

Iris Y. Martinez
Clerk of the Circuit Court
of Cook County



A Guide

To The

Clerk's
Office

About the Clerk's Office

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. 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. It's located in Room 601 of the Daley Center, and the phone number is (312) 603-5116.

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. It's located in Room 801 of the Daley Center, and the phone number is (312) 603-5406.

Civil Division Housing

The majority of cases filed in Housing Court are brought for zoning, health and fire violations of the Building Code. The Housing Court Liaison is located at the Daley Center, Room 602 or (312) 603-5116.

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, and is located at the Daley Center, Lower Level (LL), Room 19 or (312) 603-2000.

Probate Division

The Probate Division handles wills and estates of the deceased, guardianships, estates of the disabled, minors and wards of the state and applications for passports. It's located at the Daley Center, Room 1202 or (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 error. It's located at the Daley Center, Room 1202 or (312) 603-5516.

Criminal Bureau - The Criminal/Juvenile Bureau consists of the Criminal Department, Criminal Division, Domestic Violence Division and the Juvenile Division.

Criminal Department

The Criminal Department consists of Branches 23 and 29 (misdemeanors) at 5555 W. Grand Ave., Branch 35 (misdemeanors) and Branch 38 (felony preliminary hearings) at 727 E. 111th St, and Branch 43 (misdemeanors) and Branch 44 (felony preliminary hearings) at 3151 W. Harrison St. The Department is also responsible for Central Bond Court at 2650 S. California Ave. and for Room 1006 in the Daley Center. The phone number is (312) 603-4641.

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. It's located at 555 W. Harrison, Chicago, IL, and the phone number is (312) 325-9500.

Juvenile Department

The Juvenile Department is made up of the Juvenile Justice and Child Protection Divisions. The Juvenile Justice Division hears cases involving minors under the age of 18. The Child Protection Division hears cases involving child abuse and neglect and termination of parental rights. It's located at 1100 S. Hamilton St., Room 13, Chicago, IL and the phone number is (312) 433-4941.

Family/Chancery/Law Bureau - The Family/Chancery/Law Bureau consists of the Domestic Relations Division, Chancery Division and Law Division.

Domestic Relations Division (Parentage/Divorce/Child Support)

The Domestic Relations Division handles all Parentage, Divorce and Child Support cases. It maintains all court files on active parentage and support cases, and processes cases for the Cook County State's Attorney's Office, pro se litigants and private attorneys. The division hears cases involving dissolution, legal separation or invalidity, Civil Orders of Protection and post decree issues. In addition, it actively participates in the Child Support Enforcement IVD program throughout Cook County, and processes, disburses and keeps permanent records of court ordered child support payments to custodial parents. It's located at the Daley Center, Room 802 and Room LL01 (Lower Level), and can be contacted at (312) 603-6300 and (312) 345-4015.

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. It's located at the Daley Center, Room 802 and can be reached at (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. It's located at the Daley Center, Room 801, and the phone number is (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 3 - Rolling: Meadows 2121 Euclid Ave., Rolling Meadows, IL 60008 (847) 818-3000

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

District 5 - Bridgeview: 10220 South 76th Ave., Bridgeview, IL 60455 (708) 974-6500

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

Archives Department

The Archives collects, preserves & makes available pre-electronic records created by the Cook County Court Systems, with holdings that date from the 1871 Chicago Fire. Please contact the Archives directly regarding specific holdings at (312) 603-6601. They are located at the Daley Center, Room 1113.

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Chicago, IL 60602
General Information:
(312) 603-5030

Hours of Operation:
Monday - Friday
8:30 a.m. to 4:30 p.m.
Excluding Court Holidays



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This handout is not a substitute for professional legal advice.