

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
LAW DIVISION

**GENERAL ADMINISTRATIVE ORDER 20-9**

**Amends and Updates Law Division General Administrative Order 20-6, 20-7 & 20-8.**

**This order amends and updates Law Division General Administrative Orders 20-6, 20-7 & 20-8 and now supersedes those orders.**

**IT IS HEREBY ORDERED:**

**Section 1: Provisions Applicable to all Law Division Sections (Administrative, Motion, Commercial, Tax and Miscellaneous Remedies, Individual Calendar and Trials):**

**1.1 Pursuant to Circuit Court General Administrative Order 2020-07**

***Except in extraordinary or compelling circumstances, all matters in all Districts and Divisions of the court shall be conducted remotely.***

***If the assigned judge determines that there are extraordinary or compelling circumstances to justify an in-person hearing, the hearing shall be conducted with the proper social distancing and safety standards applied.***

**1.2 Cases With Self-Represented Litigants**

The court will identify all pending cases involving self-represented litigants. In each case, the self-represented litigants will be contacted and provided with the relevant remote procedures.

***In person proceedings shall be conducted pursuant to Section 1.1 of this order.***

### **1.3 Jury Cases Set For Trial:**

All jury trial dates, set from March 17, 2020 through **June 30, 2021**, are converted to “Trial Setting” dates. The setting of jury cases for trial is suspended until such time as jury trials can safely resume, given public health directives.

When jury trial settings can safely be resumed, **a minimum of 60-days'** notice will be sent to all parties and counsel of record, providing the date jury trial settings will resume, and the date, time and manner of the court call setting new jury trial dates.

The court will begin the jury trial setting process with cases originally set **for trial** on or after March 17, 2020.

Parties should expect to receive a trial date within 30 days of the trial setting date.

If jury trials resume prior to **June 30, 2021**, the notice provisions set forth above will commence.

### **1.4 Non- Jury Cases Set for Trial:**

Non-jury cases set for trial between March 17, 2020 and July 6, 2020, assigned to the Commercial Calendars, Individual Calendar, or Tax & Miscellaneous Calendars, may be reset for non-jury trial at the discretion of the assigned judges. Any non-jury trials should be conducted remotely, using Zoom or other remote video methods.

Non-jury cases set for trial after July 6, 2020, assigned to the Commercial, Individual or Tax & Miscellaneous Calendars, may be reset for non-jury trial at the discretion of the assigned judges. Any non-jury trials should be conducted remotely, using Zoom or other remote video methods.

Non-jury trials set for trial in Courtroom 2005 on or after March 17, 2020, may be re-set by presenting a motion before the Presiding Judge, pursuant to Section 2.6, below. The case will be randomly assigned to a trial judge. Any non-jury trial should be conducted remotely, using Zoom or other remote video methods.

***In person proceedings shall be conducted pursuant to Section 1.1 of this order.***

### **1.5 Court Dates (All Sections):**

***All case management and status court dates currently scheduled for in-person hearing at the Daley Center are stricken and shall be rescheduled for remote proceeding. All parties of record will receive electronic or postcard notice of the rescheduled remote court dates.***

***Remote proceedings may be conducted using video, audio or document submission methods.***

***The assigned judge will determine the method of remote proceeding.***

***All case management and status court dates currently scheduled for remote proceedings by the assigned judges court order shall stand.***

***In-person proceedings shall be conducted pursuant to Section 1.1 of this order.***

### **1.6 Discovery (All Sections):**

**Case management will continue for all cases pending in the Law Division. Case Management procedures for cases in each Section shall be governed by the relevant procedures, set forth in the relevant sections of this order (Administrative, Motion, Commercial, Tax and Miscellaneous Remedies, Individual and Trial).**

This order does not reopen discovery for any case in which **discovery** was closed by court order. Any motion to reopen discovery or to address discovery issues shall be brought before the assigned judge in the manner set forth in the relevant sections of this order.

### **1.7 Initial Case Management Dates (All Sections):**

***Initial case management dates currently scheduled and those scheduled in the future shall be conducted remotely.***

***Remote proceedings may be conducted using video, audio or document submission methods.***

***The assigned judge will determine the method of remote proceeding.***

**In-person proceedings shall be conducted pursuant to Section 1.1 of this order.**

This order does not limit the assigned judge's discretion to reschedule any case for initial cases management to a different date.

**1.8 Newly Filed Motions (All Sections):**

**Please note that all motions presented to the court must be filed electronically with the Clerk of the Circuit Court using the "DO NOT SCHEDULE" option and emailed to the assigned judge with copies to all parties of record.**

Litigants shall comply with the motion procedures of the assigned judge, as set forth in the relevant sections of this order, and in compliance with the assigned judge's standing orders.

This order does not limit the assigned judge's discretion to order the scheduling of motions electronically with the Clerk of the Circuit Court.

**1.9 Emergency Motions (All Sections):**

Litigants shall comply with the emergency motion procedures of the assigned judge, as set forth in the relevant sections of this order, and in compliance with the assigned judge's standing orders.

**1.10 Pre Trial and Mediation of Cases:**

***(This section updates and supersedes Law Division General Administrative Order 20-7 entered on August 26, 2020)***

***(Pursuant to Circuit Court General Administrative Order 2020-07, Section n(ii) and n(iii))***

***There shall be mandatory pre-trial of cases that were ready for trial but were not permitted to proceed due to the COVID-19 pandemic.***

***The above paragraph means that every case that had a jury trial date on or after March 17, 2020, is subject to a mandatory pre-trial conference.***

***Mediation of cases by an agreement of the parties is an alternative to pre-trial of cases provided in the provision above, as long as the mediation is completed prior to the discovery completion date reflected in Section 7.2 of this order.***

***Any case previously set for trial that had been transferred for pre-trial prior to August 26, 2020, shall remain before the agreed upon judge for the pre-trial conference only.***

***For pending cases that have not been set for trial, the parties may agree to the transfer of their case for pre-trial to any Law Division Judge, provided the agreed upon judge is willing to conduct the pre-trial.***

***The transfer order shall be submitted to the Presiding Judge pursuant to Section 2.11 of this order, and shall be for pre-trial only.***

***Pre-trials will be conducted remotely using whatever method the judge chooses.***

***In-person proceedings shall be conducted pursuant to Section 1.1 of this order.***

**1.11 Law Division Standing Order for Participation in Court Proceedings by Videoconference or Telephone:**

LINK TO STANDING ORDER

Nothing in this portion of the order would limit the assigned judge's discretion to conduct remote proceedings in the manner they determine.

**1.12 Public Access to Remote Proceedings:**

**For all remote proceedings, the assigned judge will provide the public access information to the Office of the Chief Judge for publication in the Law Divisions public access section at [www.cookcountycourt.org](http://www.cookcountycourt.org)**

The public access information shall be provided to the Office of the Chief Judge at least five (5) business days in advance of the remote proceedings, and will be published, unless the remote proceeding constitutes an emergency. In that event, the public access information will be provided and published as far in advance as possible.

The public information will include the judge conducting the hearing, the case number and caption of the case being heard, the type of hearing, the time and date of the hearing and the public access information for the hearing.

## **Section 2: Administrative Section** **Courtrooms 2005 & 2006**

### **2.1 Jury Trials and Jury Trial Setting Dates for Courtroom 2005:**

As previously set forth in Section 1.3, all jury trial dates, set between March 17, 2020 and **June 30, 2021**, are converted to “Trial Setting” dates. The setting of cases for jury trial is suspended, until such time as jury trials can safely resume.

The resumption of jury trials will be done in accordance with section 1.3 of this order.

### **2.2 Non-Jury Trials and Non-Jury Trial Setting Dates for Courtroom 2005:**

Parties should present a motion pursuant to section 1.4 of this order to have a non-jury case randomly assigned to a trial judge for trial.

The assigned trial judge will contact all parties of record to develop procedures for conducting the trial, using Zoom or other video platforms. The assigned trial judge will have the discretion to incorporate in-person elements into the trial, if necessary, to allow access to the court, with proper social distancing and safety standards applied.

The assigned judge will schedule and complete the non-jury trial within 14 days of assignment and will issue a verdict within 7 days of completion of the trial.

