

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
MUNICIPAL DEPARTMENT, FIRST DISTRICT**

**IN RE THE APPLICATION FOR A)
STANDING ORDER FOR APPOINTMENT OF A)
SPECIAL PROCESS SERVER FOR THE)
FIRST DISTRICT)**

**ADMINISTRATIVE ORDER FOR
APPOINTING A STANDING SPECIAL PROCESS SERVER**

Whereas, this court seeks to improve and streamline the process for appointment of a Special Process Server for high volume filers; and

Whereas, applications for an order for a Standing Special Process Server are to be filed each quarter in compliance with certain procedures;

Whereas, the process for filing applications and processing is to be streamlined with the following additions:

IT IS HEREBY ORDERED AS FOLLOWS:

1. Applications for Appointment of Special Process Servers may no longer be submitted by email or fax and must be mailed in or hand delivered.
2. Applications either mailed or hand delivered, must include a stamped self-addressed envelope.
3. Applications must be submitted no later than eighteen (18) days after the current quarter expires.
4. All submittals shall be made to:
Office of the Presiding Judge
50 W. Washington, Rm 1301
Chicago, IL 60602

DATED: 05-06-2021

E. Kenneth Wright, Jr.
Presiding Judge
First Municipal Department
Circuit Court of Cook County

ENTER:


(JUDGE / JUDGE'S NO.)

Presiding Judge E. Kenneth Wright, Jr.

MAY -6 2021

Circuit Court - 1624