

Iris Y. Martinez

Clerk of the Circuit Court
of Cook County



A Guide

To The

Suburban Bureau

Municipal Districts 2-6

District 2 - Skokie

Traffic Department: (847) 470-5088
Civil/Domestic Department: (847) 470-7289
Criminal Department: (847) 470-7269
Email: skokiedist2civilservices@cookcountycourt.com
Municipalities and Government Agencies served: Deerfield, Des Plaines, Evanston, Glencoe, Glenview, Golf, Kenilworth, Lincolnwood, Metra, Metropolitan, Water Reclamation District, Morton Grove, Niles, Northbrook, Northfield, Northwestern University, Park Ridge, Wilmette, Winnetka, Union Pacific Railroad, Cook County Sheriff, Cook County Forest Preserve and State Police Districts 15 and 03

District 3 - Rolling Meadows

Traffic Department: (847) 818-2193
Civil/Domestic Department: (847) 818-2376
Criminal Department: (847) 818-2701
Email: district3@cookcountycourt.com
Municipalities and Government Agencies served: Arlington Heights, Barrington, Barrington Hills, Bartlett, Bensenville, Buffalo Grove, Elgin, Elk Grove Village, Hanover Park, Harwood Heights, Hoffman Estates, Inverness, Kildeer, Mount Prospect, Norridge, Palatine, Prospect Heights, Rolling Meadows, Roselle, Rosemont, Schaumburg, Schiller Park, South Barrington, Streamwood, Wheeling, Cook County Sheriff And Forest Preserve and State Police 2, 3 and 15

District 4 - Maywood

Traffic Department: (708) 865-5195
Civil/Domestic Department: (708) 865-4973
Criminal Department: (708) 865-4978
Email: district4@cookcountycourt.com
Municipalities and Government Agencies served: Animal Control, Bellwood, Berkeley, Berwyn, Burlington Santa Fe, Broadview, Brookfield, Cook County Forest Preserve, Cook County Sheriff Cicero, Elmwood Park, Forest Park, Franklin Park, Hillside, Hines, Illinois State Police 03, La Grange Park,

Maywood, Melrose Park, Memorial Park, Metra, Northlake, North Riverside, Oak Park, River Forest, River Grove, Riverside, Secretary Of State, Stone Park, Triton College and Westchester

District 5 - Bridgeview

Traffic Department: (708) 974-6906
Civil/Domestic Department: (708) 974-6599
Criminal Department: (708) 974-6387
Email: district5@cookcountycourt.com
Municipalities and Government Agencies served: Alsip, Bedford Park, Bridgeview, Burbank, Burlington Northern Santa Fe Railway, Burr Ridge, Chicago Ridge, Cook County Animal Control, Cook County Forest Preserve, Crestwood, Countryside, Evergreen Park, Forest View, Hickory Hills, Hinsdale, Hodgkins, Hometown, Illinois Commerce Commission, Illinois Department Of Revenue, Illinois Secretary Of State, Illinois State Police, Indian Head Park, Indiana Harbor Belt, Justice, Lagrange, Lemont, Lyons, Merrionette Park, Metra, Mccook, Moraine Valley Community College, Morton College, Oak Lawn, Orland Hills, Orland Park, Palos Heights, Palos Hills, Palos Park, Stickney, Summit, Tinley Park, Water Reclamation, Western Springs, Willow Springs, Woodridge and Worth

District 6 - Markham

Traffic Department: (708) 232-4486
Civil/Domestic Department: (708) 232-4552
Criminal Department: (708) 232-4217
Email: district6@cookcountycourt.com
Municipalities and Government Agencies served: Blue Island, Burnham, Calumet City, Calumet Park, Chicago Heights, Country Club Hills, Crete, Dixmoor, Dolton, East Hazelcrest, Flossmoor, Ford Heights, Glenwood, Harvey, Hazelcrest, Homewood, Lansing, Lynwood, Markham, Matteson, Midlothian, Oak Forest, Olympia Fields, Park Forest, Phoenix, Posen, Richton Park, Riverdale, Robbins, Sauk Village, South-Chicago Heights, South Holland, Steger and Thornton

Types Of Cases Heard

The types of cases heard in Districts 2 - 6 include:

- Traffic cases where the traffic offense occurred in one of the municipalities served by the District Courthouse.
- Civil Cases for damages up to \$100,000 where the defendant resides within one of the municipalities served by the District Courthouse.
- Civil Cases for damages up to \$100,000 where the incident occurred within one of the municipalities included in a specific District.
- Criminal cases where the criminal act occurred in one of the municipalities located within the jurisdictional boundaries of a specific District.
- Domestic Relations cases, including petitions for dissolution of marriage, invalidity of marriage, legal separation, joint simplified dissolution of marriage, custody, visitation and civil orders of protection, where at least one of the parties reside within on the municipalities included in a specific District
- Child Support/Parentage cases, where at least one of the parties reside within one of the municipalities included in a specific District
- Domestic Violence cases including orders of protection originating in a specific District.
- Juvenile Justice cases where the juvenile offense occurred in one of the municipalities included in a specific District, except for District 4 Maywood.
- Law Division cases in excess of \$100,000. Contact the Law Division at (312) 603-5426 or your local suburban courthouse for details.

