



0.3.1 Clerk of Court

(a) The Clerk of the Circuit Court of Cook County shall perform the duties usually performed by the Clerk as provided in "An Act to revise the law in relation to clerks of courts," Chapter 25, Illinois Revised Statutes. He shall maintain his principal office at Room 1001, Richard J. Daley Center, Chicago, Illinois, and shall also maintain an office in each division of the County Department and in each District of the Municipal Department.

(b) Hours of the offices of the Clerk of the Circuit Court of Cook County. Effective April 23, 2001, each office of the Clerk of the Court for the County Department, except as otherwise provided, located at the Richard J. Daley Center, Chicago, Illinois, and each office of the Clerk of the Court for Districts One through Six of the Municipal Department and the office of the Clerk of the Court for the Criminal Division shall be open for the transaction of business from 8:30 o'clock a.m., to 4:30 o'clock p.m., of each working day. The free filing kiosk operated by the Clerk of the Court and located in the Richard J. Daley Center, Chicago, Illinois, shall be open for the transaction of business from 8:00 o'clock a.m., to 5:00 o'clock p.m., of each working day.

On Saturday, July 3, 1976, and each Saturday thereafter, all offices of the Clerk of the Court located in the Richard J. Daley Center, Chicago, Illinois, shall be closed. The time for filing all motions, pleadings and suits is extended to the next business day of this court.

On Saturday, February 4, 1978, and each Saturday thereafter, the Clerk of the Court shall not accept civil filings for Districts Two through Six of the Municipal Department. The time for filing all motions, pleadings and suits in civil matters is extended to the next business day of this court.

The Clerk of the Court may close such of the remaining offices as the Clerk may deem proper on Saturday at the hour of 12 o'clock noon.

Weekend and Holiday Branches, District One, Municipal Department. The Clerk shall assign deputy clerks to the branches established by the Presiding Judge of District One, and the Presiding Judges of Districts Two through Six, pursuant to General Order No. 9 for the arraignment, hearing, trial and determination of offenses on Saturday, Sundays, and legal holidays, including night court sessions. For the purpose of receiving and filing papers and issuing writs and the performance of other work in criminal and quasi-criminal actions, the Clerk shall require the attendance, during additional hours of each day, of such number of deputy clerks as may be necessary.

(c) The Clerk of the Circuit Court is authorized to appoint officers and employees of governmental agencies as Deputy Clerks to:

1. administer oaths to persons who sign complaints for violation of laws;
2. execute subpoenas requiring the appearance of witnesses regarding said violations;
3. take sworn statements from arresting officers under Section 11-501.1 of the Illinois Motor Vehicle Code [625 ILCS 5/11-501.1];
4. administer oaths to persons who execute bail bonds as sureties;
5. accept and file on behalf of the Clerk complaints for ordinance violations where no jail sentence could be imposed;
6. issue summons with respect thereto under the seal of the court, tested in the name of the Clerk, and signed with his name;
7. mail such summons with copy of complaint attached thereto by certified mail return receipt requested with the cost of postage to be borne by the plaintiff; and
8. accept the filing of appearances in said case.

Deputy Clerks so appointed, shall serve only in the capacity herein stated and without compensation.

Deputy Clerks so appointed, shall enter upon the duties of their office immediately after appointment or as soon thereafter as said Clerk of the Circuit Court of Cook County shall deem expedient; and shall, upon taking office, be bonded as provided for other Deputy Clerks of the Circuit Court of Cook County, the premium therefor to be paid by the Clerk of the Circuit Court of Cook County.

[Amended, effective April 18, 2005.]



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