### **2.3 Trial Setting Call-Courtroom 2006:**

The Trial Setting Call is suspended until such time as jury trials can safely resume, given public health directives.

When jury trials can safely be resumed, the Trial Setting Call will commence setting trial dates, beginning with those cases originally scheduled for jury trial March 17, 2020. All parties and counsel of record will receive electronic or postcard notice of the date, time and manner of the Trial Setting Call.

#### **2.4 Prove-up Assignment Call-Courtroom 2005:**

Once a case is set for prove-up in Courtroom 2005, by either the assigned motion judge or the Presiding Judge of the Law Division, the Presiding Judge will randomly assign the case for prove up to a trial judge so the prove-up can be conducted on the date it was scheduled and noticed. The assigned judge will provide Zoom access information that will provide the necessary instructions for a remote proceeding. The plaintiff will provide this information to the defaulted party or parties so that they have notice of the proceedings.

Cases originally set for prove up between March 17, 2020 and July 6, 2020, can be scheduled for a new date, pursuant to the procedures set for in Section 2.6, below.

***In-person proceedings shall be conducted pursuant to Section 1.1 of this order.***

#### **2.5 Call of Cases Transferred To Law Division-Courtroom 2005:**

Cases transferred into the Law Division from other divisions, will be reviewed by the court, commencing with cases transferred in as of March 18, 2020.

Based on that review, a random assignment will be made to the appropriate section of the Law Division. All parties of record and the assigned judge will be notified of the assignment, so an initial case management date can be scheduled by the assigned judge with notice to all parties of record.

#### **2.6 Administrative Motions-Courtroom 2005:**

Administrative motions include, but are not limited to: (1) ***motions to extend the discovery completion deadline for cases assigned for Active Case Management \**** (2) motions to set or continue jury trials; (3) motions to set or continue prove ups; (4) motions to set or continue non-jury trials; (5) motions to consolidate or reassign cases, pursuant to Circuit Court General Orders 12 or 22; (6) motions to reassign pursuant to Law Division General Administrative Order 16-2; and (7) and motions to remove cases

from any Law Division Stay Calendar.

***\* Please note that motions to extend the discovery completion deadline shall contain the name of the assigned Active Case Management Judge when presented. The Presiding Judge will only rule on extending the discovery completion deadline. Specific discovery deadlines will be addressed by the assigned Active Case Management Judge. The Presiding Judge will not enter a specific discovery schedule.***

All motions shall be emailed to [law.cal2005cc@cookcountyil.gov](mailto:law.cal2005cc@cookcountyil.gov) with copies emailed to all parties of record. Upon receipt of the motion, the court will determine if the motion can be ruled on summarily or will require briefing.

If briefing is required, the parties can agree to a briefing schedule, or the court will enter one. The court will determine if oral argument is needed, and if needed, the court will schedule a remote hearing using video or teleconference platforms. Notice to all parties and counsel of record and public access information shall be provided by the court.

***In-person proceedings shall be conducted pursuant to Section 1.1 of this order.***

### **2.7 Emergency Motions: Courtroom 2005:**

“Emergency motions” are those in which irreparable harm will be caused if not addressed immediately. No other emergency motions should be filed.

- Please note that discovery motions for cases assigned to other sections of the Law Division should not be presented in Courtroom 2005, and should be presented before the assigned judge or designated emergency judge, as detailed in the relevant sections of this order.

### **2.8 Scheduling Emergency Motions-Courtroom 2005:**

The movant shall email a copy of the emergency motion and notice to the Presiding Judge’s Law Clerk at: [law.cal2005cc@cookcountyil.gov](mailto:law.cal2005cc@cookcountyil.gov)

If the court determines a valid emergency exists, a remote hearing will be scheduled within 24 hours using telephone or video platform.

***In-person proceedings shall be conducted pursuant to Section 1.1 of this order.***



If the court determines the motion is not a valid emergency, the court will inform the movant, and will instruct the movant to notify all parties that the motion will not be heard.

Based upon volume and changes in circumstances, these procedures may change. Any changes will be posted on the Law Division Section of the Chief Judge's website.

### **2.9 Notice of Emergency Motions- Courtroom 2005:**

All emergency motions should be noticed for 11:00 A.M. For a remote hearing, a minimum of twenty-four (24) hours should be provided in advance of the hearing, except for good cause shown.

### **2.10 Routine Motions-Courtroom 2005:**

Routine motions include, but are not limited to: (1) Petitions to Appoint a Wrongful Death Special Administrator; (2) SCR 298 Petitions for Fee Waivers; (3) Petitions to File Under a Fictitious Name; (4) Petitions to Disburse Funds to a minor who has attained the age of majority.

Routine motions shall be emailed to: the Presiding Judge's Law Clerk at [law.cal2005cc@cookcountyil.gov](mailto:law.cal2005cc@cookcountyil.gov), with notice provided to all counsel of record.

### **2.11 Agreed Dismissal and Pre-Trial Transfer Orders: Courtroom 2005:**

Copies of the agreed order dismissing or transferring a case for pre-trial should be emailed to the Presiding Judges Law Clerk at [law.cal2005cc@cookcountyil.gov](mailto:law.cal2005cc@cookcountyil.gov), with notice provided to all counsel.

### **2.12 Contact Information:**

Courtroom 2005: (312) 603-6343

Courtroom 2006: (312) 603-5923

Please leave a detailed voicemail message if there is no answer. All calls will be returned as promptly as possible.

**SECTION 3: Motion Section Procedures**  
**Motion Calendars: A, B, C, D, E, F, H, R, X and Z**

**3.1 Email Calendars for Motion Section:**

A. All email directed to any Law Division Motion Calendar shall be submitted at the following email addresses:

Motion Call A: [LAW.CALAcc@cookcountyil.gov](mailto:LAW.CALAcc@cookcountyil.gov)  
Motion Call B: [LAW.CALBcc@cookcountyil.gov](mailto:LAW.CALBcc@cookcountyil.gov)  
Motion Call C: [LAW.CALCcc@cookcountyil.gov](mailto:LAW.CALCcc@cookcountyil.gov)  
Motion Call D: [LAW.CALDcc@cookcountyil.gov](mailto:LAW.CALDcc@cookcountyil.gov)  
Motion Call E: [LAW.CALEcc@cookcountyil.gov](mailto:LAW.CALEcc@cookcountyil.gov)  
Motion Call F: [LAW.CALFcc@cookcountyil.gov](mailto:LAW.CALFcc@cookcountyil.gov)  
Motion Call H: [LAW.CALHcc@cookcountyil.gov](mailto:LAW.CALHcc@cookcountyil.gov)  
Motion Call R: [LAW.CALRcc@cookcountyil.gov](mailto:LAW.CALRcc@cookcountyil.gov)  
Motion Call X: [LAW.CALXcc@cookcountyil.gov](mailto:LAW.CALXcc@cookcountyil.gov)  
Motion Call Z: [LAW.CALZcc@cookcountyil.gov](mailto:LAW.CALZcc@cookcountyil.gov)

**Backup Motion Judges:**

Gerald V. Cleary: [Gerald.Cleary@cookcountyil.gov](mailto:Gerald.Cleary@cookcountyil.gov)  
Toya T. Harvey: [Toya.Harvey@cookcountyil.gov](mailto:Toya.Harvey@cookcountyil.gov)

B. Email sent to any previous motion calendar email address will **not** be processed.

**3.2 Electronic Format Requirements:**

A. All documents, **other than draft orders** (e.g., motions, notices, exhibits), shall be submitted in **PDF** format for all motion judges;

B. All orders shall be submitted in **both** Word and PDF format, or any other format as set forth in the respective judges' motion calendar auto-replies, and/or standing orders in the Law Division, Motion Section Home Page: [www.cookcountycourt.org](http://www.cookcountycourt.org)

**3.3 Emailing Requirements:**

A. **All** emails to any Law Division Motion Calendar **must** contain/comply with the following:

1. Identification of the type of motion (e.g., Emergency, Routine, Regular);
2. The case name **and** court number;

3. Identification of the substance of the motion (e.g., special process server, vacate defaults, leave to appear, amend a pleading [with the specifics of what is being amended: counts, adding parties, etc.]);

4. Each document submitted as a **separate** attachment:

- a) not included as an exhibit to the motion;
- b) identified (special process server order, vacate default order, amended complaint order, voluntary dismissal order, etc.);
- c) abbreviations used (NOM, SPS, MTV, MTD, MSJ);
- d) identification of documents by office file number, court number, or generic description (e.g., "order," or "agreed order") will be rejected;

5. Email addresses of all counsel of record, parties not yet held in default, and self-represented parties (or alternative service methods, if required);

6. **PLEASE NOTE:** Once an email thread/chain has been established on a case, all future emails shall be submitted to the assigned motion judge **ONLY VIA THAT THREAD/CHAIN.** Future "stand-alone" emails will not be accepted or acknowledged.

