

Circuit Court of Cook County, Illinois  
Second Municipal District and Law Division  
Protocol, effective June 1, 2020 (amended July 8, 2020)  
Regarding Skokie Civil Courtrooms, 202 and 204.

In response to the current world pandemic caused by the Covid-19 virus, that has endangered citizens and court staff with infection, this Court recognizes the continuing need to maintain as safe an environment as possible for parties, litigants, counsel, court staff, and all court personnel. The purpose of this Protocol is designed to allow litigants to advance their cases in court without having to physically appear in court and to allow the same opportunity to all adverse parties and counsel, for public safety.

**Effective as of June 1, 2020 until further order of court**, all motions for Alias Summons to Issue or Alias Citations to Issue are unnecessary to appear before the court or seek court approval before issuance pursuant to Supreme Court Rule 103(a), so long as Alias Summons is issued within one year of filing the complaint or before the progress call. All routine motions and case status hearings as defined below, are hereby **stricken off call** until further court order or notice from the court, notice of motion from an opposing party, or a non-routine motion of plaintiff after full notice to the opposing party or counsel. Hence, the only matters that will remain pending a court appearance before the Court, are routine motions where there is a written objection filed by the non-moving party, non-routine motions or matters, substantive motions from either side that may require briefs or written memos, motions for default judgment or special alternative process, (per Section 2-203.1), or case management conferences (CMC), status hearings where at least one defendant has appeared, turnover or wage garnishment orders after answer filed or motions to reconsider, and any other non-routine and special motions.

The following matters are considered to be routine motions.

Plaintiff's motion for Special Process Server (SPS); after Sheriff attempted or refused;  
Agreed extension order where case is less than 2 years old;  
Agreed briefing, continuance, or schedule order;  
Agreed dismissal order, with or without prejudice (strike future date);  
Agreed turnover order; Agreed continue citation or wage deduction;

Plaintiff's motion to voluntarily dismiss or non-suit;  
Motion for leave to appear as attorney of record;  
Motion for substitution of counsel by stipulation;  
Motion to vacate a technical default or any default within 30 days;  
Motion for leave to add a new party if case is less than 2 years old;  
Motion for leave to amend a pleading if case is less than 2 years old;  
Motion for leave to file an answer or any responsive pleading within 28 days of motion;  
Plaintiff's motion to strike or dismiss a citation, bank or wage garnishment or Third-Party motion to discover assets;  
Plaintiff's motion to dismiss a rule to show cause, or a body attachment;  
Motion to grant defendant's exemption or wildcard claim;  
Motion for entry of memorandum of judgment (MOJ), following at least 30 days post-judgment or motion to vacate or dismiss a MOJ;  
Release and Satisfaction of judgment by plaintiff or judgment creditor;  
Petition to Revive a Judgment after valid service or agreement;  
Issuance of Alias citations or rule to show cause after valid notice.

### **Post Covid-19 Protocol and Procedure for Routine Motions and Matters**

- 1)** For the initial 12 months following the filing of the complaint by plaintiff, plaintiff may file electronically any routine motion listed above and pursue service on defendant(s), without appearing in court until plaintiff or any defendant, files an objection to a routine motion, files a non-routine motion that requires notice and appearance in court. If there is no valid or alleged service on any defendant, plaintiff's first court appearance following notice by the Clerk's office will be approximately 12 months after filing said Complaint, on a Progress Call to determine whether the matter should be dismissed with, or without prejudice or on any other basis following notice.
- 2)** Once a summons has been placed with the Sheriff and not served for any reason, (or the Sheriff will not attempt service due to the pandemic), plaintiff is granted leave to issue alias summons as often as needed without court order until the 12-month Progress Call date.
- 3)** Any moving party shall e-file, notice and serve any motion or pleading relating to any Routine Matter in the usual or customary manner prescribed by statute or court rules and provide a copy to the court.
- 4)** The routine motion shall be noticed on Tuesdays through Fridays at 1:30 pm instead of the regular times for court in rooms 202 and 204

and a courtesy copy of any motions and proposed orders should be delivered or e-mailed to the Court's dedicated e-mail at:

[ccc.skokiecivil202@cookcountyil.gov](mailto:ccc.skokiecivil202@cookcountyil.gov) or  
[ccc.skokiecivil204@cookcountyil.gov](mailto:ccc.skokiecivil204@cookcountyil.gov).