**Note: District 5 - Bridgeview hears Minor Guardianship cases.

Pro Se Assistance Information for Each District

District 2

- The Domestic Violence Advocates, located in Room 218, aid domestic violence victims with the filing of Civil Orders of Protection. Call (847) 470-5052 for more information.
- Additionally, through the Chicago Bar Association, the Presiding Judge's Office oversees a Lawyer Referral Program that assists individuals. Call (847) 470-7200 for more information.

District 3

- Legal Services are available every Friday afternoon at 1:30 p.m. in front of courtroom 206.
- Court Advocates are available to aid individuals in filing Orders of Protection. They are located in Room 036, and the telephone number is (847) 818-2426.

District 4

- There are Court Advocates available to aid individuals in filing Orders of Protection, Monday - Friday from 9 a.m. to 4 p.m. in room 253.
- Additionally, Bar attorneys are available Monday - Friday afternoons to assist parties in Traffic and Misdemeanor cases.

District 5

- Volunteer attorneys staff a desk in the lower level of the courthouse on Tuesdays from 9 a.m. until noon.
- Unified Family Court employees, located in room 062 from 8:30 a.m. to 4:30 p.m., aid individuals with completing forms for filing Orders of Protection. For more information, call (708) 974-6577. Court Advocates aid individuals in Criminal matters.

District 6

- On Thursdays from noon until 3 p.m., attorneys are available in the Pro Bono clinic to assist individuals. These attorneys are available by appointment only. Appointments may be made in the Clerk's Office in Room 119 at the Civil counter. The telephone number for the Pro Bono clinic is (708) 232-4310.
- Court advocates are available Monday through Friday from 8:30 a.m. to 4:30 p.m. in rooms 101K and 102H and the phone number is (708) 232-4651.

Frequently Asked Questions

Where can I go to file an order of protection?

If you are seeking an emergency Order of Protection you may go to any courthouse to file. In most instances, if an emergency situation exists, the first available judge will hear your case. If it is not an emergency, you may request an Order of Protection from the courthouse in your area. If the Order of Protection you seek is a criminal Order of Protection, you must first request that a charge be filed at your local police agency. Each courthouse has court advocates who are available to help you complete your Order of Protection packet. These packets are available in each Clerk's Office.

In what courtroom is my traffic ticket assigned?

Tickets are assigned to the courtrooms in which the police officer and their respective municipality or law enforcement agency are assigned. If this is the first time you are going to court on a particular ticket, the lower right corner of your ticket will show this information.

May I file a District 2 Civil case in District 6?

No. Cases should be e-filed or filed in person with the issuance of an e-file exemption in the District or Division that the case will be heard.

Where may I file a last will and testament?

You may file a will of any deceased person in any of the listed suburban locations or you may file at the Daley Center, 50 W. Washington, Probate Division, 12th Floor, Chicago, IL 60602.

How may I attempt to change my traffic court date?

There are two ways in which you may change your court date: first, you may send an individual on your behalf to the scheduled court date to request a continuance, explaining why you cannot appear (please be aware that the judge may not grant a continuance in this case); and second, before your scheduled court date you may come to the courthouse where your ticket is assigned, file a motion to advance and ask the judge to change your court date. (Note: It is at the judge's discretion as to whether the motion will be allowed.) Additionally, cases may be heard via Zoom. Please contact the courthouse where your case is being heard for further information.

Do I need an attorney to file a \$500 lawsuit?

All Suburban District locations have a "Pro Se court," which is designed to allow individuals, 18 years or older, to represent themselves in lawsuits to recover claims of \$10,000 or less. (You may want to consult with an attorney on more complex matters.)

Is it possible to get information about my traffic case after business hours?

Yes, the Clerk of the Circuit Court of Cook County's Voice Information System allows customers to access information such as status of a payment or court dates 24 hours a day, seven days a week. The phone number is (312) 603-2000.

How do I file a motion?

To file a motion in person you must come to the courthouse and request to do so. You will be given the appropriate forms to fill out depending on the type of motion you request. You will then be given a date, time and courtroom in which to appear. In some instances, you may appear before a judge the same day your motion is filed. There will be fees associated for some motions. To file a motion in a Civil, Law or Domestic Relations case, you may file using the electronic filing system, eFile Illinois. Information is available on our website.