B. Emails which do not comply with this section will be rejected.

### **3.4 Notice and E-filing Requirements:**

A. All motions (emergency, routine, regular) and notices of motion (if required) **must be efiled prior to submission;**

B. All motions **must include email addresses** of moving counsel of record;

C. All notices of motion must contain email addresses of all counsel of record, parties not yet held in default, and self-represented parties (or alternate service methods, if required);

D. Notices of motion must provide the following language:

*On \*\*\*\*\* at 9:00 AM, I shall electronically submit the attached: Motion for \_\_\_\_\_ to the Honorable \_\_\_\_\_, via email address: Law.CAL\*\*cc@cookcountyil.gov.*

*To respond or object to this Motion, please email response or objection to LAW.CAL\*\*cc@cookcountyil.gov after 10:00 AM on the date set forth above, with a cc to all attorneys of record as listed here: \*\*\*\*\**

*If no response or objection is emailed before 4:00 PM on the date set forth above, the Court will rule on the Motion and enter an order.*

- E. Proposed orders submitted with any motion **must not be efiled, or attached to the motion as an exhibit**;
- F. Proposed pleadings must not be attached to any motion as an exhibit or efiled, until such time as leave of court is granted to do so;
- G. Notices of filing must not be submitted, as the filing date is already contained on the documents;
- H. Courtesy copies of routine motions shall be submitted **only** on the date selected. Courtesy copies of routine motions submitted **prior** to the date selected, or unfiled, will be disregarded;
- I. Motions which do not comply with this section will be rejected.

### **3.5 Emergency Motions:**

- A. Emergency motions shall be submitted to the assigned motion judge, between **8:45 AM to 9:30 AM, Monday through Friday**;
- B. Emergency motions shall be emailed to the assigned motion judge/emergency judge at the email addresses listed in Paragraph 3.1, *supra*;
- C. "Emergency motions" shall include, but not be limited to:
  - 1. Adding parties or filing pleadings (e.g., additional party complaints), prior to the expiration of an impending statute of limitations;
  - 2. Requests for protective order for preservation of evidence;
  - 3. Requests for relief, which, if not granted, will cause irreparable harm.
- D. Notice and e-filing of emergency motions must comply with Paragraphs 3.2 and 3.3, *supra*;
- E. Emergency motions will be reviewed by the assigned motion judge. Any motion which does not constitute a valid emergency will be stricken;
- F. Courtesy copies of emergency motions shall be submitted **only** on the date selected. Courtesy copies of emergency motions submitted **prior** to the date selected, or unfiled, will be disregarded;

G. Motions to extend discovery dates do not constitute valid emergency motions, as per Paragraph 3.6(E), *infra*.

### **3.6 Routine Motions:**

A. Routine motions shall be submitted to the assigned motion judge, between **8:45 AM and 9:30 AM, Monday through Friday**, only, at the email addresses listed in Paragraph 3.1, *supra*;

B. "Routine motions" shall include, but not be limited to:

1. Appointment of special process servers ("SPS");
2. Leave to vacate technical defaults;
3. Leave to appear, answer, plead;
4. Entry of fully executed HIPAA orders;
5. Amending a pleading (adding parties, adding counts, adding allegations, etc.). Motion and order must contain all details of the proposed amendments;
6. Filing any cross-claims, counterclaims, and/or additional party pleadings (*e.g.* third-party complaint);
7. Leave to intervene on behalf of a worker's compensation carrier or public body claiming a lien;
8. Voluntary dismissal of certain parties ["partial"], or the entire case;
9. Dismissal orders for settlements not involving those subject to the Joint Memorandum on Settlement Procedures;

C. Notice and e-filing of routine motions must comply with Paragraphs 3.2 and 3.3, *supra*;

D. Courtesy copies of routine motions shall be submitted **only** on the date selected. Courtesy copies of routine motions submitted **prior** to the date selected, or unfiled, will be disregarded;

E. Routine motions submitted after 9:30 AM will not be processed until the following business day.

### **3.7 Regular Motions:**

A. The daily motion call ("spindled" motions, first time presentation) is suspended until further order of court, in accordance with public health directives;

B. Regular motions may be efiled and submitted to the assigned motion judge at any time, with proper notice provided. No remote hearings are permitted on the submission of regular motions;

C. The date of presentation/submission of any regular motion is selected solely by moving counsel and **not by the assigned motion judge**;

D. All regular motions shall be emailed to the assigned motion judge at the email addresses listed in Paragraph 3.1, *supra*;

E. "Regular motions" are all motions, other than "Emergency Motions" or "Routine Motions," as defined in Paragraphs 3.5 and 3.6, *supra*;

F. "Regular motions" shall include, but not be limited to:

1. Motions addressed to jurisdiction;
2. Validity and/or diligence of service of process;
3. Sufficiency of pleadings and exhibits;
4. Discovery motions (compel, ruling on objections, sanctions, *in camera* inspections, modifications of CMC orders;
5. Involuntary dismissal (2-619);
6. Motions to quash subpoenas;
7. Motions for summary judgment (partial or total);
8. Adjudication of liens;

G. All regular motions will be screened by the assigned motion judge for the need for a briefing schedule. If no briefing schedule is needed, the assigned motion judge will so notify all parties and will enter an order ruling on the motion;

H. Courtesy copies of routine motions shall be submitted **only** on the date selected. Courtesy copies of routine motions submitted **prior** to the date selected, or unfiled, will be disregarded;

I. If a briefing schedule is needed, then the procedures set forth in Paragraph 3.8, *infra*, must be complied with.

### **3.8 Contested Motion Procedures:**

A. If any discovery is needed, prior to briefing a contested motion, the party requesting the discovery shall confer with opposing counsel, obtain an agreement to conduct such discovery, and shall submit an agreed order, providing a description of the discovery needed, and the time required to complete it;

B. If no discovery is needed prior to briefing a motion, counsel shall confer and submit an agreed briefing schedule order;

C. The standard briefing schedule shall be 28 days for response, and 21 days for reply, or as agreed by the parties, or set by order of court;

D. Courtesy copies shall be submitted by **email** to the assigned motion judge at the email addresses listed in Paragraph 3.1, *supra*;

E. **PLEASE NOTE:** The assigned motion judge may request hard copies of briefs, exhibits, records, etc., by regular mail or delivery, on a case-by-case basis, or as set forth in their standing orders, at the Law Division, Motion Section Home Page at: [www.cookcountycourt.org](http://www.cookcountycourt.org)

F. Courtesy copies, briefs, exhibits, records, etc., shall be submitted in PDF format only, and **not** encrypted, through drop boxes and/or secure portals;

G. Legal briefs should be streamlined to eliminate unnecessary pages of legal precedent, standards applied for determination of motions;

H. All rulings on contested motions will be by written order, unless otherwise determined by the assigned motion judge;

I. Oral arguments or hearings on contested motions will be conducted by remote electronic procedures, in accordance with approved remote proceeding protocols, and only if the assigned motion judge determines it is appropriate.

### **3.9 Settlement and Dismissal Orders:**

A. Agreed orders for dismissals by settlement (partial or total), voluntary dismissals (partial or total, with no dispositive motions pending), agreed motions for good faith finding), etc., shall be submitted by email to the assigned motion judge at the email addresses set forth in Paragraph 3.1, *supra*;

B. All documents, **other than the draft order**, must be efiled, prior to submission;

C. "Draft" (not efiled) orders of dismissal must be submitted in both electronic formats to the assigned motion judge, as per Paragraph 3.2, *supra*.

