

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS**  
**1<sup>ST</sup> MUNICIPAL DISTRICT CIVIL DIVISION**  
**GENERAL ORDER 2020- 14**

**SUBJECT: Written Reports for Judgment on Award, Status, Progress, and Stayed Matter Calls in Courtroom 1501, effective June 16, 2020**

**Whereas:** In light of the COVID-19 pandemic, and in order to protect the health and safety of the general public, Cook County Circuit Court Judges, and court personnel, the Court wishes to limit the number of persons who are required to appear in person for court matters. The Court has designed new procedures to reduce the number of persons present in Courtroom 1501 for the Judgment on Award, Status, Progress, and Stayed Matter calls.

**It Is Hereby Ordered:** These procedures are to be followed by all parties in actions pending in Courtroom 1501. To the extent there is any conflict between these procedures and procedures found in the current standing order for Courtroom 1501, these procedures control.

**It Is Further Ordered:** These procedures are to be followed in all cases where a case is scheduled for any of the following calls beginning on June 16, 2020: Judgment on Award, Status, Progress, and Stayed Matter. To the extent that these procedures call for a report to be filed with the Court, the report will be filed as required by the procedures in lieu of any party appearing in person before the Court.

**It Is Further Ordered:** Parties are encouraged to avoid personal appearance in court for the entry of orders on any of these calls. The Court is now requiring the procedures outlined below that will ensure the health and safety of the parties and general public by proper consideration of cases through the review of written reports from the parties.

**It Is Further Ordered:** If a party is unable to comply with the Court's procedures for written reports and wishes to appear in person for a call, the party must contact the Court's Case Coordinator, Leslie Luster at (312) 603 – 4854 to schedule an appointment to appear in the case. The person must call the Court Case Coordinator at least 3 court days prior to the originally scheduled call in order to request a personal appearance. When the party contacts the Court, the party must have the case name, case number, and the original court date available.

**It Is Further Ordered:** There may be times, in the Court's discretion, that the Court seeks additional information from the parties in order to make determination. In those instances, the Court may order a supplemental written report from the parties, may order a telephone or video conference, or an in person appearance.

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## **Procedures for Written Reports relating to Judgment on Awards, Status Calls, Progress Calls, and Stayed Matter Calls in Courtroom 1501**

### **Courtesy Copies to the Court**

These procedures require courtesy copies of various documents be provided to the Court. For any courtesy copy of any document sent to the Court, the parties must follow these procedures:

The e-mail to the Court should have the following information in the subject line: (1) case name with at least the first named plaintiff and first named defendant listed; (2) case number; (3) the short title of the submitted document (ex., Status Report, Progress Call Report, JOA Report, etc.); and (4) the Court Date for the call in the following format (dd/mm/yy). For example, if the Pamela Smith v. Howard Jones case (2020 M1 123456) is scheduled to be on the Progress Call on June 9, 2020 at 9:30 then the subject line of the e-mail would read:

**Re: Smith v. Jones, 20 M1 123456 Progress Call Report 06/09/20**

The e-mail must also be copied to ALL counsel of record. The parties should endeavor to obtain the e-mail address for ALL counsel involved in the case and if a party is not represented by counsel, then the parties' e-mail address. In the instance that a party does not have an e-mail address, then the sender should indicate that fact in the body of the e-mail and also indicate what method will be used to provide the party with a copy of the correspondence.

### **Joint Reports**

In the Court's experience cooperation and coordination between the parties often leads to more satisfactory results in litigation with less acrimony. Therefore, in many instances, the Court asks that the parties communicate regarding the status of the case and to prepare joint reports that will be filed, including the positions of all parties.

The duty to file a joint report begins once a defendant has been served, regardless of whether the defendant has filed an appearance. A plaintiff must make good faith attempts to reach all served defendants to confer about the filing of the required report. The attempts must be made in sufficient time to allow the parties to confer about the content of the report before it is due.

The Court recognizes that there may be circumstances where the parties may not be able to communicate readily or cooperate to prepare a single report. In those instances, the Court may accept separate reports being filed by the parties. However, in no instance where all parties are represented by counsel will the Court accept the filing of separate reports, without leave of Court. If there are disagreements between the parties about what to include in the report, then the disagreement should be noted and both parties' position should be listed. The parties should avoid including extraneous information within the report.

### **Judgment on Award Call**

At the completion of the arbitration the parties will be provided a date for presentation of a Judgment on Award Report. At least 5 court days before the judgment on award date, the parties should file a joint report relating to the arbitration.

The Judgment on Award Report should provide the following information: (1) The date of the arbitration, (2) state whether a rejection of the award has been filed by any party, (3) if so, state the name of the party(ies) who filed the rejection and the date the rejection was filed, (4) stating whether a motion concerning the arbitration proceeding or the award has been filed; and, (5) how

the parties propose to proceed on any arbitration related motion that has been filed. A courtesy copy of the arbitration award should be attached to the Joint Report.

The parties should use a form provided by the Court or one substantially similar. After filing the report, within one court day of the filing of the report, the party who was successful at the arbitration should submit a courtesy copy of the joint report to the Court at [Room1501reports@gmail.com](mailto:Room1501reports@gmail.com).

In addition to the Joint Report, the Court should also be provided with a courtesy copy of a proposed order. In the instance, no party has submitted a rejection of the award, a proposed Judgment On Award should be submitted. In the instance that a timely rejection has been filed by any party, a proposed Trial Assignment Order should be submitted, with only the assigned courtroom and intake date missing. The proposed Trial Assignment Order should be submitted, even if a motion has been filed relating to the arbitration or the rejection.

