

**ADMINISTRATIVE ORDER NO. 2013-10**  
**22<sup>ND</sup> JUDICIAL CIRCUIT**  
**McHENRY COUNTY, ILLINOIS**

IN THE MATTER OF THE MAILING OF            )  
NOTICES PURSUANT TO SUPREME COURT        )  
RULES 113 AND 114 RELATING TO            )  
MORTGAGE FORECLOSURE CASES.             )

Pursuant to Supreme Court Rules 113 and 114, effective immediately, the Clerk of the Circuit Court is required to send certain notices. The Court finds that the cost of the mailing of said notices requires the entry of an Administrative Order.

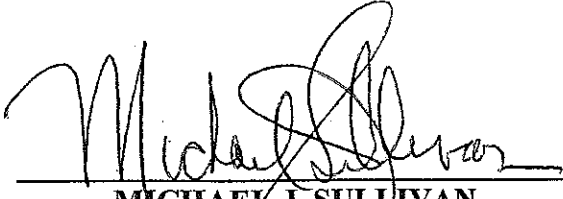
Therefore, effective immediately as of May 8, 2013, it is the obligation of the Plaintiff to provide the Clerk of the Circuit Court of the 22<sup>ND</sup> Judicial Circuit with preaddressed and postage paid envelopes bearing the return address of the Clerk of the Circuit Court for the mailing of the required notice pursuant to Supreme Court Rule 113 (d).

The Plaintiff shall fold and place the required notices in the envelopes. The envelopes shall be sealed upon delivery to the Clerk of the Circuit Court, who will mail the envelopes in accordance with the applicable Supreme Court Rules.

The Plaintiff's attorney will file, at the time the sealed envelopes containing the required notices are provided to the Clerk for mailing, copies of the Notices as required by Supreme Court Rule 113 (d) and an Affidavit that: (1) contains a list of the names and addresses of all persons to whom the notice is to be sent; (2) states that the sealed envelopes contain the notice required by applicable Supreme Court Rules; and (3) that a notice is provided for all persons entitled to receive notice under the Rules.

The Clerk of the Circuit Court shall be entitled to impose a mailing fee for the mailing of said notices, in accordance with the existing fee schedule.

Dated: May 8<sup>th</sup>, 2013

  
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MICHAEL J. SULLIVAN  
CHIEF JUDGE