### **3.10 Petitions for Approval of Settlements:**

A. All petitions for settlement under the Wrongful Death Act, Survival Act, for Minors and Disabled Persons, **must** comply with the provisions of "Settlement Procedures," located on the Law Division Home Page, [www.cookcountycourt.org](http://www.cookcountycourt.org) ;

- B. Petitions for approval of settlements and proposed orders must **NOT** be efiled prior to submission, must only be submitted in draft form, in the electronic format required by each motion judge in Paragraph 3.2, *supra*;
- C. Notice of the submission of petitions for approval of settlement shall be provided to all counsel of record, with email addresses of counsel included;
- D. Petitions for approval and/or orders which do not comply with this section will be rejected.

### **3.11 Case Management Procedures:**

- A. All previous procedures regarding case management, including high-volume case management court calls, are suspended, until further order of court, in accordance with public health directives;
- B. Approved form case management (“CMC”) orders will be used in all cases, according to the case type (*i.e.*, Category 1 or Category 2);
- C. CMC orders shall **not** be altered in format, time standards, and/or sequence of activities contained therein. Any CMC order created by law firms must conform exactly to the layout, time standards and sequence of activities as in the approved CMC for;
- D. The approved fillable CMC orders are located on the Circuit Court Home Page, Law Division, [www.cookcountycourt.org](http://www.cookcountycourt.org)
- E. New cases (filed **after** July 6, 2020):
  - 1. When all parties have appeared, counsel will meet and confer, and prepare an CMC order, setting dates for all activities contained in the CMC order, in accordance with the time standards set forth;
  - 2. The agreed CMC order shall be submitted to the assigned motion judge, no later than 14 days after all parties have appeared, and no later than 6 months from the date of the filing of the case;
  - 3. If approved, the CMC order will be entered, returned to counsel, and no appearance for any “initial” CMC court date is required;
  - 4. If not approved by the assigned motion judge, or not agreed to by counsel, the assigned motion judge and counsel will conduct an email or remote CMC conference to resolve all CMC issues, at a time and date agreed upon by the assigned motion judge and counsel;



5. On all new cases, the parties must inform the assigned motion judge (in the email submitting the CMC order), of the type of case, the injuries, the total medical and lost time, and any other damages being claimed. Cases which do not satisfy the Law Division case value criteria will be transferred to the Municipal Department;
6. Remote CMC conferences will **not** be conducted, unless the assigned motion judge determines it is necessary;
7. Requests for remote CMC conferences shall be submitted by email to the assigned motion judge, at the email addresses listed in Paragraph 3.1, *supra*. No formal motion is required;
8. All extensions, modifications, and/or compliance with any dates contained in the CMC order, shall be addressed by regular motion, in accordance with Paragraphs 3.3, 3.4, and 3.7, *supra*;
9. **PLEASE NOTE:** The **only** future court date contemplated by the new CMC procedures is the “trial certification date,” contained in the CMC order. All activities set forth in any CMC order are expected to be completed by that date;
10. Court dates set by automatic continuance, due to COVID-19 procedures, may remain as the trial certification date, or may be superseded by the trial certification date contained in the CMC order;
12. CMC schedule orders and damages information on “new” cases must be submitted to the assigned motion judge **no later than 6 months** from the date of the filing of the cases;
13. New cases which currently have CMC orders already in place must submit the case value information **no later than 1-31-21;**
14. Failure to submit the required CMC order will result in the case being administratively dismissed by the assigned motion judge;
15. Motions to vacate and reinstate such cases must be submitted with a proposed CMC order to the assigned motion judge.

F. Pending Cases (filed **prior** to July 6, 2020):

1. Any pending case which did not submit a CMC scheduling order by August 15, 2020, as per the July 6, 2020 GAO, must submit a CMC

order to the assigned motion judge, **no later than January 31, 2021**;

2. The CMC order must contain deadlines for all remaining activities to be completed, in accordance with the times standards set forth;

3. If the time standard for completion of any activity has already passed, new dates will be chosen, but counsel will attempt to meet remaining time standards as much as possible;

4. The agreed CMC order will be submitted to the assigned motion judge for approval, and if approved, will be entered and returned to counsel;

5. If not approved by the assigned motion judge, or not agreed to by counsel, the assigned motion judge and counsel will conduct an email or remote CMC conference to resolve all CMC issues, at a time and date agreed upon by the assigned motion judge and counsel;

6. Remote CMC conferences will **not** be conducted, unless the assigned motion judge determines it is necessary;

7. Requests for remote CMC conferences shall be submitted by email to the assigned motion judge at the addresses listed in Paragraph 3.1, *supra*;

8. All extensions, modifications and/or compliance with any dates contained in the CMC order shall be addressed by regular motion, in accordance with Paragraph 3.3, 3.4 and 3.7, *supra*;

9. **PLEASE NOTE:** The **only** future court date contemplated by the new CMC procedures is the “trial certification date,” contained in the CMC order. All activities set forth in any CMC order are expected to be completed by that date;

10. Court dates set by automatic continuance, due to COVID-19 procedures, may remain as the trial certification date, or may be superseded by the trial certification date contained in the CMC order

11. Failure to submit the required CMC order will result in the case being administratively dismissed by the assigned motion judge;

12. Motions to vacate and reinstate such cases must be submitted with a proposed CMC order to the assigned motion judge.

G. Any future CMC/trial certification dates reset by automatic COVID continuances will **not extend any discovery deadlines already contained in the CMC order.**

### **3.12 Discovery Issues:**

A. All discovery (including, but not limited to depositions of parties, and Supreme Court Rule 213[f][1], [f][2] and [f][3] witnesses) will proceed, in telephonic, video conference and/or other electronic means, as per Cook County General Administrative Order 2020-7 (November 23, 2020), and Illinois Supreme Court Order *In Re: Illinois Courts Response to COVID-19 Emergency/Impact on Discovery*, M.R. 30370 (June 4, 2020);

B. If there is no agreement on the taking of, or conditions under which, discovery or evidence depositions are to be taken, including, but not limited to, remotely, the motion judges shall have the discretion pursuant to Supreme Court Rule 201 to determine these issues, upon motion.

### **3.13 Pre-Trial Conferences:**

A. The following motion judges are available for pre-trial conferences, conducted remotely, and can be contacted at the following email addresses:

Motion Call A:	Honorable James N. O'Hara	<a href="mailto:LAW.CALAcc@cookcountyil.gov">LAW.CALAcc@cookcountyil.gov</a>
Motion Call B:	Honorable Daniel T. Gillespie	<a href="mailto:LAW.CALBcc@cookcountyil.gov">LAW.CALBcc@cookcountyil.gov</a>
Motion Call C:	Honorable Melissa A. Durkin	<a href="mailto:LAW.CALCcc@cookcountyil.gov">LAW.CALCcc@cookcountyil.gov</a>
Motion Call D:	Honorable Patricia O. Sheahan	<a href="mailto:LAW.CALDcc@cookcountyil.gov">LAW.CALDcc@cookcountyil.gov</a>
Motion Call F:	Honorable Moira S. Johnson	<a href="mailto:LAW.CALFcc@cookcountyil.gov">LAW.CALFcc@cookcountyil.gov</a>
Motion Call R:	Honorable Christophe E. Lawler	<a href="mailto:LAW.CALRcc@cookcountyil.gov">LAW.CALRcc@cookcountyil.gov</a>
Motion Call X:	Honorable Brendan A. O'Brien	<a href="mailto:LAW.CALXcc@cookcountyil.gov">LAW.CALXcc@cookcountyil.gov</a>
Motion Call Z:	Honorable Karen L. O'Malley	<a href="mailto:LAW.CALZcc@cookcountyil.gov">LAW.CALZcc@cookcountyil.gov</a>
	Honorable Gerald V. Cleary	<a href="mailto:Gerald.Cleary@cookcountyil.gov">Gerald.Cleary@cookcountyil.gov</a>
	Honorable Toya T. Harvey	<a href="mailto:Toya.Harvey@cookcountyil.gov">Toya.Harvey@cookcountyil.gov</a>

### **3.14 Information Contact:**

A. Further information and answers to questions can be obtained by contacting the assigned motion calendar, or Motion Section Coordinator, Brian Robin, at (312) 813-1457. Voice mail messages will be checked regularly, and returned with the requested information, at the earliest possible time.

