

Instructions for Civil Case Categories, Effective January 1, 2022

If a complaint in a civil case contains two or more counts that appear to fall under more than one case category, the following hierarchy of case type assignment shall be followed: (1) CH, (2) MR, (3) FC, (4) EV, (5) LA, (6) LM or AR, & (7) SC. Cases which contain counts filed as ED, MH, PR, TX, GR or GC shall be filed independent of any other case category.

- **AR**

An Arbitration case number shall be assigned to every arbitration-eligible case at the time it is filed; the case shall retain the AR number even if it subsequently is assigned to a civil court call. **NOTE:** This case category shall be used only by counties that have initiated Mandatory Arbitration as defined by Supreme Court Rules 86 through 95.

- **CH**

A Chancery case number shall be assigned to a complaint for equitable relief in matters such as contract actions, trusts, and title to real property.

- **ED**

An Eminent Domain case number shall be assigned to proceedings involving compensation to an owner for property taken for public use.

- **EV**

An Eviction case number shall be assigned to any commercial or residential eviction proceeding and for any proceeding for ejectment.

- **FC**

A Foreclosure case number shall be assigned to any residential or commercial foreclosure proceeding.

- **GC**

Each governmental corporation shall have one permanent case number containing such matters as organization, appointment of officers, approval of bonds, and routine orders confirming annexation. A new GC case shall be assigned to each petition filed seeking consideration by the court on new matters. For example, a petition for the conduct of an election regarding an annexation shall be assigned a new GC case number. Excluded from the GC file is litigation involving the municipal corporation as a party such as a suit against a city for personal injuries—such cases shall be assigned the appropriate L, AR, LM, or SC case number.

- **GR**

A Guardianship case number shall be assigned for any case involving guardianship of a minor, person with a disability, or an estate of any person under the Probate Act of 1975, as amended.

- **LA**

A Law case number shall be assigned to tort, contract, and a variety of other actions in which the damages sought are greater than \$50,000. The amount of damages contained in the complaint pursuant to Supreme Court Rule 222, excluding interest and costs, determines the category, not the amount of the verdict or judgment. If no specific amount is claimed, an LA number shall be assigned.

- **LM**

A Law Magistrate case number shall be assigned to tort, contract, and a variety of other actions in which the damages sought are \$50,000 or less. The amount of damages contained in the complaint pursuant to Supreme Court Rule 222, excluding interest and costs, determines the category, not the amount of the verdict or judgment. NOTE: A tort or contract case in which the damages sought are \$10,000 or less is assigned an SC number.

- **MH**

A Mental Health case number shall be assigned to proceedings involving hospitalization, discharge, or restoration to legal status. When a proceeding relative to a resident of Illinois is held in a county other than the county in which the person resides and a transcript of such proceeding (including change of status reports) is received by the circuit clerk of the county of such person's residence, the clerk shall assign a new MH case number. A petition for discharge or restoration is a new case if filed in a county other than the county from which the person was committed; if filed in the same county, it is a post-termination proceeding in the original case.

- **MR**

A Miscellaneous Remedy case number shall be assigned to complaints seeking review of administrative decisions (other than of a tax commission) and a variety of other actions that include change of name, demolition, and corporation dissolution.

- **PR**

A Probate case number shall be assigned to estates of decedents and missing persons.

- **SC**

A Small Claim case number shall be assigned to "...a civil action based on either tort or contract for money not in excess of \$10,000, exclusive of interest and costs" (Supreme Court Rule 281).

- **TX**

A Tax case number shall be assigned to the annual tax sale, petitions for tax deed, objections, and a variety of other actions relating to the collection of taxes.

Instructions for Family and Juvenile Case Categories, Effective January 1, 2022

Cases which contain counts filed as AD, DN, DC, or FA shall be filed independent of any other case category.

- **AD**

An Adoption case number shall be assigned to every adoption case filed pursuant to 750 ILCS 50/0.01 *et seq.*

- **DC**

A Dissolution with Children case number shall be assigned to a complaint for dissolution of marriage or civil union, declaration of invalidity (annulment), petitions for legal separation, or separate maintenance as defined in 750 ILCS 5/303 when at the time of filing there are minor children. **NOTE:** Petitions for Orders of Protection shall be assigned a separate OP case number.

