

# Eviction Toolkit and Mediation Information for Self Represented Tenants & Landlords in Rock Island County

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**RI** **ROCK ISLAND**  
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# Illinois Court-Based Rental Assistance Program Toolkit

Illinois Court-Based Rental Assistance is awarded to eligible households in an amount up to \$15,000. This assistance can cover past due rent, up to two future months of rent, and up to \$500 in court costs. The program is set up as a joint application between the tenant and the housing provider/ landlord. Assistance is a one-time benefit per household during the funding round.

## Eligibility Requirements

To receive assistance through the Illinois Court-Based Rental Assistance Program (CBRAP), tenants must meet the following criteria:

- Primary tenant/ applicant must be in a court-eviction proceeding and provide eviction court documentation.
- The household is behind on rent and is at risk of experiencing homelessness or housing instability.
- Current household income must be below 80% of the Area Median Income (AMI), adjusted for household size.
- Proof of citizenship is not required.

## Documentation Requirements

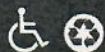
Information needed to apply will include:

### Tenants:

- Government-issued photo ID
- Proof of address (dated within 60 days)
- Proof of household income
- Rent details and amount past due
- Current signed lease (if available)
- Eviction court documents (Complaint/ Summons)
  - Primary tenant must be listed on the document
- Valid email address and phone number
- Proof of public assistance (if applicable)
- If receiving Section 8, a copy of recertification of income with new rental amount and copy of voucher with tenant portion of rent

### Housing Providers/ Landlords:

- Government-issued photo ID, Certificate of Good Standing, or Articles of Incorporation
- Proof of ownership
- Proof of unpaid rent (ledger is required)
- Current signed lease (if available)
- Eviction court papers (Complaint/Summons)
- Valid email address and phone number
- Fully executed and current property management agreement (if payment is made to a property manager)





## How to Apply

The CBRAP application is a joint application between the tenant and the landlord. Both the tenant and housing provider/ landlord may complete their online application by visiting [www.IllinoisHousingHelp.org](http://www.IllinoisHousingHelp.org) and completing the pre-eligibility questionnaire, creating a CBRAP account, and providing the required information and documents.

### Before You Begin Your Application

- ✓ Gather ALL necessary documents for your application
- ✓ Make sure the tenant and housing provider/ landlord each have an active email account

### Renters will need to upload the following documents:

- Court summons information
  - Primary tenant/ applicant must be named on the document
- Government-issued photo ID
- A utility bill or proof of address dated 60 days prior to the application
- Proof of household income
- Proof of past-due rent
- Current signed lease (if available)
- Proof of public assistance (if applicable)

A list of acceptable documents is available at [www.IllinoisHousingHelp.org](http://www.IllinoisHousingHelp.org).

### Housing providers/ landlords will need to upload the following documents:

- Court summons information
- Government-issued photo ID, LLC, Certificate of Good Standing, or Articles of Incorporation
- Rent Roll/ Tenant Ledger
- Evidence of ownership
- Current signed lease (if available)
- Fully executed and current property management agreement (if payment is made to a property manager)

A list of acceptable documents is available at [www.IllinoisHousingHelp.org](http://www.IllinoisHousingHelp.org).



[www.IllinoisHousingHelp.org](http://www.IllinoisHousingHelp.org)  
Tel - 866-454-3571



When complete, applications from the tenant and housing provider/ landlord will be paired and reviewed for eligibility. You will be contacted by IHDA via email if further information is required.

For tenants or housing providers/ landlords with barriers to accessing the online application, visit [www.IllinoisHousingHelp.org](http://www.IllinoisHousingHelp.org) or contact IHDA's call center at 866-IL-HELP1 (866-454-3571) to connect with a CBRAP agent.

### **After you have completed your section of the application**

After the tenant or housing provider/ landlord completes their application, it will be matched with their corresponding application if one has been submitted and will be considered eligible for review.

If an applicant has not yet completed their application, they will receive a notification via email inviting them to create a CBRAP account and apply. Applicants can check to see if a corresponding application has been completed by logging into their CBRAP account and viewing their status on the application dashboard.

All program communications will be sent to the email addresses provided in the application. Please make sure you maintain access to the email accounts associated with the application throughout the entire review and approval process.

### **Check your application status**

Visit [www.IllinoisHousingHelp.org](http://www.IllinoisHousingHelp.org), enter your application ID, and log into your CBRAP account. Your status will be listed on the application dashboard.

### **Need assistance?**

Contact IHDA's call center at 866-IL-HELP1 (866-454-3571) or visit [www.IllinoisHousingHelp.org](http://www.IllinoisHousingHelp.org).



[www.IllinoisHousingHelp.org](http://www.IllinoisHousingHelp.org)  
Tel - 866-454-3571





## Payment for Approved Applications

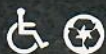
If a CBRAP application is approved, IHDA will issue a grant payment directly to the housing provider/ landlord on behalf of the tenant in the form of a check using the payment information provided in the application. The payment remittance advice will contain the following information: tenant's first and last name and their address.

