

A Guide to the Clerk's Office

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Clerk of the Circuit Court
of Cook County



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/ LAW BUREAU: The First Municipal Bureau consists of the Civil Division, Law 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, garnishments and housing. The majority of cases filed in Housing court are brought for zoning, health and fire violations of the Building Code. Daley Center, Room 601.

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.

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.

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.

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.

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.

CRIMINAL/JUVENILE BUREAU: The Criminal/Juvenile Bureau consists of the Criminal Department, Criminal Division, Domestic Violence Division, and the Juvenile 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 Criminal Division.

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 2650 S. California Ave., Chicago, IL.

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.

Juvenile Division

The Juvenile 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. In addition, the Juvenile Division has original jurisdiction over all children under the age of 18 requiring authoritative intervention, including addicted minors, dependent, neglected or abused children. 1100 S. Hamilton St., Room 13, Chicago, IL.

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.

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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. Daley Center, Room 802 and Room LL01 (Lower Level).

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.

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.

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

District 3 - Rolling Meadows 2121 Euclid Ave. Rolling Meadows, IL 60008

District 4 -Maywood 1500 Maybrook Dr. Maywood, IL 60153

District 5 -Bridgeview 10220 South 76th Ave. Bridgeview, IL 60455

District 6 -Markham 16501 S. Kedzie Pkwy Markham, IL 60426

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. Daley Center, Room 1113.

Office of the Clerk of the Circuit Court of Cook County

Richard J. Daley Center

50 W. Washington St.

Chicago, IL 60602

Customer Service Center

(312) 603-5030

Hours of Operation:

Monday - Friday

8:30 a.m. to 4:30 p.m.

Excluding Court Holidays



www.cookcountyclerkofcourt.org

This handout is not a substitute for professional legal advice.