

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF DU PAGE     )

IN THE CIRCUIT COURT OF THE 18TH JUDICIAL CIRCUIT  
DU PAGE COUNTY, ILLINOIS



IN THE MATTER OF PROCEDURE IN DOMESTIC        )  
RELATIONS FOR PROVE-UPS UNDER THE            )  
EXIGENT CIRCUMSTANCES CREATED                ) Administrative Order No. 20-10  
BY THE CORONAVIRUS (COVID-19)                 )

**IT IS HEREBY ORDERED THAT** the following shall apply for prove-ups:

Temporary accommodations will be afforded to attorneys and litigants regarding agreed to prove-up procedures. The Domestic Relations Judges will review and consider entering final judgments and parental allocation judgments presented to them electronically only subject to the following conditions:

1. These procedures will be in effect until resumption of normal courthouse access and activities.
2. Parties and their attorneys can email their fully executed proposed settlement documents to include the Judgment, Marital Settlement Agreement, Allocation Judgment and Parenting Plan (if applicable) and copy of the Certificate of Dissolution (half/sheet) to the Court for the assigned Judge's review and possible entry.
3. The Allocation Judgment/Parenting Plan may enter as an Agreed Order following review as presumed to be in the best interest of the minor children if signed by both parties. Please make sure all mandatory clauses are included within the Plan (e.g. mediation provision).
4. With respect to the Marital Settlement Agreement, setting of child support and maintenance should reference calculation pursuant to statute (i.e. income and duration, income sharing) and/or specify the basis for deviation and/or waiver or reservation of the same. Disproportionate distribution of marital property (assets and liabilities), if any, should also be explained.
5. The parties shall both sign and submit a notarized affidavit containing the following:
  - a. Agreement that the court has both personal and subject matter jurisdiction.
  - b. Stipulation as to grounds and description of grounds.
  - c. Review of the Agreement in its entirety by the parties.

- d. Number of children born or adopted to the parties, emancipation of those children or lack of same, and the parties present conditions as to pregnancy.
  - e. An understanding of the terms of the Agreement and intent to be bound by them by the parties and that no one was coerced to sign same.
  - f. Entry into the Agreement freely and voluntarily by the parties.
  - g. A belief that the Agreement is a fair and equitable division of the marital estate.
  - h. Waiver of appearance at a prove up by the parties.
  - i. Waiver of a transcript from a prove up by the parties.
  - j. If either side is a self-represented litigant, it should indicate their acknowledgment that they are not represented by opposing counsel and that they have had/waived the opportunity to confer with outside counsel prior to signing the Agreement.
  - k. The parties desire that the Court approve their Agreement(s), incorporate it/them into the Judgment and enter the Final Judgment of Dissolution.
  - l. The Agreement must comment as to resumption of the other names by the parties.
  - m. The parties waive cross examination of the other party.
  - n. The parties waive physical presence in Court for these proceeding as well as notice.
  - o. Proof of completion of parenting class where applicable by both parties.
6. Entry of said Final Judgment shall be at the Court's discretion.
7. The Circuit Court Clerk has already assigned future dates to all affected cases. The attorneys or parties shall also submit an agreed order striking all such future dates.
8. Withholding Order and other similar post judgment orders such as Q.D.R.O.'s shall be presented separately as Agreed Orders after Judgment is entered.

Entered this 23rd day of March 2020.

ENTER:



Daniel P. Guerin  
Daniel P. Guerin  
Chief Judge

Dated: March 23, 2020  
Wheaton, Illinois