

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT, CHANCERY DIVISION
MORTGAGE FORECLOSURE/MECHANICS LIEN SECTION**

COVID-19 STANDING ORDER

CALENDAR 54 - COURTROOM 1504
JUDGE DANIEL PATRICK BRENNAN

LAW CLERK: MALCOLM J. MACLAREN (312) 603-3086

SECRETARY: (312) 603-4812

Email Contact: ccc.mfmlcalendar54@cookcountyil.gov

This Standing Order prescribes the procedures for cases pending on Calendar 54 until such time as the Court resumes in-person conferences and hearings.

PROCEDURES FOR CASES CURRENTLY ON CALENDAR 54

If your case has been set for a status hearing, ***your case will not be heard on that date either remotely or in person.*** Instead, parties are required to submit either: (a) a joint written status report agreed upon by all of the parties, or (b) each party may submit its own status report. The status reports shall be submitted via email at least seven (7) days prior to the date your case is set for status. Please send the status reports to the Calendar 54 email, ccc.mfmlcalendar54@cookcountyil.gov, with the case caption and case number in the email's subject line. The report should include any pertinent information about the case, such as: a general status of the case, the status of discovery, an estimate of when that discovery will be completed, and any motions that are currently pending before the court. The report shall also include several proposed dates for further status. The court will issue a written order and send it via email to Plaintiff's counsel within five (5) days of the status date addressing the concerns raised and setting a future status date, where necessary. Plaintiff's counsel is required to forward the order to all attorneys of record and/or *pro se* litigants.

Should it be necessary to file a motion or there is a motion pending before the court, the motion shall be automatically continued until the next status date. The court will issue a briefing schedule order, if necessary, within five (5) days of the status date. Page limits for briefs shall be strictly adhered to. Briefs in support of and in response to a motion shall not exceed fifteen (15) pages. Reply briefs shall not exceed eight (8) pages.

Courtesy copies shall be provided to the court by the movant on the same day the reply brief is filed. Courtesy copies 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 shall also be furnished with any federal or out of state cases or statutes that are cited. Briefs shall be sent by the movant to the Calendar 52 email address, ccc.mfmlcalendar54@cookcountyl.gov, upon filing of the reply brief with the case caption and case number in the email's subject line.

Once courtesy copies are received, the court will rule on the motion and send the parties a written order via email. Any party may request a remote hearing on the motion at any time before the reply brief is due. It is the court's discretion to decide whether a hearing on the motion is necessary. The Daley Center courtrooms are undergoing adjustments due to Covid-19. Therefore, until such a time that it is deemed appropriate to resume in-person proceedings, it is the court's intent to conduct necessary hearings via Zoom teleconferencing. If a hearing is granted, the court's staff will arrange the Zoom hearing and facilitate your joining the hearing.

Administrative Orders provide additional guidance with respect to other issues that may arise. Agreed or proposed orders for other routine matters may be sent to the Calendar 54 email above and handled at any time. Even though you send these documents to the Calendar 54 email address, you still have an obligation to also e-file your motions and other pleadings with the Clerk of the Circuit Court. Counsel for all parties of record or any *pro se* litigants must be carbon copied ("CC'd") on any email or communication to the court.