If a housing provider/ landlord chooses not to complete their application, tenants may still be eligible to receive CBRAP assistance directly through a special review process. Tenant applicants whose housing provider/ landlords are unresponsive or uncooperative will be contacted by IHDA with further instructions.

IHDA intends to notify applicants of funding eligibility within 30 to 45 days from the date of application. If a housing provider/ landlord has not received a check payment within 21 days of approval notification by IHDA, submit an inquiry to [SRUpayments.info@ihda.org](mailto:SRUpayments.info@ihda.org). The inquiry should include the following information:

- Housing provider/ landlord name
- Housing provider/ landlord phone number
- Housing provider/ landlord mailing address
- Tenant name
- Tenant unit address
- Application ID number
- Amount of payment (if known)

After receiving the inquiry, CBRAP customer service relations will respond via email.



[www.IllinoisHousingHelp.org](http://www.IllinoisHousingHelp.org)  
Tel - 866-454-3571







## Eviction Help Illinois Offers Free Legal Help for Illinois Residents



Renters facing potential eviction



Landlords seeking legal information

EVICT  
NOTICE

### TO FIND OUT IF YOU ARE ELIGIBLE FOR **FREE** LEGAL HELP



**CALL:**

**855.631.0811**



**VISIT:**

**[evictionhelpillinois.org](http://evictionhelpillinois.org)**



**TEXT EVICTION TO:**

**844.938.4280**

Text option is not available in Cook County.

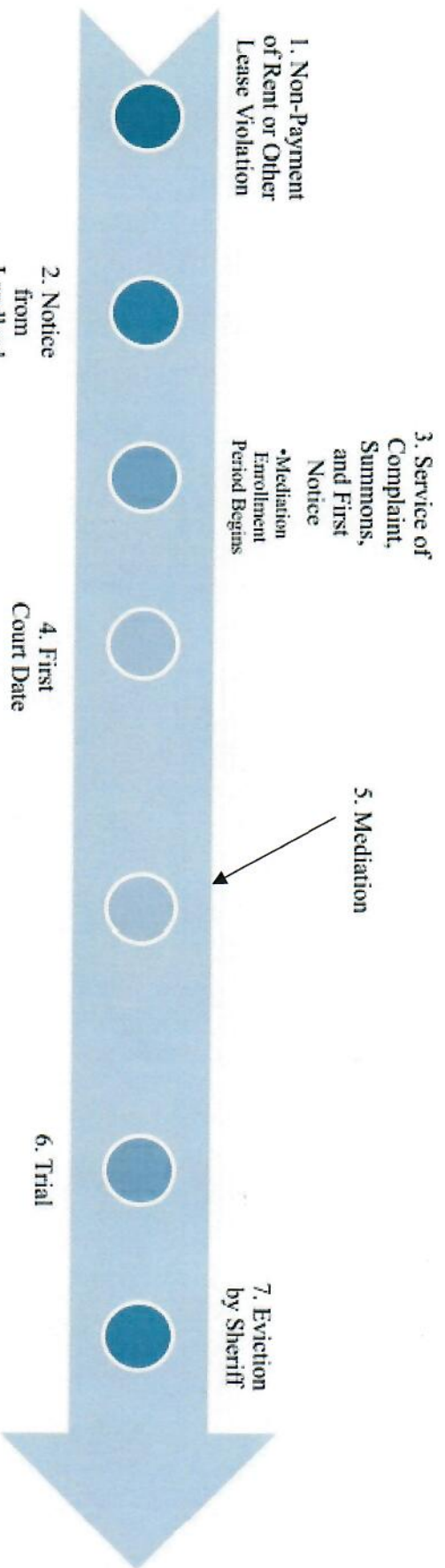
Eviction Help Illinois is a state-funded network of 16 non-profit organizations providing free legal aid, mediation services, and connections to other resources including rental assistance in response to the eviction crisis. Mediation is an opportunity for landlords and tenants to resolve issues with the help of a knowledgeable and neutral person.

These services are funded via a partnership between the **Illinois Department of Human Services** and the **Illinois Equal Justice Foundation**.



By texting 844-938-4280, I agree to get text messages about my requests and related legal information from Illinois Legal Aid Online (ILAO). I understand that my consent to get texts is not required to get this eviction help. To stop getting messages, text STOP. For help, text HELP. Message and data rates may apply.

# Rock Island County Eviction Timeline



1. The eviction process begins when a tenant violates their written or oral lease with the landlord. For example, by not paying the rent on time.
2. The landlord must give a written eviction notice to the tenant. It can be for 5, 7, 10, 14, or 30 days, depending on the legal issue and the type of housing the tenant lives in. The tenant can stop an eviction for non-payment of rent by paying the rent in full during the notice period. In some types of subsidized housing, the tenant also has the right to request a meeting with the landlord during the notice period to try to work things out.