**Section 4: Procedures Applicable to the Commercial Section Calendars I, N, Q, ST, U, W, &Y**

**Section 4 of General Administrative Order 20-6 is deleted in its entirety and replaced with the following:**

**4.1 Procedures regarding newly filed motions:**

1. The attorneys upon electronically filing the motion will email a file stamped copy of the motion (contested, routine, etc.) to the Calendar's contact individual, either the Court's coordinator or law clerk, at the Calendar's email listed below. The movant should advise the Court if there is any objection to the motion.
2. Upon review of the motion the Court will determine if the motion can be addressed summarily (e.g. routine motions and special process server motions) or will require briefing.
3. If the parties wish a briefing schedule, the parties should include an agreed order consisting of the standard briefing schedule of 28 and 14 days or an agreed modified schedule. An un-filed agreed briefing schedule order should be sent with the initial motion to the coordinator or law clerk.
4. If the court determines it is a matter that does not require briefing, then the court will advise the parties of that determination.
5. The briefing schedule order shall contain a courtesy copy delivery date of 3 court days following the filing of the last brief (usually the reply brief).
6. The movant will provide all the briefs and exhibits to the court via email on the courtesy copy delivery date.
7. The court will provide a ruling or hearing date upon receipt of the full courtesy copy packet.

**4.2 Previously Presented Motions:**

For motions as to which the court has already entered a briefing schedule and clerk status, the parties should abide by the set schedule. Respondents on motions must email movant a copy of their briefs and exhibits on the date they file it. On the clerk status date, Movant must email copies of all briefs and exhibits to the court's coordinator or law clerk. Please include the following:

1. Subject line of the email should contain the case name, case number, and caption of the motion.

2. Movant must carbon copy (cc) all parties to the case on the email.

3. Attachments:

a. Briefs should be in Microsoft Word format.

b. Exhibits to the Briefs may be in Word format or pdf.

#### **4.3 Agreed Orders:**

The Court will enter agreed orders provided the following conditions are met:

If all the parties to a case agree that a particular order by the court will be of assistance in moving the proceedings forward (e.g. an agreed protective order), the parties may email a copy of the proposed order to the email address for the particular Calendar. All parties to the case must be cc'd.

#### **4.4 Emergency Motions:**

Any such motion shall be presented in like manner to other newly filed motions with the following additions:

a) The Court's coordinator or law clerk will notify the moving party the dates and times when the Court is available to hear the motion remotely.

b) The moving party shall inform counsel for the non-moving party of the Court's available dates and times. The parties shall coordinate a date and time to present the motion to the Court remotely. Once the parties agree on a date and time to present the emergency motion, the moving party shall immediately communicate to the Court through the coordinator or law clerk the date and time selected by the parties. In no event shall the date and time selected be less than 24 hours from when this information is communicated to the Court.

Any emergency motion must be presented to the Court remotely via telephonic conference call, video conference, Skype, Zoom or similar technology or service.

#### **4.5 Discovery:**

Parties must be flexible with regard to discovery. Gamesmanship, sharp practice and hardball tactics will not be tolerated. Parties should recognize that responses to interrogatories will likely be delayed and that social distancing may create difficulties in obtaining documents. The court will not entertain any discovery related motions that do not document full compliance with both the letter and spirit of Supreme Court Rule

201(k). The Court strongly encourages depositions be taken by telephonic or remote video means.

#### **4.6 Remote Video Conferencing and Trials:**

The Commercial Calendar Section has established a Uniform Video Conferencing Protocol to be used for bench trials and evidentiary hearings. [Insert link to protocol here]. Parties are encouraged to familiarize themselves with the protocol.

The Commercial Calendar Section has revised its Uniform Standing Order to reflect the changes in Court operations due to the COVID -19 pandemic. Parties and counsel are encouraged to review the revised order.

[http://www.cookcountycourt.org/Portals/0/Law%20Divison/General%20Administrative%20Orders/20-06/Commercial\\_Calendar\\_Uniform\\_Order%20-%20GAO%2020-6.pdf?ver=2020-07-08-173206-740](http://www.cookcountycourt.org/Portals/0/Law%20Divison/General%20Administrative%20Orders/20-06/Commercial_Calendar_Uniform_Order%20-%20GAO%2020-6.pdf?ver=2020-07-08-173206-740)

#### **4.7 Communications Directed to the Court:**

Email is strongly preferred. Emails should be directed to the respective Commercial Calendar contact at the address listed. The email must cc all attorneys and self-represented litigants. If for some reason email is not an option, attorneys should phone the Commercial Calendar contact individual at the number listed below. Court staff is monitoring the Calendar voice mails.

#### **4.8 Contact Individuals by Calendar:**

Judge Margaret Brennan – Calendar N – Wanda Fleming at  
LAW.CALncc@cookcountyil.gov or 312-603-4804. Zoom ID: 972-4167-2936

Zoom Password: 909053 Zoom Conference Call # 1-312-626-6799

Judge Thomas Mulroy, Jr. – Calendar I – Brianna Kwasek at  
LAW.CALicc@cookcountyil.gov or 312-603-4266. Zoom meeting ID is 840 1630 6411  
No password needed

Judge Michael Otto – Calendar U – Mark Miller at LAW.CALucc@cookcountyil.gov or  
312-603-5941. Zoom ID: 973 8107 5278 Zoom Password: 386710

Judge Daniel Kubasiak – Calendar T – Annette Aponte at  
LAW.CALtcc@cookcountyil.gov or 312-603-5930. Zoom ID: 913 6588 1682 Zoom  
Password: 894316

Zoom Conference Call # 1-312-626-6799

Judge James Snyder – Calendar Y – Patricia Wisniewski at  
LAW.CALycc@cookcountyiil.gov or 312-603-5818. Zoom ID: 999 8063 6139

Zoom Password: 645477 Zoom Conference Call#: 1-312-626-6799

Judge Jerry Esrig – Calendar S – Marianne Meister at LAW.CALscc@cookcountyiil.gov  
or 312-603-5915. Zoom ID: 950 5322 1634 Zoom Password: 335113

Judge Patrick Sherlock – Calendar Q- Melissa Robbins at  
LAW.CALqcc@cookcountyiil.gov or 312-603-5902. Contact Melissa Robbins at  
Melissa.Robbins@cookcountyiil.gov for zoom information.

Judge Diane Shelley – Calendar W – Christine Marinakis at  
LAW.CALwcc@cookcountyiil.gov or 312-603-5940. Zoom Meeting ID: 921 0771 779  
Zoom Password: 881878

## **Section 5: Procedure Applicable to the Tax & Miscellaneous Remedies Section Calendars 1, 3, and 5**

Section 5 of General Administrative Order 20-6 is deleted in its entirety and replaced with the following:

### **5.1 Handling Routine Matters Remotely for all Calendars**

a) The following matters are considered to be “Routine Matters.”

- Agreed extension order
- Agreed briefing schedule order
- Agreed dismissal order
- Agreed turnover order
- Agreed orders on other matters, if appropriate
- 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
- Motion for leave to add a new party
- Motion for leave to amend a pleading
- Motion for leave to file an answer or a responsive proceeding (with proposed pleading attached)
- Plaintiff’s motion to dismiss a wage garnishment, a non-wage garnishment, a citation to discover assets, a third-party citation to discover assets
- Plaintiff’s motion to dismiss a rule to show cause

- Plaintiff's motion to dismiss a body attachment order
- Motion to grant defendant/debtor's exemption claim
- Plaintiff's motion for entry of a memorandum of judgment
- Plaintiff's motion to vacate or dismiss a memorandum of judgment
- Satisfaction of judgment filed by the plaintiff/creditor
- Plaintiff's petition to revive a judgment
- Plaintiff's motion for the appointment of a special process server
- Plaintiff's motion for service by special order of the court under 735 ILCS 5/2-203.1
- Plaintiff's motion for the issuance of an alias rule to show cause
- Plaintiff's motion for the issuance of an alias citation to discover assets
- Plaintiff's motion for entry of a judgment by confession
- Motion to set a hearing on the immediate vesting of title
- Any other routine motion allowed under the April 1995 Law Division Motion Judge Rules

b) All Routine Matters will be considered by the Court remotely, without requiring the parties to appear before the Court. The protocol for the presentation of a Routine Matter is as follows:

- i) The moving party shall e-file, notice, and serve the motion relating to the Routine Matter in the usual and customary manner and timetable prescribed by statute and court rules. However, in no event shall the Routine Matter be noticed for a date earlier than fourteen (14) days after the date on which the notice of motion and motion are filed.
- ii) The notice of filing and motion shall include in the case caption the specific calendar to which the motion is directed (*i.e.* Calendar 1, Calendar 3, or Calendar 5).
- iii) The motion shall be noticed on Monday through Thursday at the following times for the following Tax & Miscellaneous Remedies Court calls: Calendar 1—1:15PM; Calendar 3—9:15AM; Calendar 5—9:15AM. **No party shall appear in person for the presentation of the motion. The motion will be handled remotely.**
- iv) **Within two days of filing, the moving party shall email a copy of the motion and proposed order to (a) all parties that have appeared and (b) the Court.** If a party has not yet appeared, the moving party shall send by U.S. First Class Mail a copy of the notice of filing, the motion, and the proposed order to all parties.
- v) The moving party shall include in its notice of filing and motion (1) the appropriate Calendar Number for the case (*i.e.*, Calendar 1, 3, or 5), (2)



the name, email address, U.S. MAIL mailing address, and contact phone numbers (including cell phone numbers) for its counsel, (3) the names, email addresses, U.S. MAIL mailing addresses, and contact phone numbers (including cell phone numbers, if known) for all parties that have appeared in the case, and (4) the names and mailing addresses for all parties that have not appeared in the case. **The notice of filing shall further state that (1) no party shall appear in person in court for the presentation of the motion, (2) the motion will be handled by the Court without oral argument by either party, and (3) if the non-moving party objects to the motion or to the relief requested, that party must do so in writing under the procedure stated in Section 5(1)(d), below.**

- vi) All proposed agreed orders must contain on the face of the proposed agreed order the signature of each party or its counsel to reflect that party's agreement to the entry of the order. A typed name only, without an actual accompanying signature, does not satisfy this requirement.
- vii) The moving party shall email its notice of filing, motion, and proposed order to the Court Personnel for the appropriate Calendar at the email addresses listed below. In the event any party desires to have a follow-up communication with Court Personnel for a particular Calendar, the party should use the contact names, telephone numbers, and email addresses for that particular Calendar listed below.

**Calendar 1 Court Personnel:**

- **General email address:** LAW.CAL1cc@cookcountyil.gov
- **Clerk:** Lucy Ociepka (email: lzociepka@cookcountycourt.com; phone: 312-603-4467)
- **Law Clerk:** Erik-Jan Hassell (email: erikjan.hassell@cookcountyil.gov)

**Calendar 3 Court Personnel:**

- **General email address:** LAW.CAL3cc@cookcountyil.gov
- **Clerk:** Kim Stovall (email: kdstovall@cookcountycourt.com; phone: 312-603-4347)
- **Court Coordinator:** Ann Ostrowski (phone: 312-603-5533)
- **Law Clerk:** Conrad Foreman (email: [conradc.foreman@cookcountyil.gov](mailto:conradc.foreman@cookcountyil.gov))

### **Calendar 5 Court Personnel:**

- **General email address:** LAWCAL5cc@cookcountyil.gov
  - **Clerk:** Anohki Patel (email: ajpatel@cookcountycourt.com) phone 312-603-4466)
  - **Court Coordinator:** Ann Ostrowski (email: ann.ostrowski@cookcountyil.gov; phone: 312-603-5533)
  - **Law Clerk:** Isabella Janusz (email: isabella.janusz@cookcountyil.gov)
- c) If the Court concludes that the relief requested for the Routine Matter is adequately supported and appropriate, (a) the Court will sign the Order, (b) the Clerk will enter the Order, and (c) the appropriate Court Personnel will transmit a copy of the signed and entered Order to all counsel and parties at the email or street addresses provided by the moving party.
- d) In the event a non-moving party objects to the motion or to the relief requested, that party **shall file and serve via email on the movant and the Court** an objection to the motion. The objection must be filed and served no later than two business days before the scheduled court date. In the event an objection to the motion is made, the Court will defer ruling on the motion and will set the matter on the Court's Contested Matter call on another date (see Sections 5.3 and 5.4, below).
- e) In all email communications to Court Personnel, the party initiating the email communication shall include as email recipients all other parties to the case.

### **5.2 Briefing Schedule and Brief Requirements on all Contested and Fully-Briefed Motions for all Calendars**

The following constitutes the briefing requirements for all contested motions:

- a) Absent other court order, the briefing schedule on any contested motion is as follows: (i) the Respondent's brief is due 28 days after the motion filing date and (ii) the Movant's Reply is due 14 days thereafter.
- b) Absent other court order, (i) the Movant's opening brief shall not exceed 15 pages in length, (ii) the Respondent's response brief shall not exceed 15 pages in length, and (iii) the Movant's reply brief shall not exceed 15 pages in length.
- c) There is no limit to the number of pages of exhibits that the parties may append to their briefs.

- d) Within three business days after the last brief is filed, the movant shall supply the Court with courtesy copies of all briefs, exhibits, and other materials filed by the parties. The briefs shall be supplied to the Court in accordance with Section 5.4, below.

### **5.3 Contested Motions and Return Dates for All Calendars**

- a) The following details the manner in which (i) contested motions will be handled by all Calendars and (ii) returns of citations to discover assets (735 ILCS 5/2-1402) and garnishment proceedings (735 ILCS 5/12-701 et seq.) will be handled by Calendar 5 (collectively “Contested Matters”):
  - b) All of the Contested Matters that historically have been presented to the Court in-person will be presented to the Court remotely via video conference under this Order. **No party shall appear in person for the presentation of a Contested Matter.**
  - c) The moving party shall e-file, notice, and serve the Contested Matter in the usual and customary manner and timetable prescribed by statute and court rules. However, in no event shall the Contested Matter be noticed for a date earlier than fourteen (14) days after the date on which the Contested Matter was filed.
  - d) A party may notice any Calendar 1 Contested Matter for initial presentation to the Court on Monday through Thursday afternoons. A party may notice a Calendar 3 or Calendar 5 Contested Matter for initial presentation to the Court on Monday through Thursday mornings.
    - i) Calendar 1 Contested Matters will be heard at 1:30PM on Monday through Thursday.
    - ii) Calendar 3 Contested Matters will be heard at 9:30AM on Monday through Thursday.
    - iii) Calendar 5 Contested Matters will be heard at 9:30AM, 10:00AM, and 10:30AM on Monday through Thursday. The Court will hear up to six (6) Contested Matters every half-hour for three (3) half-hour time slots each day (for a total of 18 Contested Matters that may be heard each day). When a party files its Calendar 5 Contested Matter, the Clerk of the Court will assign the appropriate time slot for the date selected, filling the first six time slots available that day, then the next six time slots available that day, and then the final six time slots available.

- e) The party presenting the Contested Matter shall use the following Zoom information to access the Court hearing on the date when the Contested Matter will be presented to the Court:
- **Calendar 1:** Zoom ID No. **910 7017 4846**; Password: **917553**
  - **Calendar 3:** Zoom ID No. **980 2962 2696**; Password: **138444**
  - **Calendar 5:** Zoom ID No. **967 3454 1119**; Password: **268697**
- f) The party presenting the Contested Matter shall serve a “**Notice of Remotely Conducted Proceedings**” on (1) the non-moving party, (2) any other party of record, and (3) any other respondent or potential adverse claimant to a citation or garnishment summons.
- g) The Notice of Remotely Conducted Proceedings shall communicate the following information to the non-moving party, other party of record, or other respondent or potential adverse claimant:
- i) The case name, case number, and Calendar number.
  - ii) The date and time when the Contested Matter will be heard by the Court.
  - iii) The moving party’s or its counsel’s name, firm name, email address, office phone number, and cell phone number.
  - iv) The Zoom conference log-in information.
  - v) The statement that the initial hearing on the motion, citation, or garnishment proceeding **will not be conducted in person in the Daley Center on the date and time stated**. Instead, the matter will be handled remotely, through **zoom.com**, a video conference service.
  - vi) The statement that the non-moving party or other respondent shall not physically appear in the Daley Center on the date and time stated.
  - vii) The email address for the appropriate Calendar Court Personnel (Calendar 1, 3 or 5) detailed in Section 5.1(b)(vii).
  - viii) The statement that in the event the non-moving party or other respondent fails to appear during the remotely conducted hearing, the Court may enter an order that adversely affects the interests of the non-moving party or other respondent.

