

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT- CHANCERY DIVISION
MECHANICS LIEN SECTION

JUDGE DANIEL PATRICK BRENNAN

Calendar 54 – Room 1504

Telephone: (312) 603-3086

COURTROOM PROCEDURES

Case Management

The initial case management call is Monday through Thursday at 9:15 a.m. in courtroom 1504 of the Daley Center. **All case management conferences will be heard at 9:15 a.m. without regard to the time that may be set by the Clerk of the Court.**

Regular Motions

Procedure: The regular motion call is at 9:30 a.m. Monday through Thursday. Motions to be heard at 9:30 a.m. must first be scheduled with the Clerk of the Court. However, movants are allowed and encouraged to schedule and notice additional motions onto previously scheduled motion dates or statuses without obtaining the date from the Clerk of the Court. **All regular motions will be heard at 9:30 a.m. without regard to the fact that the Clerk of the Court's e-filing system may allow movants to schedule motions for hearing at a different time.**

Courtesy copies must be delivered to chambers seven (7) days prior to the motion date. **If courtesy copies are not delivered in accordance with these procedures, the Court may strike the motion.**

Motions for Default: On all motions for default, all parties who have been served shall be given notice as provided in Circuit Court Rule 2.1, without regard to whether an appearance has been filed.

Contested Motions

Briefing Schedule/Briefs: The Court may set a briefing schedule on contested motions. All briefs should be double-spaced with 12-point font and at least 1-inch margins. Briefs in support and in response to a motion shall not exceed fifteen (15) pages. Reply briefs shall not exceed eight (8) pages. **The moving party shall supply the Court with the courtesy copies no later than seven (7) days before the hearing date.**

Hearing dates shall not be changed, except by court order. A party seeking to modify the briefing schedule must move to do so before its brief is due.

Courtesy copies provided to the Court must be accompanied by a copy of the motion, supporting brief, response brief, reply brief, all exhibits, most recent complaint and any other relevant pleadings. If depositions are cited in support of or in opposition to a motion, a copy of the *entire* transcript must be provided to the Court. The Court should also be furnished with any federal or out of state cases or statutes that are cited.

Routine Motions

The following motions may be dropped off with draft orders and without notice. Signed orders will be placed in the basket outside the courtroom for pickup:

1. Motions to issue alias summons and/or appoint a special process server.
2. Motions to approve stipulations to dismiss all or any part of a case.
3. Motion for voluntary dismissal by plaintiff where there is no pending counterclaim, hearing, or trial date set and no dispositive motion has been filed.

Emergency Motions

Procedure: Matters determined to require emergency scheduling will be heard Monday through Thursday only. Movants should contact Judge Brennan's law clerk by calling (312) 603-3086 to schedule any Emergency Motion. The Motion must be filed with the Clerk of the Court and a courtesy copy of the motion marked "EMERGENCY MOTION" and all supporting papers, including proof of service, must be delivered to chambers no later than 4:00 p.m. on the day preceding presentment.

Settlement Conferences

Upon agreement of the parties to participate in settlement discussion in good faith, a settlement conference will be set by order. The parties should submit and exchange pre-trial memoranda, which sets forth the issues, the damages, the status of settlement negotiations and any other helpful information to chambers and opposing counsel seven (7) days prior to the settlement conference. For settlement purposes, all counsel and clients must be present in person unless excused by the Court.

Courtesy Call to Chambers when a case will not be heard

As a courtesy to the Court, please contact Judge Daniel Patrick Brennan's law clerk at 312-603-3086 or his secretary at 312-603-4812 if any scheduled matter (fully briefed motion, case status, or settlement conference) has been resolved and will not be heard.