3. After the notice period ends, the landlord can file an eviction case in court. The sheriff or a private process server will serve the tenant with the complaint (which says what you are being sued for) and the summons (which says when and where the first court date will be).
4. If the tenant misses the first court date, the judge can enter a default judgment, granting what the landlord requested in the complaint (usually eviction and money owed). The judge will call the case and determine whether the landlord and tenant have worked out an agreement regarding the eviction case. If yes, the judge will provide the appropriate Statewide form to the parties to complete: **Agreed Dismissal Order; Agreed Settlement Order with Status Date (Defendants Will Pay & Stay); or Agreed Settlement Order with Status Date (Defendants Will Move)** [click for links to each form].
5. If no agreement has been reached, the landlord and tenant will be required to complete mediation. Mediators are present at the courthouse and both the landlord and tenant must participate in mediation. See the **Mediation Toolkit** [click for link] for more information. After mediation, the mediator will provide a report to the court. If the parties reach an agreement, the mediator will provide the appropriate Agreed Settlement Order to the parties to complete and present to the judge for approval. If the parties do not reach an agreement in mediation, the parties will return to the courtroom to schedule a trial.
6. If a trial is necessary because the parties could not reach an agreement between themselves or in mediation, the judge will schedule the trial for the first available date. Eviction trials are always scheduled on Thursdays at 8:30 a.m. and are generally held in courtroom 100 (located next to the jail). The parties will be informed of their court date and time. At the trial, both parties can present their evidence and testimony. If the tenant has a defense (a legal reason to stop the eviction), the judge will dismiss the case. Otherwise, if the landlord proves their case, the judge will sign a court order approving the eviction and money owed (if requested in the Complaint) to the landlord.
7. The landlord must take the court order to the sheriff to schedule the actual eviction (the removal of the tenant and their belongings). The eviction can happen at any time after the date listed on the court order. Note: the sheriff does not actually remove the tenant's belongings. The sheriff's deputy will be present to make sure there is no interference or breach of the peace while the landlord removes the property.

**PLEASE NOTE: A landlord cannot evict a tenant without a court order and assistance from the sheriff. Call the police if you are being illegally evicted!**

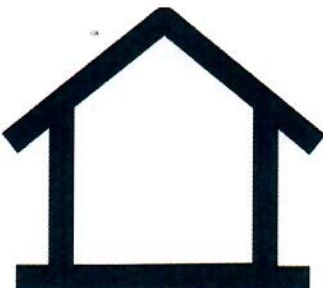
## Tips for Landlords and Tenants to Settle an Eviction Case

- Explore rent assistance options!
- Consider lowering rent, either temporarily for a set period of time or for the rest of the lease.
- Consider a repayment agreement to allow the tenant to catch up on past due rent and stay in the unit. This may be a good option for tenants who are temporarily out of work.
- Document payments with a receipt.
- If staying in the unit isn't an option, consider a move out agreement that will avoid entry of an eviction order. An eviction order may make it harder to find new housing in the future.
- If you reach an agreement, put it in writing. Have both parties sign and date the agreement, and make sure both parties get a fully signed copy. Be specific - about dollar amounts, dates, and everything else. This will help prevent miscommunication and disagreements later on.
- Talk to each other! If an eviction court case has already been filed, you don't have to wait for your court date to make an agreement. If you make an agreement before your court date, you might be able to submit an agreed order to the judge before court. Contact your local Circuit Court Clerk to find out the rules in your county.

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### Why should a landlord consider settling?

- Getting partial rent payments may be better than getting no rent, especially if it means keeping a good tenant.
- Eviction court cases and finding new renters costs money.
- An occupied unit may be safer than an empty unit.
- There may be a long delay in getting and enforcing an eviction order.



**PRAIRIE STATE LEGAL SERVICES**  
*Equal Access to Justice*

[www.pslegal.org](http://www.pslegal.org)



## **Additional Resources in Rock Island County**

### **Financial and Other Assistance**

- **Court-Based Rental Assistance Program:** <https://ilrpp.ihda.org/>
- Rock Island County residents can **call 2-1-1** (or 1-888-865-9903) or visit [helpillinoisfamilies.com](http://helpillinoisfamilies.com) for help with rent, utility, and food assistance and more from United Way/Project Now
- **The Salvation Army Rental Assistance Program:** 1-563-324-4808
- **For Veterans - VALOR:** Contact Blair Brown at 563-217-1657 or Tyrrannie at 563-217-5200 to apply

### **Court Forms and Information**

- **Rock Island County Circuit Clerk:** <https://www.rockislandcounty.org/CircuitClerk/Home/>  
(Information about court operations, online access to court records, e-filing information, and more)
- **Rock Island County Self Help Legal Center:**  
<https://www.rockislandcounty.org/CircuitClerk/LegalSelfHelp/>
- **Statewide court forms:** <https://atjl.org/>  
(Including Application for Waiver of Court Fees, Appearance, Notice of Motion, and Interpreter Request)