#### **5.4 The Moving Party's Obligation to Supply Courtesy Copies to the Court of Any Contested Matter in Advance of the First Presentation Date**

- a) A moving party presenting a Contested Matter to the Court shall supply the following courtesy copies to the Court **at least five (5) business days before the scheduled presentation date** for the Contested Matter:
- b) For Calendar 1 and Calendar 3, courtesy copies of the following documents are needed:
  - A copy of the movant's filing;
  - The proof of service or the certificate of service (whichever is applicable); and
  - The notice of remotely conducted proceedings
- c) The courtesy copies for Calendar 1 shall be supplied to the Court in the following manner: (i) if fewer than 20 pages total, via email to LAW.CAL1cc@cookcountyil.gov and (ii) if more than 20 pages total, via email to LAW.CAL1cc@cookcountyil.gov and by delivery to the courtesy copy basket located outside Courtroom 2505 in the Daley Center.
- d) The courtesy copies for Calendar 3 shall be supplied to the Court in the following manner: regardless of the number of pages, via email to conradc.foreman@cookcountyil.gov and to LAW.CAL3cc@cookcountyil.gov.
- e) For Calendar 5 courtesy copies, the following documents are needed:
  - ***For a citation to discover assets to the defendant/debtor:*** the citation; the notice of citation to the defendant/debtor; the proof of service on the defendant/debtor; and the notice of the remotely conducted proceedings.
  - ***For a citation to discover assets (or garnishment summons) to a third party:*** the citation; the notice of citation/garnishment to the defendant/debtor (including the signed certificate by the plaintiff/creditor that the third-party citation was mailed to the defendant/debtor within three business days after service on the third party); the proof of service on the third party; the answer, if any, by the third party; and the notice of remotely conducted proceedings.
  - ***For a rule to show cause:*** the citation; the proof of service of the citation; the notice of the citation; the proof of service on the party against whom the plaintiff

is seeking a rule to show cause; and the notice of remotely conducted proceedings.

- ***For a turnover order for property held by a third party:*** the citation; the notice of the citation to the third party, the defendant/debtor, and any potential adverse claimant; the third party's answer; and the notice of remotely conducted proceedings to the third party, the debtor/defendant, and any potential adverse claimant.
  - ***For a motion for a body attachment order:*** the rule to show cause; the proof of service of the rule to show cause; and the notice of remotely conducted proceedings.
  - ***For all other motions up for presentation on the first date:*** the motion; the proof of service or certificate of service (whichever is applicable); and the notice of remotely conducted proceedings.
- f) The courtesy copies for Calendar 5 shall be supplied to the Court in the following manner:
- i) if fewer than 20 pages total, via email to [ann.ostrowski@cookcountyl.gov](mailto:ann.ostrowski@cookcountyl.gov);
  - ii) if more than 20 pages total, ***either*** via delivery to the courtesy copy basket located outside of Courtroom 2503 of the Daley Center ***or*** to the following address: Judge Patrick Heneghan; c/o UPS Store; Box 390; 2516 Waukegan Road; Glenview, IL 60025.

### **5.5 Zoom Credentials for All Calendars for Matters Other Than Contested Matters**

Zoom credentials for matters other than Contested Matters will be set by special order of the Court for each Calendar. For those Zoom credentials, please contact the Court Personnel identified in section 5.1(b)(vii), above.

### **5.7 Parties Are Encouraged to Complete and File Status Reports**

- a) All cases that had been scheduled for a case status conference between March 17, 2020 and December 31, 2020 automatically received a new case status date commencing sometime after January 4, 2021. The parties are advised to check the electronic docket of the Clerk of the Circuit Court for each such case to determine the new continued status date.

- b) Before the date when the case will next be heard by the Court, the Parties are encouraged to jointly file with the Clerk and email to the appropriate Calendar Court Personnel a copy of the completed T&MRS Joint Status Report at least five (5) business days before the case will next be heard by the Court. The form Joint Status Report may be found on the Law Division page of the website for the Circuit Court of Cook County.

### **5.8 Emergency Motions**

Emergency motions for each Calendar in the T&MRS Section shall be handled in the following manner:

- a) All such motions will be handled remotely, via Zoom hearing. **No party or person shall appear in person for the presentation of the motion.**
- b) The movant shall file the Emergency Motion and immediately send a courtesy copy to the appropriate Calendar Court Personnel identified in section 5.1(b)(vii), above. The Emergency Motion must contain the following information: the Calendar number to which the case is assigned; the names of the counsel for each party or interested person, if known; and the email addresses and cell phone numbers for each counsel, if known.
- c) Immediately after filing the Emergency Motion, the moving party shall contact the defendant and any other party/person that has an interest in the outcome of the Emergency Motion and (a) electronically send a copy of all material filed with the Court; (b) advise the defendant and other party/person of the filing of the Emergency Motion, and (c) solicit their availability to appear before the Court for the presentation of the Emergency Motion.
- d) In the event the defendant and other party/person agree on a date when the Emergency Motion may be presented to the Court, the moving party shall contact the Court Personnel identified in Section 5.1(b)(vii), above, via email (cc'ing the defendant and all other interested parties and persons) and advise the Court Personnel about the parties' and other persons' availability to appear before the Court for the presentation of the Emergency Motion. The Court Personnel will endeavor to select a date and time for the Court to hear the Emergency Motion that can accommodate all interested parties and persons.
- e) In the event the defendant and other party/person do not agree on a date when the Emergency Motion may be presented before the Court, the moving party may contact the Court Personnel via email (cc'ing the defendant and all other interested parties and persons) and seek a date when the Emergency Motion may be heard. The Court Personnel will then endeavor to select a date and time

for the Court to hear the Emergency Motion that can accommodate all interested parties and persons.

- f) Absent unusual circumstances, the Court will not set the hearing date and time on any such Emergency Motion earlier than two (2) business days after the moving party has (a) filed the Emergency Motion, (b) contacted the Court and requested a date to present its Emergency Motion, and (c) contacted the defendant and any other party/person who may have an interest in the outcome of the Emergency Motion.
- g) The moving party shall supply via email the Court, the defendant, and any other interested party/person with its Emergency Motion and other supporting papers as soon as practicable coincident with the filing of the Emergency Motion. The defendant and any other interested party/person may file responsive pleadings with the Court via email to the Court Personnel identified in section 5.1(b)(vii), above.
- h) In the event the Court entertains the Emergency Motion, the Court Personnel will provide the moving party and, if known, the defendant and any other interested person/party, with the Zoom credentials for the remote hearing for the date on which the Emergency Motion will be presented to the Court. The moving party also shall make its best efforts to supply said Zoom information to the defendant and all interested persons.

## **5.9 Motions and Petitions for Replevin and Attachment Orders**

- a) Plaintiffs seeking replevin and attachment orders may do so by presenting their motions as Routine Matters pursuant to Section 5.1. In the event the movant requires a shorter time for presentation than the fourteen (14) days specified in Section 5.1, the movant may make an *ex parte* request for an Emergency Motion pursuant to Section 5.6.
- b) If the movant is bringing an *ex parte* motion or petition pursuant to statute, the movant may dispense with the notice provisions set forth in Sections 5.1 and 5.6, but the movant must comply with statutory notice (and other) requirements.
- c) Nothing in this section shall be construed as granting leave to any plaintiff to avoid compliance with any statutory requirement for obtaining replevin or attachment orders.



## **Section 6: Individual Calendar “J” – Judge Ronald Bartkowicz**

### **6.1 Jury Cases set for Trial:**

Pursuant to Section 1.3 of this order all jury cases set for trial from March 17, 2020 through **June 30, 2021** are converted to “Trial Setting” dates and the setting of jury cases for trial is suspended until further order of court.

