

- Daley Center
- District 2
- District 3
- District 4
- District 5
- District 6

(9/20/01) CCM 0002

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

**ADMINISTRATIVE REVIEW**  
**PARKING VIOLATION/VEHICLE IMPOUNDMENT HEARING**  
**INFORMATION SHEET**

Pursuant to the amended General Order of the Circuit Court No. 1, signed March 21, 1994, the Municipal Civil Division/ District will hear Administrative Review cases under Ill. Rev. Stat., 1991, ch. 95 ½ par. 11-208.3 now 625 ILCS 5/11-208.3 as well as hearing under ordinance 8-8-060 and 8-20-015 of the Municipal Code of Chicago (1993).

These cases will be referred to as Administrative Review-Violations

The following procedure will be used for processing this type of case:

- 3 copies of the Pro-Se complaint for Illinois Administrative Review
- 3 copies of the "Letter of Determination" as issued by the hearing officer of the district/municipality to be attached to the complaint as an exhibit.

\* This notice from the village/municipality advises the vehicle owner that a determination of liability, in the amount of the fines indicated, has been made by a hearing officer. It also advises that the respondent has 35 days to file suit for administrative review.

3 copies of the complaint and 3 copies of the summons in Administrative Review are to be completed and filed by the Plaintiff.

The filing fee is \$ 36.00 plus a certified mail fee of \$4.98 for service of summons.

The return day is 35 days from the issuance of the summons.

The summons must be served by certified mail.

These files will be given a specified case number depending on location.

The return of service is to be handled the same as all other certified mail.

If filing for Municipal Dist. 1, Daley Center:

- On the return date, the Return Day Department will assign the next available trial date.
- Trial Dates for these cases will be on the first Monday of each month.

For information for all other locations call the district for information.

The trial will be heard in the Office of the Clerk of the Circuit Court Located at:

- Richard J. Daley Center, Room 1109/1111, Chicago, IL 60602
- District 2: 5600 Old Orchard Rd., Skokie, IL 60077
- District 3: 2121 Euclid, Rolling Meadows, IL 60008
- District 4: 1500 Maybrook Dr., Maywood, IL 60153
- District 5: 10220 S. 76th Ave., Bridgeview, IL 60455
- District 6: 16501 S. Kedzie Pkwy., Markham, IL 60426.