### **Legal Information**

- **Eviction Help Illinois:** Free legal help; visit [evictionhelpillinois.org](http://evictionhelpillinois.org), call (855) 631-0811, or text 1-844-938-4280
- **Illinois Legal Aid Online:** [www.illinoislegalaid.org](http://www.illinoislegalaid.org) (free legal information)

# Benefits of Mediation

**WHAT IS MEDIATION?** Mediation can often be a very good choice for landlords and tenants who have a dispute. In mediation, both sides meet with a neutral person who is specially trained to help people resolve their disputes. In mediation, everyone works together to reach an agreement, instead of having the judge or jury make a decision. If the parties fail to reach an agreement, they can still go to court for a judge or jury to decide their case. If they reach an agreement, they can write up a settlement and will not need to have a trial.

**HOW IS MEDIATION HELPFUL IN HOUSING MATTERS?** Many landlord-tenant disagreements can be due to misunderstandings. There may be disagreement over a rent increase, responsibility for repairs, or return of a security deposit. Some of these disagreements can be solved by talking them out. Mediation is also a valuable resource in eviction cases. It can save the landlord AND the tenant time and money, help the parties agree if and when the tenant will move out or pay the landlord money, facilitate agreements to make repairs to the property, and protect the tenant from getting an eviction judgment on his or her record.

**WHAT DOES A MEDIATOR DO?** A mediator helps the landlord and tenant to come to a mutually agreeable solution. The process is less hostile than going to court. The mediator will not force you to reach an agreement. Whether you decide to resolve your dispute, and how you resolve it, is up to you. If you cannot settle, you can still go to court to have a judge or jury decide. There is nothing to lose by trying mediation, and there is a lot to gain.

**HOW DO I GET READY FOR MEDIATION?** Preparing for mediation is a lot like preparing for your trial. It is important to identify and organize the facts that are relevant to your dispute and understand the law that applies to your case. And you should make sure you know about the facts that support the other side, not just those that support you.

If you are going to mediation before or instead of trial, there are some other things you should do to prepare:

- Be realistic about how the judge will decide your case if you have to go to court. If possible, talk with a lawyer who can give you advice about how a judge would decide.
- Think about whether you or the other party has angry or hurt feelings, and why.
- Consider what you and the other party would really like to accomplish through the case.
- Think about whether something besides, or in addition to, staying in or moving out of the property might help to satisfy you or the other party.
- Decide what conditions you would be willing to accept to avoid going to a trial, to avoid the possibility of losing, or to avoid the possibility of delays and not collecting any owed money if you win.



<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY		<b>AGREED DISMISSAL ORDER (CASE MAY BE REINSTATED IF DEFENDANTS VIOLATE AGREEMENT)</b>	<i>For Court Use Only</i>
<b>Instructions ▼</b>	<b>Plaintiff</b> <i>(For example, the landlord or owner):</i>  _____  _____  _____  <b>v.</b>  <b>Defendants</b> <i>(For example, the tenants or occupants):</i>  _____  _____  _____  <input type="checkbox"/> <b>Unknown Occupants</b> <i>(Check the box for Unknown Occupants if it was checked on the Eviction Complaint.)</i>		
Directly above, enter the name of the county where the case was filed.			
Enter the full names of Plaintiff, Defendants, and the case number as listed on the <i>Eviction Complaint.</i>			
	<b>Case Number</b> _____		

<b>Notice to Defendants:</b>	<b>This case is being dismissed, which means it is now over. But Plaintiff may bring this case back to court if you violate the agreement.</b>
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In 1, check the reason for your court date today.	<p>1. This case was in court for (<i>check all that apply</i>):</p> <p><input type="checkbox"/> Trial    <input type="checkbox"/> Hearing on Motion    <input type="checkbox"/> Status    <input type="checkbox"/> Other: _____</p>
In 2, check who went to your court date.	<p>2. People in court (<i>check all that apply</i>):    <input type="checkbox"/> Plaintiff    <input type="checkbox"/> Plaintiff's Lawyer</p> <p><input type="checkbox"/> Defendants: _____</p> <p>_____</p> <p><input type="checkbox"/> Defendants' lawyer    <input type="checkbox"/> Other: _____</p>
Fill out 3 only if the parties agree Defendants will pay money. Otherwise, leave blank. Enter the total amount the parties agree is owed. Check 3a or 3b to show how the money will be paid back. Include any other agreed terms like method of payment or the address where payment will be sent in Section 9.	<p>3. <input type="checkbox"/> Defendants will pay Plaintiff the agreed amount of \$_____ for all past due rent assessments, court costs, and other amounts due under the lease / condo declaration.</p> <p>Defendants will make payments according to the schedule below (<i>check a or b</i>):</p> <p><input type="checkbox"/> a. \$_____ <input type="checkbox"/> monthly    <input type="checkbox"/> every two weeks    <input type="checkbox"/> every week</p> <p>beginning on _____ and continuing until paid in full on: _____</p> <p style="text-align: center;">Date <span style="float: right;">Date</span></p> <p><input type="checkbox"/> b. The total amount on or before: _____</p> <p style="text-align: center;">Date</p>
Check 4 or 5 depending on your agreement.	<p>4. <input type="checkbox"/> Defendants are staying in the unit. They must make any payments listed above PLUS all future rent/assessment payments as they come due.</p>
In 5, list the date and time the parties agree on for Defendants to move out. Then check all the boxes that apply to your agreement.	<p>5. <input type="checkbox"/> Defendants must move out by _____ at _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.</p> <p style="text-align: center;">Date <span style="float: right;">Time</span></p> <p>Defendants must also (<i>check all that apply</i>):</p> <p><input type="checkbox"/> return the keys to Plaintiff on _____ at _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.</p> <p style="text-align: center;">Date <span style="float: right;">Time</span></p> <p><input type="checkbox"/> notify Plaintiff that they have moved out by phone or text at: _____</p> <p>or by email at: _____</p>

