



**DOROTHY BROWN**  
CLERK OF THE CIRCUIT COURT

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 gives an overview of the operations of the **Suburban Bureau**, which consists of **Municipal Districts 2 - 6**. I hope that you find this general information helpful. Please visit our website or office, or call if you need further assistance.*

*Contact information for the **Suburban Bureau and Districts 2 - 6** is listed on the back panel. Also, you may contact me at (312) 603-5031 with any concerns.*

Sincerely,

Clerk of the Circuit Court of Cook County

## Frequently Asked Questions

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

Yes, all suburban locations accept filings from other suburban locations.

### *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.

### *How may I 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.)

### *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 \$1,500 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 7 days a week. The telephone 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.

## Office of the Clerk of the Circuit Court of Cook County

### SUBURBAN BUREAU

Contact Information:

#### District 2 - Skokie

5600 Old Orchard Road, Room 136  
Skokie, Illinois 60077  
(847) 470-7250

#### District 3 - Rolling Meadows

2121 Euclid Avenue, Room 121  
Rolling Meadows, Illinois 60008  
(847) 818-3000

#### District 4 - Maywood

1500 Maybrook Avenue, Room 236  
Maywood, Illinois 60153  
(708) 865-6040

#### District 5 - Bridgeview

10220 South 76th Avenue, Room 121  
Bridgeview, Illinois 60455  
(708) 974-6500

#### District 6 - Markham

16501 South Kedzie Parkway, Room 119  
Markham, Illinois 60428  
(708) 210-4551

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

For more information, visit:  
[www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org)

#### 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.

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



## A GUIDE TO THE SUBURBAN BUREAU MUNICIPAL DISTRICTS 2 - 6

Types of Cases Heard  
Frequently Asked Questions  
General Information



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## Suburban Bureau

### DISTRICT 2 - SKOKIE

Traffic Department: (847) 470-5088  
Civil/Domestic Department: (847) 470-7289  
Criminal Department: (847) 470-7368

#### 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, STATE POLICE DISTRICTS 15 AND 03.

### DISTRICT 3 - ROLLING MEADOWS

Traffic Department: (847) 818-3000  
Civil/Domestic Department: (847) 818-2300  
Criminal Department: (847) 818-3000

#### 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, STATE POLICE 2, 3 AND 15.

### DISTRICT 4 - MAYWOOD

Traffic Department: (708) 865-5195  
Civil/Domestic Department: (708) 865-5186  
Criminal Department: (708) 865-4978

#### 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, WESTCHESTER.

### DISTRICT 5 - BRIDGEVIEW

Traffic Department: (708) 974-6906  
Civil/Domestic Department: (708) 974-6599  
Criminal Department: (708) 974-6387

#### Municipalities and Government Agencies served:

ALSIP, BEDFORD PARK, BRIDGEVIEW, BURBANK, BURR RIDGE, CHICAGO RIDGE, CRESTWOOD, COUNTRYSIDE, EVERGREEN PARK, FOREST VIEW, HICKORY HILLS, HINSDALE, HODGKINS, HOMETOWN, INDIAN HEAD PARK, JUS-

TICE, LaGRANGE, LEMONT, LYONS, MERRIONETTE PARK, McCOOK, OAK LAWN, ORLAND HILLS, ORLAND PARK, PALOS HEIGHTS, PALOS HILLS, PALOS PARK, STICKNEY, SUMMIT, TINLEY PARK, WESTERN SPRINGS, WEST HAVEN, WILLOW SPRINGS, WORTH.

### DISTRICT 6 - MARKHAM

Traffic Department: (708) 210-4486  
Civil/Domestic Department: (708) 210-4552  
Criminal Department: (708) 210-4217

#### 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, 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.
- Child Support/Parentage cases.
- 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.
- 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.**

### CHILD SUPPORT TELEPHONE MOTIONS

Each Suburban District may accept the following routine Child Support motions via telephone:

- Appointment of Special Process Server
- Leave to File Appearance or Otherwise Plead
- Leave to File Counter-Petition
- Motion to File Alias Summons
- Motion to Set Pre-Trial Date
- Motion for Release and Satisfaction of Judgment
- Leave to File Response to Petition
- Motions for Referrals for Conciliation
- Motion to File an Amended Pleading and allow Parties to File a Responsive Pleading on a Specific Date.

The telephone numbers in the respective Districts are as follows:

**District 2 - (847) 470-5057**

**District 3 - (847) 818-2124**

**District 4 - (708) 865-6176**

**District 5 - (708) 974-6511**

**District 6 - (708) 210-4748**

*Please visit any of the Suburban district locations to pick up an information packet. This packet includes the motion forms necessary to complete the transaction. Please be aware that court rules regarding the filing of motions apply.*

### COURT ADVOCATE AND LEGAL SERVICES INFORMATION

Following is Pro Se assistance information for each District:

**District 2** –The Advocate Department, located in Room 218, aids Domestic Violence victims with the filing of Civil Orders of Protection. Call (847) 470-5052. Also, through the Chicago Bar Association, the Presiding Judge’s Office oversees a Lawyer Referral Program that assists individuals. Call (847) 470-7200.

**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, on Mondays, Bar attorneys are available in the afternoon to assist parties in civil 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 filling out 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) 210-4310. Court advocates are available Monday through Friday from 8:30 a.m. to 4:30 p.m. in rooms 101K and 102H and the telephone number is (708) 210-4651.

### 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 his or her 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.*

***This resource does not represent legal advice and should not be viewed as legal commentary, interpretation, opinion, or consultation as to the applicability of any law, and is subject to revision from time to time.***