

**Anna M. Benjamin**  
Associate Judge, Sixth Judicial Circuit Court  
Champaign County Courthouse  
101 East Main Street  
Urbana, Illinois 61801

To: **Attorneys and Litigants in Family Law Cases**

Date: **August 1, 2024**

RE: **Protocol for Entry of Electronic Orders in Family Law Matters**

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Due to the electronic submission of Orders and the need to ensure that the same are properly entered and noted on the record, the following procedures will be used:

**1. All Orders and Judgments:**

- a. All judgments or orders submitted electronically, including but not limited to form orders such as Uniform Orders for Support and Qualified Domestic Relations Orders, must include on the last page the name, address, telephone number, and email address, if applicable, of the attorney or party who prepared the document, pursuant to Illinois Supreme Court Rule 131.
- b. All agreed judgments or orders must be signed by the party or attorney who did not prepare the document. Any orders or judgments that are not signed by the opposing party or counsel may be held until the date of the next hearing or, if no hearing has been set, may be rejected.
- c. If an Order or Judgment is time-sensitive, a courtesy copy may be sent by email to CourtroomH@champaigncountyil.gov, or other appropriate courtroom email address.

**2. Judgments of Dissolution of Marriage**

- a. In cases with at least one attorney, the Court will accept agreed Judgments of Dissolution of Marriage which incorporate the parties' signed Marital Settlement Agreement and, if applicable, a Parenting Plan, without the necessity of a hearing if the following requirements are met.
- b. The Judgment of Dissolution must be signed by the opposing party or counsel, and the Marital Settlement Agreement and Parenting Plan must be signed by both parties. For ease of processing, these should be filed in the same electronic envelope with the Judgment.

- c. If one party is self-represented, that party must have a signed and notarized Entry of Appearance on file, waiving notice of hearing on the Petition for Dissolution.
- d. Both parties must have filed their certificate of completion of an approved parenting education program, if applicable.
- e. If there is a provision for payment of child support, a Uniform Order of Support must be entered contemporaneously or within a reasonable time thereafter.
- f. Judgments of Dissolution may not be entered by default (i.e.: without an entry of appearance on file) until after a hearing with due notice to the Respondent, pursuant to Section 405 of the Illinois Marriage and Dissolution of Marriage Act.

**3. Substitution of Counsel**

- a. Pursuant to Illinois Supreme Court Rule 13, counsel may not withdraw an appearance without leave of court and notice to all parties of record, except in the case of a written limited scope appearance;
- b. Unless another attorney is substituted, reasonable notice must be provided of the date and time of the hearing on the motion to withdraw, in writing;
- c. Substitutions of counsel may be submitted without the necessity of a hearing if signed by current counsel, the client, and incoming counsel.
- d. Agreed orders of withdrawal may be submitted without the necessity of a hearing if signed by both the client and the opposing party or attorney.

8-1-2024  
Date

Anna M Benjamin  
Judge Anna M. Benjamin