In **6a-d**, check the boxes and/or fill in the blanks with your agreements.  
In **6c**, a material violation is one that defeats the purpose of the agreement. For example, if the tenant is using the residence as a business location.

In **7**, enter the final date the Plaintiff may file a motion to request a hearing. This date can be agreed on by the parties or provided by the judge.

In **8a**, if you checked the third box, write in the number of days you agree on.

The amount in **8b** does not have to be the same as what is in section 3.

Complete **9** only if applicable.

Check the box in **10a** if both parties have agreed to ask the court to seal the eviction court file.

**STOP!**  
DO NOT complete **10b**. The judge will complete this section.

6. This case is dismissed. Plaintiff may file a Motion to reinstate this case only if Defendants (*check all that apply*):
- a. ☐ violate the repayment agreement in Section 3
  - b. ☐ do not move out by the date in Section 5
  - c. ☐ materially violate the lease after the date of this *Order* and before the date in Section 7
  - d. ☐ other: \_\_\_\_\_

7. Plaintiff may reinstate this case by filing a motion explaining how Defendants violated this *Order*. Defendants may assert relevant defenses to Plaintiff's motion. A motion to reinstate, and any defenses to the motion, must be based on events that occurred after the entry of this *Order*.  
**Plaintiff may not file a motion to reinstate this case after** \_\_\_\_\_  
Date

8. If Plaintiff proves that Defendants violated the terms of this *Agreed Order*, the court will enter:
- a. ☐ an *Eviction Order* (if Defendants are still in the property). The *Eviction Order* can be enforced (*choose one*):
    - ☐ immediately (*meaning the sheriff can evict Defendants right away when the Eviction Order is entered*), OR
    - ☐ only after \_\_\_\_\_ days (*meaning the sheriff must wait that number of days*  
Number after the *Eviction Order* is entered to evict Defendants).
  - b. ☐ a money judgment against Defendants for the agreed amount of \$ \_\_\_\_\_  
minus any payments made.

9. Other agreed terms (*if applicable*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. a. ☐ The parties agree to ask the Judge to seal the court file. The parties understand that the Judge will decide whether to seal the file. The parties also agree that if the Judge decides the file will not be sealed, either party may reject the settlement. If they reject the settlement, they can try to negotiate a new agreement or go to trial.

**IT IS ORDERED:**

- b. ☐ The sealing is **GRANTED**.
    - ☐ The clerk shall place this file under seal upon entry of this *Agreed Order*, OR
    - ☐ A separate order sealing this file will be entered.
  - ☐ The sealing is **DENIED**.
    - ☐ The case is set for status hearing.
    - ☐ The case is set for trial.
- Next Court Date (*if applicable*): \_\_\_\_\_ Time: \_\_\_\_\_ ☐ a.m. ☐ p.m.  
Date



Enter the Case Number given by the Circuit Clerk: \_\_\_\_\_

**Signed and agreed to,**

All parties (or their lawyer) who agree to this *Order* should sign it.

\_\_\_\_\_  
*Plaintiff (or lawyer)*

\_\_\_\_\_  
*Defendant (or lawyer)*

\_\_\_\_\_  
*Defendant (or lawyer)*

\_\_\_\_\_  
*Defendant (or lawyer)*

\_\_\_\_\_  
*Defendant (or lawyer)*

Enter the name and contact information of the person completing this *Order*. DO NOT complete the section to the right for Date and Judge.

**Name:** \_\_\_\_\_

**ENTERED:** \_\_\_\_\_  
*Date*

**Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Attorney # (if any):** \_\_\_\_\_

\_\_\_\_\_  
*Judge*





Enter the Case Number given by the Circuit Clerk: \_\_\_\_\_

In 7a, if you checked the second box, write in the number of days you agree on.

