

The Chambers of
Diane E. Winter
Chief Judge



18 North County Street
Waukegan, Illinois 60085
847-377-3600

**CIRCUIT COURT NINETEENTH
JUDICIAL CIRCUIT LAKE
COUNTY, ILLINOIS**

MARRIAGE BY A JUDGE

Effective Monday, June 21, 2021

Step One: Obtain a marriage license from the Lake County Clerk's Office

- A marriage license must be obtained from the Lake County Clerk's Office (18 N. County Street, Waukegan, 1st Floor). Please visit the Lake County Clerk's website at www.LakeCountyClerk.info for a list of requirements and office hour information.

Step Two: Pay the fee to the Clerk of the Circuit Court and decide on a virtual or in-person ceremony.

- Visit the Clerk of the Circuit Court's Office to pay the \$10 fee (cash only) the day the marriage license is issued. If the couple intends to get married virtually, the Circuit Clerk will keep the original license and present it to the judge assigned to officiate the ceremony (the office is in the lower level of the Courthouse). If the couple intends to get married in-person, the couple must retain the original license.

Step Three: Schedule with the 19th Judicial Circuit Court for virtual wedding ceremonies- Mondays through Fridays only:

- On the day of the wedding, before noon, contact Court Administration at 847-377-3600 to schedule the ceremony. Time slots will be available Monday through Friday from 2:30 pm to 4:15 pm on a first-come, first-served basis.
- Instructions will be given to go to the Remote Court Hearings section of the 19th Judicial Circuit website. Scroll down to the Courtroom that was assigned by Court Administration, click on "Schedule," find the correct date, click "Join Now." Please note the ZOOM Meeting ID and Password will be required and can be found on the date's court session information. Enter the virtual courtroom 5 minutes before the scheduled time and have the device on mute until instructed by the judge to unmute.
- The judge will confirm the names of both parties and their current location (the ceremony can only be performed if both parties are in Lake County). Be prepared to show proof of identity.
- The judge will have the original marriage license. After the ceremony, the judge will arrange for the marriage license to be properly recorded by the Lake County Clerk and it will be mailed to the address provided by the parties for the record.
- If the choice is made to have someone other than a judge officiate the ceremony call 847-377-3380 to arrange to pick up the license. If a judge does not perform the ceremony or if the ceremony does not take place within 60 days of the license being issued, the \$10 fee will be forfeited.

In-person wedding ceremonies- daily, except Court holidays:

- On the day of the wedding, **Monday through Friday**, arrive at the Courthouse North entrance (18 N. County Street, Waukegan, IL) by 2:00 pm and report to 1st Floor Court Administration for a Courtroom assignment. On **Saturday or Sunday**, arrive at the Courthouse Tower entrance (301 Washington Street, Waukegan, IL) by 9:00 am and check-in with Court Security for directions to the appropriate Courtroom.
- **Bring the marriage license with you on the day of the wedding as the judge must sign it.** After the ceremony, the judge will arrange for the marriage license to be properly recorded by the Lake County Clerk and it will be mailed to the address provided by the parties for the record.

****ONLY** 2 guests are allowed per couple for in-person ceremonies.*

Restriction of only Lake County residents and/or active-duty military has been lifted; **virtual and in-person ceremonies are now open to all.*