The failure to file a report may result in a dismissal of the Plaintiff's claims for want of prosecution.

### **Motions To Strike Or Bar Rejections or Attack Arbitration Awards**

If a party files a motion attacking a filed rejection or an arbitration award, the parties should discuss how the motion will proceed before the Court. In the Joint Report, the parties should indicate whether the motion can proceed on an agreed basis, or whether written briefs will be filed. The parties, if possible, should agree on a briefing schedule. If either party wishes to have oral argument, they may request it by indicating in the Joint Report or by inserting a request in their brief. If the Court permits oral argument, the Court will notify the parties to arrange for argument. After briefing, unless argument is allowed, the Court will take the motion under advisement and send the parties a ruling via e-mail.

### **Status Call**

At least 5 court days before a status hearing date, the parties should file a Joint Status Report with the Clerk of the Circuit Court. If no defendant has been served, then the plaintiff should file the report.

The report should provide: (1) brief description of the nature of the case (e.g., breach of contract, premises liability, vehicle collision with personal injury, etc.); (2) list the full name of all plaintiffs; (3) identify the name and e-mail address of Plaintiff(s) counsel; (4) list the full name of all defendants, (5) identify the name and e-mail address of Defendant(s) counsel; (6) The amount of total money damages sought by Plaintiff (if personal injury, state amount of special damages); (7) whether the parties anticipate any amended pleadings being filed; (8) whether the parties anticipate additional parties being added, (9) identifying any defendants who haven't been served; (10) identifying discovery that remains to be conducted; (11) basis for any request to stay proceedings; and, (12) other information parties believe the Court should know about the status of the case.

The parties may use the Court's template or a substantially similar form.

The failure to file a report may result in a dismissal of the Plaintiff's claims for want of prosecution.

Within one (1) court day of the status report being filed, a filed stamped courtesy copy of the report and proposed order shall be sent to [Room1501Reports@gmail.com](mailto:Room1501Reports@gmail.com) by the plaintiff. In the instance that all defendants have been served, the plaintiff should submit along with a courtesy copy of the Joint Report, a proposed ADC order where the only information left blank is the ADC date. If any defendant remains unserved, then a proposed Progress Call Order should be submitted with only the progress call date left blank. The Court will review the report and proposed order and enter an appropriate order. A copy of the entered order will be sent to the parties via e-mail only.

### **Progress Call**

At least 5 court days before a Progress Call date, if all defendants have been served, then a Joint Status Report should be completed as if the Progress Call date was a Status Call date.

If any Defendant remains unserved, then the Plaintiff should file a Progress Call Report with the Clerk of the Circuit Court. The Court encourages parties to use templates provided by the Court. Nonetheless, the Progress Call Report should provide the following information: (1) list the full name of all defendants, (2) identify the name and e-mail address of any Defendant(s) counsel, who has already appeared; (3) identifying any defendants who haven't been served; (4) attach copies of any affidavits of non-service and due diligence; and, (5) provide an explanation for any request for additional time to serve unserved defendants.

In the instance that all defendants have been served, the plaintiff should submit along with the Joint Status Call Report, a proposed ADC order with the only information left blank is the ADC date. If any defendant remains unserved, then a proposed Progress Call Order should be submitted with only the progress call date left blank.

The failure to file a report may result in a dismissal of the Plaintiff's claims for want of prosecution.

A Plaintiff may submit a motion for the appointment of a special process server, in accordance with this Standing Order, along with its Progress Call Report.

Within one (1) court day after the filing of the report, a filed stamped courtesy copy of the report and proposed order shall be sent to [Room1501Reports@gmail.com](mailto:Room1501Reports@gmail.com) by the Plaintiff. The Court will review the report and proposed order and enter an appropriate order. A copy of the entered order will be sent to the parties via e-mail only.

### **Stayed Matter Call**

At least 5 court days before a Stayed Matter Call date, the parties should file a Joint Stayed Matter Status Report. If no defendant has been served, then the plaintiff should file the report.

The report should provide: (1) brief description of the nature of the case (e.g., breach of contract, premises liability, vehicle collision with personal injury, etc.); (2) list the full name of all plaintiffs; (3) identify the name and e-mail address of Plaintiff(s) counsel; (4) list the full name of all defendants, (5) identify the name and e-mail address of Defendant(s) counsel; (6) the dates and basis upon which the Court previously entered a stay in the case (7) whether the basis for the stay remains; (8) an explanation for any continued request for the litigation to remain on the Stayed Matter Call; (9) what date the parties propose the matter be stayed until; and (10) if no further stay is sought, what proceedings the parties believe are now appropriate.

The parties may use the Court's template or one substantially similar. Within one (1) court day of the filing of the report, the Plaintiff should submit a courtesy copy of the joint report to the Court at [Room1501reports@gmail.com](mailto:Room1501reports@gmail.com). The plaintiff should submit along with the Stayed Matter Call Report, a proposed order.

The failure to file a report may result in a dismissal of Plaintiff's claims for want of prosecution.

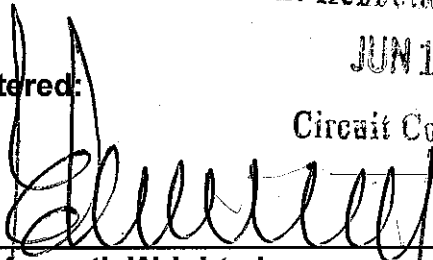
**Dated this 15<sup>th</sup> day of June, 2020.**

Presiding Judge  
E. Kenneth Wright, Jr.

JUN 15 2020

Entered:

Circuit Court-1624



**E. Kenneth Wright, Jr.  
Presiding Judge  
First Municipal District**