The amount in 7b does not have to be the same as what is in section 3.

Complete 8 only if applicable.

Check the box in 9a if both parties have agreed to ask the court to seal the eviction court file.

**STOP!**

DO NOT complete 10b. The judge will complete this section.

All parties (or their lawyer) who agree to this *Agreed Order* should sign it.

On the left, enter the name and contact information of the person completing this *Agreed Order*. DO NOT complete the section on the right for Date and Judge.

7. If Plaintiff proves that Defendants violated the terms of this *Agreed Order*, the court will enter (check all that apply):

- ☐ a. an *Eviction Order* (if Defendants are still in the property). The *Eviction Order* can be enforced (choose one):
- ☐ immediately (meaning the sheriff can evict Defendants right away when the *Eviction Order* is entered), OR
- ☐ only after \_\_\_\_\_ days (meaning the sheriff must wait that number of days after the *Eviction Order* is entered to evict Defendants).
- ☐ b. a money judgment against Defendants for the agreed amount of \$ \_\_\_\_\_ minus any payments made. Amount

8. Other agreed terms (if applicable): \_\_\_\_\_

9. a. ☐ The parties agree to ask the Judge to seal the court file. The parties understand that the Judge will decide whether to seal the file. The parties also agree that if the Judge decides the file will not be sealed, either party may reject the settlement. If they reject the settlement, they can try to negotiate a new agreement or go to trial.

**IT IS ORDERED:**

9. b. ☐ The sealing is **GRANTED**.
- ☐ The clerk shall place this file under seal upon entry of this *Agreed Order*, OR
- ☐ A separate order sealing this file will be entered.
- ☐ The sealing is **DENIED**.
- ☐ The case is set for status hearing.
- ☐ The case is set for trial.
- Next Court Date (if applicable): \_\_\_\_\_ Date Time: \_\_\_\_\_ ☐ a.m. ☐ p.m.

**Signed and agreed to,**

\_\_\_\_\_  
Plaintiff (or lawyer)

\_\_\_\_\_  
Defendant (or lawyer)

\_\_\_\_\_  
Defendant (or lawyer)

\_\_\_\_\_  
Defendant (or lawyer)

\_\_\_\_\_  
Defendant (or lawyer)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

Attorney # (if any): \_\_\_\_\_

**ENTERED:** \_\_\_\_\_  
Date

\_\_\_\_\_  
Judge





In 7, this paragraph will not apply if no money is listed in 4. Include only those Defendants who have agreed to this *Agreed Order*.

In 8, check all that apply.

In 8a, if you checked the second box, write in the number of days you agree on.

The amount in 8b does not have to be the same as what is in Section 4.

Complete 9 only if applicable.

Check the box in 10a if both parties have agreed to ask the court to seal the eviction court file.

**STOP!**

DO NOT complete 10b. The judge will complete this section.

All parties (or their lawyer) who agree to this *Agreed Order* should sign it.

On the left, enter the name and contact information of the person completing this *Agreed Order*. **DO NOT** complete the section on the right for Date and Judge.

7. If Defendants have moved out but Plaintiff proves that Defendants have not paid the full amount listed in Section 4, the claim for possession will be dismissed with prejudice. A *Judgment for Money Only in Eviction Case* will be entered against the following Defendants for what is still owed: \_\_\_\_\_

Any money paid between now and the next court date will be subtracted from the full amount listed above in Section 4.

8. If Plaintiff proves that Defendants violated the terms of this *Agreed Order*, the court will enter:
- ☐ a. an *Eviction Order* (if Defendants are still in the property). The *Order* can be enforced (choose one):
- ☐ immediately (meaning the sheriff can evict Defendants right away when the *Eviction Order* is entered), OR
- ☐ only after \_\_\_\_\_ days (meaning the sheriff must wait that number of days after the *Eviction Order* is entered to evict Defendants).  
Number
- ☐ b. a money judgment against Defendants for the agreed amount of \$ \_\_\_\_\_ minus any payments made.

9. Other agreed terms (if applicable): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

10. a. ☐ The parties agree to ask the Judge to seal the court file. The parties understand that the Judge will decide whether to seal the file. The parties also agree that if the Judge decides the file will not be sealed, either party may reject the settlement. If they reject the settlement, they can try to negotiate a new agreement or go to trial.

**IT IS ORDERED:**

10. b. ☐ The sealing is **GRANTED**.
- ☐ The clerk shall place this file under seal upon entry of this *Agreed Order*, OR
- ☐ A separate order sealing this file will be entered.
- ☐ The sealing is **DENIED**.
- ☐ The case is set for status hearing.
- ☐ The case is set for trial.

Next Court Date (if applicable): \_\_\_\_\_ Date Time: \_\_\_\_\_ ☐ a.m. ☐ p.m.