- 5) The moving party shall mail and e-mail a copy of the motion and proposed order to all parties that have appeared and the Court at the specific e-mail addresses of Rooms 202 and 204 as specified below.
- 6) The moving party shall include in its filing, the name, e-mail address, fax number, and office phone for its attorneys, and the same for all known attorneys or opposing parties that have appeared in the case.
- 7) Any proposed agreed orders must contain on its face, the signature of each party or its attorney to reflect that party's consent to the order. Simply a typed name only, without any signature, does not satisfy this requirement without some verification.
- 8) The moving party for all routine matters shall e-mail its notice of filing, motion, and all proposed orders to the following court personnel, (CP), at the following e-mail addresses:  
[ccc.skokiecivil202@cookcountyil.gov](mailto:ccc.skokiecivil202@cookcountyil.gov) and  
[ccc.skokiecivil204@cookcountyil.gov](mailto:ccc.skokiecivil204@cookcountyil.gov).
- 9) In the event any non-moving party objects to the routine motion or to the requested relief, that party shall notice and e-file a written objection to the routine motion before the designated motion is set to be heard and the Court will defer ruling on the motion until another date, at which time all parties may have an opportunity to appear remotely via Zoom.
- 10) If the Court agrees that the relief requested is sufficiently supported and appropriate, the Court will sign the Order, the Clerk will post and enter the Order. Signed and stamped routine orders will be filed with the Clerk of the Court and may or may not be transmitted to the parties, depending upon the difficulty of service, (if there are not sufficient deputy court clerks).

### **Law Division Call, Judge Warnick, Room 202**

As of May 20, 2020, Judge Warnick's Law Division call has been active remotely via the Zoom web platform. All cases on this call will be called by Judge Warnick via Zoom and all counsel of record or self-represented litigants are invited and encouraged to attend remotely. Unless scheduled for another time of day, Judge Warnick will open the call via Zoom at 9:00

a.m. each day that we see a case on the pre-scheduled call. Cases are only on the scheduled call if there was a prior court order continuing or setting that case on that date. Hence, if you e-file a motion or notice of motion for a different date than a prior court order, that motion **will not** appear on the Clerk's daily call and Judge Warnick will NOT be aware of it unless you e-mail a copy of the notice and motion to Judge Warnick with some advance notice. Judge Warnick's e-mail for law division is: [ccc.skokiecivil202@cookcountyil.gov](mailto:ccc.skokiecivil202@cookcountyil.gov). In order to access via Zoom the Law Div. call, open [www.zoom.us](http://www.zoom.us) and "Join a Meeting" by typing in the Meeting ID# 925-0801-8507 and Password: 202202 (effective July 13, 2020). You will be admitted to a "waiting room" and the court will admit you when the call begins. Alternatively, you may telephonically dial, (312) 626-6799, then when prompted by Zoom, enter the same Meeting ID# and Password. After entering the Meeting ID# and Password, you will wait for admission by the court when the call begins. All pending matters on the Law Div. call will be heard via Zoom until further order of court.

### **Municipal Civil Calls in 202 and 204**

Beginning on June 1, 2020, the daily municipal calls in courtroom 202, (Judge Warnick) and courtroom 204, (Judge Allegretti) will also be heard remotely via Zoom until further order of court. All cases scheduled where there has been no service or no appearance filed by any defendant will be stricken off call until further notice from court. Following the filing of valid service or an appearance filed by defendant, either party may file and notice either a routine motion mentioned above or a non-routine motion to be heard in court. This portion of the protocol does not apply to the *Pro Se* call previously scheduled each Monday afternoon at 1:30 pm in room 204, nor the eviction, (i.e. landlord-tenant) call normally scheduled each Friday morning at 9 am and 10 am. Those calls will be detailed below this section. Matters that are scheduled, that were not generally stricken off call as "routine matters" as specified previously above, that were either motioned up by either party or were previously continued for CMC or status by the court will be heard daily as scheduled.

In order to access these court calls and to appear, please utilize these directions. In order to access Judge Warnick's room 202, via Zoom at the designated time, open [www.zoom.us](http://www.zoom.us) and "join the meeting" on your PC, laptop or tablet by typing the Meeting ID# 925-0801-8507 and Password 202202 (effective July 13, 2020) and you will be placed in the court's

“waiting room” and will wait for admission to the call by the court. Alternatively, you may access the court’s “waiting room” remotely with a telephone by calling (312) 626-6799, then when prompted by Zoom, enter the same Meeting ID # and Password and wait for admission to the call by the court.

