of Chicago), but originate in the suburban municipalities within each district.

**• District 2 - Skokie**  
5600 Old Orchard Rd.  
Skokie, IL 60077  
**(847) 470-7250**

**• District 4 - Maywood**  
1500 Maybrook Dr.  
Maywood, IL 60153  
**(708) 865-6040**

**• District 6 - Markham**  
16501 S. Kedzie Pkwy  
Markham, IL 60426  
**(708) 232-4577**

**• District 3 - Rolling Meadows**  
2121 Euclid Ave.  
Rolling Meadows,  
IL 60008  
**(847) 818-3000**

**• District 5 - Bridgeview**  
1220 South 76th Ave.  
Bridgeview, IL 60455  
**(708) 974-6500**

#### **CIVIL APPEALS DIVISION**

The Civil Appeals Division prepares appeal records for the Law, Chancery, Domestic Relations (including Child Support), Probate, County, Traffic and Civil (Municipal Districts 1-6) Divisions of the Circuit Court. **Daley Center, Room 801 (312) 603-5406.**