**Signed and agreed to,**

\_\_\_\_\_  
Plaintiff (or lawyer)

\_\_\_\_\_  
Defendant (or lawyer)

\_\_\_\_\_  
Defendant (or lawyer)

\_\_\_\_\_  
Defendant (or lawyer)

\_\_\_\_\_  
Defendant (or lawyer)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

Attorney # (if any): \_\_\_\_\_

**ENTERED:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judge

This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts.

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY		<b>COMPLIANCE (FOLLOW-UP) ORDER IN EVICTION CASE</b>	<i>For Court Use Only</i>
<b>Instructions ▼</b>			
Directly above, enter the name of the county where the case was filed.	<b>Plaintiff (For example, the landlord or owner):</b> _____ _____		
Enter the full names of Plaintiff, Defendants, and the case number as listed on the <i>Eviction Complaint</i> .	v.  <b>Defendants (For example, the tenants or occupants):</b> _____ _____		<b>Case Number</b> _____
	<input type="checkbox"/> <b>Unknown Occupants</b> (Check the box for Unknown Occupants if it was checked in the <i>Eviction Complaint</i> .)		

**NOTE:**

Use this *Order* only if Defendants have complied with an earlier agreed order such as the *Agreed Order in Eviction Case (Pay & Stay)* or *Agreed Order in Eviction Case (Defendants Agree to Move)*. If Defendants have not complied or there has been partial compliance, use the *Eviction Order, Judgment for Money Only in Eviction Case*, or a continuance order as needed.

In 1, enter the date of the earlier agreed order.

1. This case was in court for compliance of the agreed order entered on \_\_\_\_\_ Date

In 2, check all who are present at today's court date.

2. People in court (check all that apply): ☐ Plaintiff ☐ Plaintiff's Lawyer  
☐ Defendants: \_\_\_\_\_  
☐ Defendants' lawyer ☐ Other: \_\_\_\_\_

In 4, "with prejudice" means the case is over and the claims cannot be brought back to court.

3. The Court finds Defendants have complied with the earlier agreed order.

4. This case is dismissed with prejudice.

On the left, enter the name and contact information of the person completing this *Order*. **DO NOT** complete the section on the right for Date and Judge.

Name: \_\_\_\_\_ ENTERED: \_\_\_\_\_  
Address: \_\_\_\_\_ Date  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Attorney # (if any): \_\_\_\_\_ Judge



# Attending Court by Phone or Video: Questions and Tips for Court Users



## ***How do I know if my court date is by phone or video rather than at the courthouse?***

The court will notify you if your hearing is remote. You may be contacted by mail, email, text message, or phone so check all of your messages regularly.

## ***Can I ask to appear for court by phone or video?***

You can request to appear remotely by phone or video. Call the Clerk's office for information.

## ***How do I attend a remote hearing?***

The court will send you instructions on how to join your remote hearing by phone or video. If you still have questions, you can call the Clerk's office.

## ***Will it cost me money to attend remotely?***

There are many free options for appearing remotely. If cost is a concern, you can ask the court to use a free service or ask for a fee waiver.

## ***Can I reschedule my remote hearing?***

You must contact the Clerk's office ahead of time if you cannot attend your scheduled remote hearing.

## ***What if I don't have a computer or phone?***

If you do not have a computer, you can ask to appear by phone. If you do not have a phone, ask the Clerk what other options are available.

## ***Can I still get an interpreter or disability accommodation for a remote hearing?***

Yes, the court should provide the same services they would provide at an in-person hearing. Contact the Clerk's office to let them know you need help.

## ***What should I expect during the hearing?***

- You may be placed on hold or in a "waiting room" before the hearing starts.
- If you are appearing by video, set your screen name to appear as First Name Last Name.
- Introduce yourself when the hearing starts.
- Your hearing is live, and everyone can hear what you say. It may even be recorded by the court or viewable by the public.
- You should ask what will happen next in your case and how to get a copy of the court order.

## **Getting Ready for Your Remote Hearing**



Check your Internet or phone connection.



Download the program the court tells you to use (for example, Zoom or Skype). Practice until you feel comfortable using it.



Charge your computer or mobile device. Make sure your phone has enough minutes.



Use earbuds or headphone if you can. This makes it easier to hear you speak.



Check with the court ahead of time if you have evidence to share (including documents and photos) or witnesses to call.



If you communicate directly with the judge (not the clerk), you are required to also include the other party in your messages.



Use an empty, quiet place where no one will interrupt you and with no background noise.



Set the camera at eye level. If using a phone, prop it up so your hands are free.



Pause before speaking in case there is any audio/video lag. Mute yourself when not speaking to improve sound quality. Let the judge know immediately if you cannot hear what is being said.



Even if you are at home, remember that a remote hearing is still an official court hearing and you should dress and behave appropriately.

