

**ADMINISTRATIVE ORDER NO. 2018-16**  
**22<sup>nd</sup> JUDICIAL CIRCUIT**  
**McHENRY COUNTY, ILLINOIS**

**WHEREAS**, pursuant to 35 ILCS 200/22-25, the Petitioner (tax purchaser) is required to prepare and deliver to the Clerk of the Circuit Court the Take Notice provided for in 35 ILCS 200/22-10, together with the statutory costs for mailing the notice certified mail, return receipt requested; and

**WHEREAS**, pursuant to 35 ILCS 200/22-25, the Clerk of the Circuit Court is required to promptly mail the notices to the interested parties named on the Petitioner's Notice; and

**WHEREAS**, Illinois Supreme Court Order M.R. 18368 requires that all filing in civil cases be filed with the Clerk of the Circuit Court electronically.

**THEREFORE, IT IS HEREBY ORDERED:**

The Petitioner shall file the Take Notice electronically with the Clerk of the Circuit Court. The Notice prepared by the Petitioner (tax purchaser) shall list the names and addresses of all interested parties; and

**IT IS FURTHER ORDERED** that the Petitioner shall promptly deliver (by mail or hand delivery) to the Clerk of the Circuit Court sufficient copies of the Take Notice for each interested party listed on the Notice; and

**IT IS FURTHER ORDERED** that the Petitioner shall also promptly deliver (by mail or hand delivery) to the Clerk of the Circuit Court mailing labels, which include three (3) duplicate labels of each name and address listed on the notice to facilitate the prompt mailing of the notices by the Clerk of the Circuit Court.

**IT IS FURTHER ORDERED** that this Order shall be effective until further order of this Court.

ENTERED: September 19, 2018

  
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MICHAEL J. SULLIVAN  
CHIEF JUDGE