- **DN**

A Dissolution No Children case number shall be assigned to a complaint for dissolution of marriage or civil union, declaration of invalidity (annulment), petition for legal separation, or separate maintenance as defined in 750 ILCS 5/303 when at the time of filing there are no minor children. **NOTE:** Petitions for Orders of Protection shall be assigned a separate OP case number.

- **FA**

A Family case number shall be assigned to a variety of matters including proceedings to establish the parent-child relationship, notice to putative fathers, and certain actions relating to child support. **NOTE:** Petitions for Orders of Protection shall be assigned a separate OP case number.

- **JV**

A Juvenile case number shall be assigned to all cases involving minors requiring authoritative intervention as defined by 705 ILCS 405/3-1 *et seq.* of the Juvenile Court Act of 1987 or to any other proceedings initiated under 705 ILCS 405/1-1 *et seq.* of the Juvenile Court Act of 1987, except those defined by the JA and JD categories below. Where multiple counts are alleged, if any of those counts include JD matters the case shall be filed as a JD case. A JV case shall not contain abuse, neglect or dependency matters, a JA case number shall be assigned instead.

- **JA**

A Juvenile Abuse and Neglect case number shall be assigned to all cases involving dependent, neglected or abused minor as defined by 705 ILCS 405/2- 1, *et seq.* of the Juvenile Court Act of 1987. A JA case shall include only abuse, neglect, and dependency matters. A separate JA case number shall be assigned to each minor respondent.

- **JD**

A Juvenile Delinquency case number shall be assigned to all cases involving addicted minors as defined by the Substance Use Disorder Act (20 ILCS 301/1- 1 et seq.) in the Juvenile Court Act of 1987 (705 ILCS 405/4-1 et seq.) or delinquent minors as defined by the Juvenile Court Act of 1987 (705 ILCS 405/5-101 et seq.). If a petition contains multiple counts under the juvenile act, the case shall be assigned a single JD case number; however, a JD case shall not contain abuse, neglect, or dependency matters.

Extended jurisdiction juvenile case - execution of adult criminal sentence: If in an extended jurisdiction juvenile case the court orders execution of the adult criminal sentence pursuant to 705 ILCS 405/5-810(6), no new case number shall be assigned unless the court orders otherwise.

NOTE: JV, JA, & JD Cases - when an order is entered in a juvenile case for transfer to another county and subsequently ordered transferred back to the originating county, the case shall not be assigned a new case number, but shall be filed in the original case.

5. Instructions for Contempt of Court, Miscellaneous Criminal, Order of Protection and Civil Law Case Categories

Contempt of Court, Miscellaneous Criminal, Order of Protection and Civil Law cases shall be filed independent of any other case category.

- **CC**

A Contempt of Court case number shall be assigned to any proceeding where a finding of direct contempt of court, for charges initiated against a person who is not a party to the action in which the contemptuous conduct allegedly occurred, including a juror who has been impaneled. The CC category shall be used in both civil and criminal contempt proceedings against non-parties.

NOTE: A party is defined as plaintiff/petitioner, defendant/respondent, 3rd party plaintiff or respondent, interpleader, and attorney(s) of record. A Contempt of Court case number shall be assigned when a juror who has not responded to a juror summons has been found in contempt.

- **CL**

A Civil Law case number shall be assigned to all cases for civil law violations as defined in Supreme Court Rule 585.

- **MX**

A Miscellaneous Criminal case number shall be assigned to a variety of actions for civil processes relating to criminal proceedings such as search warrants, grand jury proceedings, statutory summary suspensions (when no DT case exists), probationer transfers, eavesdropping, seized property, sealing and expungement petitions (when no criminal case exists), habeas corpus and administrative subpoenas.

- **OP**

An Order of Protection case number shall be assigned to any petition for an order of protection, petition for stalking no contact order, firearms restraining order, or civil no contact order. Nothing precludes local practices where an OP case may be combined with another civil, criminal, or

juvenile case, however, a separate OP case number shall be assigned to all order of protection proceedings.