**If you have any questions, reach out to the Clerk's office as soon as possible. If you wait until right before your hearing, it may be too late to get help.**



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# ZOOM FROM YOUR PHONE

How to use Zoom on your smart phone  
for your remote court hearing



1

## GO TO YOUR APP STORE

On iPhones, it is called the App Store. On Androids, it is called Google Play. If the court gave you a link, click the link and follow the instructions.



Google Play

2

## DOWNLOAD THE ZOOM APP

Search for the Zoom Cloud Meetings app in the search bar and download the FREE app called "ZOOM Cloud Meetings."



ZOOM Cloud Meetings  
Meet Happy  
★★★★★ 4.9



3

## OPEN THE ZOOM APP

You can open the Zoom app immediately after downloading it by clicking the "Open" button in your App Store or you can open the Zoom app that is now on your phone.

OPEN



4

## CLICK "JOIN A MEETING"

You do not need to "Sign Up" or "Sign In" to join a meeting.

Join a Meeting

5

## TYPE YOUR INFORMATION AND CLICK "JOIN"

Type in the Meeting ID Number the court gives you in the box labeled **A**.  
Type in your full name in the box labeled **B**.

Cancel Join a Meeting

Meeting ID **A**

Join with a personal link name

Screen Name **B**

Join

6

## TYPE THE ZOOM MEETING PASSWORD

Type in the Zoom Meeting Password the court gives you in the box labeled **C** and click "Continue."

Please enter your meeting password

Password **C**

Cancel Continue

7

## CLICK "JOIN WITH VIDEO"

You will be automatically asked to connect to video. If you are not asked, look for the camera symbol and click "Start Video."

Join with Video

8

## CLICK "CALL OVER INTERNET" OR "DEVICE AUDIO"

You will be automatically asked to connect to audio. If you are not asked, look for the headphones symbol, click "Join Audio," and select "Call Over Internet" or "Device Audio." "Dial in" requires the phone number the court gives you.

Join Audio Start Video Share Content Participants More

To hear others please join audio

Call Over Internet

Dial In

Cancel

ACCESS

TO JUSTICE

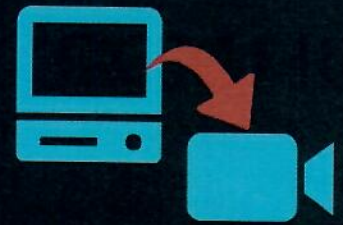
EDUCATION. SUPPORT. EMPOWERMENT.

Flip for Computer Instructions and Tips



# ZOOM FROM YOUR COMPUTER

How to use Zoom on your computer or laptop (with a webcam) for your remote court hearing



1

## GO TO [zoom.us/join](https://zoom.us/join)

If the court gave you a link, click the link and follow the instructions.



2

## TYPE YOUR INFORMATION AND CLICK "JOIN"

Type in the Meeting ID Number the court gives you in the box labeled **A** and click "Join."

Join a Meeting

Meeting ID or Personal Link Name

**A**

Join

3

## CLICK "OPEN ZOOM MEETINGS"

If you don't have Zoom installed on your computer, click on "download and run Zoom" and open the .exe file to install Zoom.

Open Zoom Meetings

https://zoom.us wants to open this application.

☐ Always allow zoom.us to open links of this type in the associated app.

Open Zoom Meetings

Cancel

4

## TYPE YOUR INFORMATION AND CLICK "JOIN MEETING"

Type in the Meeting ID Number the court gives you in the box labeled **B**.  
Type in your full name in the box labeled **C**.

Enter your name and the meeting password

Join Meeting

Meeting password

☐ Remember my name for future meetings

Join Meeting

Cancel

5

## TYPE THE ZOOM MEETING PASSWORD

Type in the Zoom Meeting Password the court gives you in the box labeled **D** and click "Join Meeting."

Enter meeting password

Meeting password

**D**

Join Meeting

Cancel

6

## CLICK "JOIN WITH VIDEO"

You will see a video preview before you join with video. If you do not want to appear with video, click "Join without Video."

Join with Video

7

## CLICK "JOIN WITH COMPUTER AUDIO"

You can test your speaker and Microphone by click the words under "Join with Computer Audio."

Choose ONE of the audio conference options.

Phone Call

Computer Audio

Join with Computer Audio

Test Speaker and Microphone

### Getting Ready for Your Remote Hearing:

- Check your internet or phone connection.
- Charge your computer or phone. Make sure you have enough minutes.
- Use earbuds or headphones if you can. This makes it easier to hear you speak.
- Look for the microphone symbol to mute and un-mute yourself.
- Keep yourself on mute when your case is not before the judge.
- Use an empty, quiet space where no one will interrupt you and with no background noise.
- Set the camera at eye level. If using a phone, prop it up so your hands are free.
- Pause before speaking in case there is audio/video lag.
- Even if you are at home, remember that a remote hearing is still an official court hearing and you should dress and behave appropriately.

ACCESS

TO JUSTICE

EDUCATION. SUPPORT. EMPOWERMENT.

Flip for Phone Instructions