

**IN THE CIRCUIT COURT OF COOK COUNTY  
COUNTY DEPARTMENT, COUNTY DIVISION**

**ADMINISTRATIVE ORDER: 2020-7** (amended September 18, 2020)

SUBJECT: COVID-19 PROCEDURES FOR COUNTY DIVISION

DATED: JULY 13, 2020

This County Division Administrative Order is entered in response to the ongoing COVID-19 pandemic and pursuant to General Administrative Order 2020-02 entered on June 26, 2020 by Chief Judge Timothy C. Evans.

**IT IS HEREBY ORDERED:**

The following procedures will be in place for the County Division effective immediately.

**I. REMOTE HEARINGS**

All matters within the County Division will be conducted by Zoom videoconference unless a case is specially set for an in-person trial or hearing. The Zoom meeting numbers and passwords for each calendar judge are set forth below.

***A. Remote Hearings for All Matters Except Mental Health, Adoption, and Waiver of Parental Rights Cases***

The following Zoom meeting ID numbers and passwords should be used to join proceedings for cases on the appropriate calendar, excluding Calendar 2.

CALENDAR	JUDGE	ZOOM MEETING ID	ZOOM MEETING PASSWORD
Calendar 3	Presiding Judge Sharon Sullivan	953 7031 0834	310046
Calendar 4	Cases transferred see Administrative Order 2020-10		
Calendar 5	Hon. Patrick Stanton	970 3250 0245	895226
Calendar 6	Hon. James Carroll	923 0250 9713	709022
Calendar 7	Hon. Paul Karkula	986 9592 1385	539505
Calendar 8	Hon. Maureen Hannon	965 2561 6475	553663
Calendar 9	Hon. LaGuina Clay-Herron	963 9239 3803	043502
Calendar 10	Hon. Maureen Ward Kirby	977 2570 0908	821555
	•Motions	997 9181 4851	045631
	•Name Change	963 3970 2551	395890
Calendar 11	Hon. Alfred Paul	914 0410 9299	407193
Calendar 12	Hon. Nichole Patton	958 9492 1843	226532
Calendar 13	Civil Asset Forfeiture	986 6174 6735	760510
Calendar 14		922 8284 2526	201676

***B. Mental Health Cases – Calendar 2***

- 1) Mental Health Case Management. The daily mental health case management call on Calendar 2 will be held under a separate Zoom ID number, which will be provided to the attorneys handling the call. Only attorneys, respondents, and court personnel will be provided with the meeting information to preserve any confidentiality associated with the call.
  
- 2) Mental Health Hearings. Cases assigned to Calendar 2 that are set for a mental health hearing will be assigned a new meeting ID for the judge presiding over the hearing, unless directed otherwise by the Court. Only attorneys, respondents, court personnel, and designated witnesses will be provided with the meeting information to preserve any confidentiality associated with the proceeding.
  
- 3) Emergency Writs. Counsel should email [Maureen.marchese@cookcountyil.gov](mailto:Maureen.marchese@cookcountyil.gov) or call 312-603-6194 to schedule and obtain zoom meeting information for an emergency writ.

***C. Adoptions***

Procedures for Adoption matters and Zoom Meeting information is set forth in Administrative Order 2020-6.

***D. Waiver of Parental Notification.***

Counsel may email [Maureen.marchese@cookcountyil.gov](mailto:Maureen.marchese@cookcountyil.gov) or call 312-603-6194 to obtain zoom meeting id and password for a confidential hearing.

**II. SCHEDULING OF CASES**

***A. Court Schedule***

All litigants, respondents, and attorneys should use the following schedule for calendars and types of cases when needing to bring a matter before the court.

*(See next page for Schedule Chart)*

Calendar	Name Change*	Motions	Tax Deed*	Tax Deed Assignment Call	VTS Call	Tax Objection*: Status & Pre-trials	Civil Asset Forfeiture*	Civil Asset Forfeiture TRIALS
Calendar 3	--	M-F 10:30AM	--	--	--	M-F 10:30AM	--	--
Calendar 4	--	--	--	--	--		--	--
Calendar 5	Wednesday 9:30AM	M – 1:30PM Th– 9:30AM	M - 2:30PM W - 1:30, 2PM Th - 1:30PM	--	--	Thursday 10:30AM	--	--
Calendar 6	T, W 10:30AM	M-Th 10:30AM	M, T, W 10:30AM	--	--	Tuesday 10:30AM	--	--
Calendar 7	Thursday 10:00AM	M-Th 10:30AM	M, T, Th 10:30AM	--	--	Thursday 10:45AM	--	--
Calendar 8	Tuesday 1:00PM	M, W, F 10:00AM	W, F 2:00PM	M, W, F 9:30AM	M, W, F 10:30AM	Wednesday 2:00PM	--	--
Calendar 9	Monday 2:00PM	M - 11:30 Th -10:30AM	M-1:00, 1:30, 2:30PM  Th – 11, 11:30AM	--	--	Thursday 10:00AM	--	--
Calendar 10	Monday 9:30AM	T, F 9:30AM	M – 10AM, 10:30AM, 11AM  Tu– 2, 2:30PM	--	--	Tuesday 9:30AM	--	--
Calendar 11	Monday 1:30PM	M, T, Th, F 9:00AM	T, Th, F 1:30PM	--	--	Wednesday 9:30AM	--	--
Calendar 12	Friday 10:30AM	M - 9:30AM T - 11:30AM W - 9:30AM	M,W, 9:30 F - 1:00PM	--	--	Friday 11:00AM	--	--
Calendar 13	--	--	--	--	--	--	M, W 1:30PM 2:30PM	T, Th 1:30PM

\* See Section II(B) below for additional information relating to these calls.