Instructions for Criminal Felony, Criminal Misdemeanor, DUI, Major Traffic, Minor Traffic, Ordinance, Quasi-criminal, Domestic Violence, and Conservation Case Categories, Effective January 1, 2022

When a complaint, indictment or information contains more than one count, the highest classified charge shall direct the case category assigned to all counts in the following hierarchy of case type assignment shall be applied: (1) CF, (2) DV, (3) DT, (4) CM, (5) MT, (6) TR, (7) CV, (8) QC, & (9) OV.

• CF

A Criminal Felony case number shall be assigned when a complaint, information or indictment is filed in which at least one count charges a felony as defined in the Unified Code of Corrections (730 ILCS 5/5-1 et seq.).

Excluded jurisdiction: reduction of charge or finding that minor committed offense not covered by excluded jurisdiction provisions. If, either before or after trial or plea, the court orders proceedings in an excluded jurisdiction case to be conducted as juvenile proceedings pursuant to any provision of 705 ILCS 405/5-130 (Excluded jurisdiction), a new Juvenile Delinquent case number shall be assigned.

Statewide Grand Jury: Indictments received pursuant to an order establishing venue for trying a case as provided by the Statewide Grand Jury Act (725 ILCS 215/1 et seq.), shall be assigned a CF case number.

• CM

A Criminal Misdemeanor case number shall be assigned when a case is filed in which the most serious charge carries a penalty of less than one-year imprisonment, limited to Class A, B or C offenses as defined in the Unified Code of Corrections (730 ILCS 5/5-1 et seq.), which are not otherwise defined as CV, DV, DT, OV, QC, MT and TR cases.

• CV

A Conservation case number shall be assigned to any case defined by Supreme Court Rule 501(c).

• DT

A Driving Under the Influence case number shall be assigned to any case charging a violation of a statute, ordinance, or regulation governing driving or operating under the influence of alcohol, other drug, or combination thereof

under Section 11-501 of the Illinois Vehicle Code (625 ILCS 5/11-501), Section 5-7 of the Snowmobile Registration and Safety Act (625 ILCS 40/5-7), and Section 5-16 of the Boat Registration and Safety Act (625 ILCS 45/5-16).

If the offense is punishable upon conviction by imprisonment in a penitentiary, the case shall be assigned a CF case number.

• **DV**

A Domestic Violence case number shall be assigned to any case in which a violation of domestic battery under Section 12-3.2 of the Criminal Code (720 ILCS 5/12-3.2). If the offense is punishable upon conviction imprisonment in the penitentiary, the case shall be assigned a CF case number.

• **OV**

An Ordinance Violation case number shall be assigned to any case in which violation of a local ordinance is charged. Violations of traffic ordinance as defined by Supreme Court Rule 501(f) shall be given an MT, TR or DT case number, as appropriate.

• **QC**

A Quasi-criminal Case number shall be assigned to any offense classified as Petty or Business as defined in the Unified Code of Corrections (730 ILCS 5/5-1 et seq.), which is not otherwise defined as a DT, MT, TR, or CV case.

• **MT**

A Major Traffic case number shall be assigned to any case defined by Supreme Court Rule 501(f)(1)(i), except DUI cases. An MT Case number shall be assigned to local ordinances in accordance with Rule 501.

• **TR**

A Minor Traffic case number shall be assigned to any case defined by Supreme Court Rule 501(f)(1)(ii). A TR number shall be assigned to local ordinances in accordance with Rule 501.

The following offenses are excluded by definition under Rule 501(f) and should be assigned the appropriate CF, CM, OV, DV, QC, or CV case number:

- Cases in which a ticket is served by "tie-on," "hang-on," or "appended" methods;
- Illinois Vehicle Code anti-theft laws (625 ILCS 5/4-100 et seq.);
- Any charge punishable upon conviction by imprisonment in a penitentiary;
- "Jay walking" ordinances of any unit of local government;
- Any conservation offense (see Supreme Court Rule 501(c)).