<u>Prove Up Checklist for SIJS Cases in Cook County</u>

The following documents should be provided to the Court at least five (5) business days prior to your prove up hearing, unless otherwise ordered. All documents should be sent by email in PDF format. Only those marked as "file-stamped" should be filed prior to being sent to the Court.

Zoom information for each judge in the Domestic Relations Division, as well as their courtroom email, can be found at this link: https://www.cookcountycourt.org/division/domestic-relations-division (scroll down to the bottom of the page, and click on "Zoom & Contact Information for the Domestic Relations Division – Remote Court Proceedings").

Documents Needed:

- File-stamped Petition for Allocation of Parental Responsibilities
- File-stamped Affidavit as to Military Service
- File-stamped Parenting Class Certificate of Completion*
- Default Order (entered on prior court date by this judge or preliminary judge)
- Proposed Judgment with SIJS Findings
- Order on Prove Up (a/k/a "28 Day Order")
- Order for Free Transcript
- Court Reporter Information Sheet

*Parenting classes are required in all cases involving minor children, even cases where the Respondent has been held in default. Some judges are willing to waive the requirement upon good cause shown, but there is a possibility that your judge will not proceed with the prove up unless the Petitioner completes a parenting class. The only court-approved class is Children in Between Online (CIBO) and can be accessed at https://online.divorce-education.com/. CIBO is offered as a four-hour online course in English and Spanish. The $50 fee for the course may be waived by uploading a file-stamped Certification of Legal Services Provider (CLSP) form at this link: https://online.divorce-education.com/fee-waiver/disclosure.