**B. Additional Scheduling Information.**

- 1) Name Changes. Petitioners may contact Korin Navarro at [Korin.navarro@cookcountyil.gov](mailto:Korin.navarro@cookcountyil.gov) to receive information as to what documents need to be presented to the Court at the Zoom Videoconference hearing. Typically, the court requires Illinois photo identification, birth certificate and proof of publication. These documents can be e filed or emailed if an exemption from e-filing prior to the hearing.
- 2) Tax Deed Cases. Once the stay on tax deed matters is lifted, prove-ups scheduled for a remote proceeding shall use the Zoom Meeting information set forth in Section I(A) for the calendar to which the case is assigned. Petitioner shall provide copies of the Application for Tax Deed and all exhibits to be presented at the prove up to the calendar judge at the email

address set forth in Section IV(A) 2-5 days prior to the prove up, unless otherwise directed by the calendar judge.

- 3) Tax Objection Cases: Status and Pre-trials. The remote procedures for tax objection cases are set forth in County Division Administrative Order 2020-4, issued June 1, 2020 and discussed in the 10.8 Committee Memo dated July 7, 2020. The schedule for pretrial and status for each calendar judge is set forth in Section II(A) above.
- 4) Civil Asset Forfeiture Cases. Monday and Wednesday court dates are only for Preliminary Hearings, Return Dates and Case management. Trials are heard on Tuesday and Thursday. To confirm your Zoom hearing you may contact the State’s Attorney’s Office at (312) 603-6462. The Zoom Meeting information is set forth in Section I(A).

**III. 298 FEE WAIVER PETITIONS**

Fee waiver petitions will be forwarded to the assigned calendar judge for ruling based on the written Application. After reviewing the Application the Court may request the petitioner to appear by audio or video conference.

**IV. COURTESY COPIES, PROPOSED ORDERS, & COMMUNICATION WITH THE COURT**

**A. *Courtesy Copies & Proposed Orders.***

Unless otherwise directed by the calendar judge, courtesy copies and proposed orders may be emailed to the calendar judge to which a case is assigned at the email address set forth below. The subject line of the email shall indicate the **calendar number**, case number(s), and date to be heard.

CALENDAR	JUDGE	EMAIL ADDRESS
Calendar 3	Presiding Judge Sharon Sullivan	<a href="mailto:Maureen.Marchese@cookcountyil.gov">Maureen.Marchese@cookcountyil.gov</a>
Calendar 4	Cases transferred see Administrative Order 2020-10	
Calendar 5	Hon. Patrick Stanton	<a href="mailto:ccc.countycal5@cookcountyil.gov">ccc.countycal5@cookcountyil.gov</a>
Calendar 6	Hon. James Carroll	<a href="mailto:James.Carroll@cookcountyil.gov">James.Carroll@cookcountyil.gov</a>
Calendar 7	Hon. Paul Karkula	<a href="mailto:Maureen.Marchese@cookcountyil.gov">Maureen.Marchese@cookcountyil.gov</a>
Calendar 8	Hon. Maureen Hannon	<a href="mailto:Maureen.Hannon@cookcountyil.gov">Maureen.Hannon@cookcountyil.gov</a>
Calendar 9	Hon. LaGuina Clay-Herron	<a href="mailto:Maureen.Marchese@cookcountyil.gov">Maureen.Marchese@cookcountyil.gov</a>
Calendar 10	Hon. Maureen Ward Kirby	<a href="mailto:Maureen.Wardkirby@cookcountyil.gov">Maureen.Wardkirby@cookcountyil.gov</a>
Calendar 11	Hon. Alfred Paul	<a href="mailto:Maureen.Marchese@cookcountyil.gov">Maureen.Marchese@cookcountyil.gov</a>
Calendar 12	Hon. Nichole Patton	<a href="mailto:Nichole.Patton@cookcountyil.gov">Nichole.Patton@cookcountyil.gov</a>
Calendar 13	Civil Asset Forfeiture	<a href="mailto:James.Carroll@cookcountyil.gov">James.Carroll@cookcountyil.gov</a>

**B. Court Contact Information**

For further inquiries about County Division cases you may contact the following:

Adoption Matters	<a href="mailto:Gloria.contreras@cookcountyiil.gov">Gloria.contreras@cookcountyiil.gov</a>	(312) 603-2492
Name Changes	<a href="mailto:Korin.navarro@cookcountyiil.gov">Korin.navarro@cookcountyiil.gov</a>	(312) 603-4324
Tax deed, Tax Objection, and Other matters	<a href="mailto:Maureen.marchese@cookcountyiil.gov">Maureen.marchese@cookcountyiil.gov</a>	(312) 603-6194

ENTERED:

Dated: September 18, 2020

  
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Presiding Judge Sharon M. Sullivan