In order to access Judge Allegretti’s room 204, via Zoom at the designated time, open [www.zoom.us](http://www.zoom.us) and “join the meeting” on your PC, laptop or tablet by typing the Meeting ID# 987-2803-9610 and Password 204204 (effective July 13, 2020) and you will then be placed in the court’s “waiting room” and will wait for admission to the call by the court. Alternatively, you may access the court’s waiting room remotely with a telephone by calling (312) 626-6799, then enter the same Meeting ID # and Password and wait for admission to the call by the court.

If you do not have any access to the internet, [www.zoom.us](http://www.zoom.us) or telephone, you need to notify the opposing attorney or party of that fact so that the court can be aware of your situation. Once the courts are open to the public, there will be further details posted within the courthouse regarding safe social distancing, remote courtrooms and procedures. Courtesy copies of motions, notices of motions and proposed court orders by either party should be e-mailed to either: [ccc.skokiecivil202@cookcountyl.gov](mailto:ccc.skokiecivil202@cookcountyl.gov) or [ccc.skokiecivil204@cookcountyl.gov](mailto:ccc.skokiecivil204@cookcountyl.gov) depending on your case.

We can not say whether final, signed court orders will either be e-mailed by the Clerk’s office or by other court staff. If you have any questions about this, please call the Clerk’s office in Skokie at (847) 470-7250 or e-mail the Clerk’s office at: [SkokieDist2Civilservices@cookcountycourt.com](mailto:SkokieDist2Civilservices@cookcountycourt.com).

### ***Pro Se Calls in Room 204***

Until further court order, all *pro se* calls are stricken off call during this pandemic. These typically small claim, civil suits are not an emergency at present and when the court has reduced or minimized the backlog of civil cases in the Municipal District, all parties will receive notice from the Clerk’s office of your new court date. Any cases that have agreed orders between the parties, such as dismissal orders, payment plans or orders to continue for 60 days to another Monday may be filed electronically and e-mailed to [ccc.skokiecivil204@cookcountyl.gov](mailto:ccc.skokiecivil204@cookcountyl.gov) for approval and entry.

## **Eviction Call, Room 204, Fridays**

For the immediate future beginning June 01, 2020, all eviction cases will **only** be heard via Zoom. In order to access Judge Allegretti's room 204, via Zoom at the designated time, open [www.zoom.us](http://www.zoom.us) and "join the meeting" on your PC, laptop or tablet by typing the Meeting ID# 987-2803-9610 and Password 204204 (effective July 13, 2020) and you will be placed in a "waiting room" to wait for admission to the call by the court. Alternatively, you may access the court's waiting room remotely with a telephone by calling (312) 626-6799, then enter the same Meeting ID# and Password and wait for admission to the court call by the court.

Plaintiffs are expected to check the Clerk's website immediately prior to court to ascertain whether the defendant has been served and, if so, whether an appearance has been filed. ***Everyone is presumed to have access to the internet or a phone. All parties are expected to be in the Zoom "waiting room" at the beginning of the court call.*** When your case is called, respond appropriately on Zoom. No party is permitted to record any part of the court proceeding without written permission of the court except with an official court reporter.

Trials will normally be scheduled the day of the appearance at 10:00 am or 10:30 am via Zoom. Any documents you wish to have considered by the court must be e-mailed to [ccc.skokiecivil204@cookcountyil.gov](mailto:ccc.skokiecivil204@cookcountyil.gov) with the court being given sufficient time to print and review them. Documents that are not legible will not be considered. If you do not have access to e-mail, all trial documents must be mailed to the opposing party and the court at least 5 days prior to the trial date. If a trial cannot proceed on the return day, a short continuance (usually 1-2 weeks) will be given at which both sides are expected to be ready to proceed.

If you do not have any access to the internet, [www.zoom.us](http://www.zoom.us) or telephone, you need to notify the opposing attorney or party of that fact so that the court can be aware of your situation. Once the courts are open to the public, there will be further details posted within the courthouse regarding safe social distancing, remote court rooms and procedures. Courtesy copies of motions, notices of motions and proposed court orders by either party should be e-mailed to:

[ccc.skokiecivil204@cookcountyil.gov](mailto:ccc.skokiecivil204@cookcountyil.gov).

At this time, we can not promise or say that final, signed orders will either be e-mailed by the Clerk's office or by other court staff due to staffing issues. If you have any questions about this, please call the Clerk's office in Skokie at (847) 470-7250 or e-mail to:  
[SkokieDist2Civilservices@cookcountycourt.com](mailto:SkokieDist2Civilservices@cookcountycourt.com).