### **6.2 Non-Jury Cases set for Trial:**

Pursuant to Section 1.4 of this order non-jury cases set for trial between March 17, 2020 and June 30, 2021 will be reset. All parties of record will receive electronic or postcard notice providing the date, time and manner of court call setting new non-jury trial dates.

Non-jury cases set for trial after July 6, 2020 may proceed and will be conducted remotely using Zoom or other remote video method..

If the only way to conduct a non-jury trial is by having an in-person or combination in-person/remote proceeding, the non-jury trial would then be conducted with proper social distancing and safety standards applied.

Please note that any case currently set for jury trial where the parties agree to waive the jury, an agreed motion may be presented pursuant to Section 6.4 of this order and the case will be scheduled for non-jury trial.

### **6.3 Court Dates and Case Management:**

The court will begin contacting all parties of record on all cases, beginning with the oldest pending cases to conduct a remote proceeding that will allow for the entry of a case management order on each case.

### **6.4 Regular Motions:**

Shall include, but not be limited to motions addressed to jurisdiction, validity and/or diligence of service of process, sufficiency of pleadings and exhibits, discovery, involuntary dismissal, objections, privileges, in camera inspections, etc.

All motions shall be emailed to [LAW.CALJcc@cookcountyil.gov](mailto:LAW.CALJcc@cookcountyil.gov) with copies emailed to all

parties of record. Upon receipt of the motion the court will determine if the motion can be ruled on summarily or will require briefing.

If briefing is required, the parties can agree to a briefing schedule, or the court will enter one. The court will determine if oral argument is needed, and if needed, the court will schedule a remote hearing, using video or teleconference platforms. Notice to all parties and counsel of record and public access information shall be provided by the court. If an in-person hearing is the only way to provide access to the court, the in-person hearing will be conducted with proper social distancing and safety standards applied.

### **6.5 Emergency Motions:**

Emergency motions shall include, but not be limited to: adding parties or filing pleadings (e.g., additional party complaints) prior to the expiration of a statute of limitations, orders for preservation of evidence. Motions which do not constitute valid emergencies will be stricken. Motions to extend discovery dates already reset pursuant to Section I, *supra*, do not constitute emergency motions and must not be presented. Notice shall be provided to all counsel of record.

### **6.6 Scheduling Emergency Motions:**

To schedule an emergency motion for Individual Calendar “J” the movant should email Nicolas Ospina, Law Clerk at : [LAW.CALJcc@cookcountyl.gov](mailto:LAW.CALJcc@cookcountyl.gov) and attach a courtesy copy of the emergency motion and a copy of the emergency notice of motion.

The court will review the motion to determine if a valid emergency exists. If it is determined that a valid emergency exists the court will schedule a remote hearing by telephone or video within 24 hours of presentment of the motion.

If the court determines the motion is not a valid emergency, the court will inform the movant and will instruct the movant to notify all parties that it will not be heard.

### **6.7 Notice of Emergency Motions:**

All emergency motions should be noticed for 10:00 A.M. for remote hearing and should be noticed a minimum of twenty-four (24) hours in advance of presentation, except for good cause shown.

### **6.8 Routine Motions:**

Routine motions shall include, but not be limited to: motions for special process servers, substitutions of attorneys, leave to vacate technical defaults, leave to appear, answer, plead, leave to intervene on behalf of a worker's compensation carrier or public body claiming a lien, and fully executed HIPAA orders. Notice shall be provided to all counsel of record.

### **6.9 Presenting a Routine Motion:**

Routine motions shall be emailed to: Nicolas Ospina, Law Clerk at [LAW.CALJcc@cookcountyil.gov](mailto:LAW.CALJcc@cookcountyil.gov) with notice provided to all counsel of record.

### **6.10 Agreed Orders:**

Copies of the agreed order should be emailed to: Nicolas Ospina, Law Clerk at [LAW.CALJcc@cookcountyil.gov](mailto:LAW.CALJcc@cookcountyil.gov)

### **6.11 Contact Information:**

Individual Calendar "J": (312) 603-2357

Please leave a detailed voicemail message if there is no answer, all calls will be returned as promptly as possible.

## **Section 7: Trial Section:**

### **7.1 Cases Assigned pursuant to General Administrative Order 16-4 (Random Assignment of Complex Cases):**

All cases that had been assigned for trial pursuant to Law Division General Administrative order 16-4 (Random Assignment of Complex Cases for Trial) that had trial dates between March 17, 2020 and **June 30, 2021** will have those trial dates converted to trial setting date pursuant to Section 1.3 of this order (Jury Cases Set For Trial)

Any case in which a mistrial was granted and the case was retained by the originally assigned trial judge and reset for trial between March 17, 2020 and December 31, 2020 will have those trial dates converted to trial setting dates pursuant to Section 1.3 of this order (Jury Cases Set for Trial)

By virtue of this order, all cases impacted by the above provisions shall have the original assignment converted to an assignment for all purposes including trial to the trial judge originally assigned the case for trial. That assignment for all purposes shall include all discovery matters and the hearing of all motions and the setting of a new trial date.

- Please note that all cases impacted by this order should expect to have a trial date set within 30 days of the trial setting date, assuming normal court operations have resumed as provided in Section 1.3 of this order (Jury Cases Set For Trial)
- The trial judges impacted by this order will be contacting all parties of record on all applicable cases and establishing protocols for remotely addressing all outstanding issues related to each case.
- For any additional information relating to the cases impacted by this order email James Maher at [james.maher@cookcountyil.gov](mailto:james.maher@cookcountyil.gov) make sure that all parties of record are copied on any correspondences submitted.

## **7.2 Assignment of Cases for Mandatory Pre – Trials and Active Case Management:**

*(This section updates and supersedes Law Division General Administrative Order 20-8)*

***All cases set for jury trial in Courtroom 2005 from March 17, 2020 through March 31, 2021, shall have mandatory pre-trials conducted by the assigned Active Case Management judge. The parties may not agree to conduct the pre-trial before any other judge.***

Cases previously set for trial, and transferred for pre-trial prior to the entry of Law Division General Administrative Order 20-7 on August 26, 2020, shall remain before the agreed upon judge for pre-trial only.

### **IT IS FURTHER ORDERED:**

All additional pending cases, set for jury trial in Courtroom 2005 between March 17, 2020 and **March 31, 2021**, and not previously assigned for Active Case Management pursuant to Law Division General Administrative Order 20-6, Section 7.2, shall be randomly assigned for Active Case Management and mandatory pre-trial conferences, per Law Division General Administrative Order 10-3, and Law Division General Administrative

Order 20-7.

Judges identified in Section 7.6 **of this order** shall be randomly assigned cases currently pending in the Motion Section of the Law Division.

All parties of record will receive electronic or postcard notice of the reassignment and the reassignment will be reflected on the Clerk of the Circuit Court's electronic docket, on or before **January 15, 2021**.

Upon receipt of the notice of reassignment, the plaintiff's attorney (or the plaintiff, if self-represented), shall email the assigned judge a service list, **copied to all parties of record**, that contains the email addresses of all parties and attorneys of record. If a party does not have an email address, a telephone contact number shall be provided.

Service lists shall be emailed to the assigned judge at the email address listed in Section 7.6 of this order, within five (5) business days of receipt of notice of reassignment.

The assigned judge will schedule a remote status conference, by video or teleconference, within fifteen (15) business days of receiving the service list.

***In-person proceedings shall be conducted pursuant to Section 1.1 of this order.***

Any CMC scheduling order, previously entered by the Motion Judge, per Section 3.11 of this order, shall remain in full force and effect.

Cases which do **NOT** have a CMC scheduling order previously entered per Section 3.11 of this order, shall have discovery schedules and deadlines set. Discovery shall be completed and the case shall be certified for trial on or before **June 30, 2021**, per Law Division General Administrative Order 10-3, Section A (6).

**The discovery completion deadline of December 31, 2020, shall remain in full force and effect, in cases previously assigned for Active Case Management, pursuant to Law Division General Administrative Order 20-6.**

***The discovery completion deadline of March 31, 2021, shall remain in full force and effect, in cases previously assigned for Active Case Management, pursuant to Law Division General Administrative Order 20-8.***

Any motion to modify or extend the discovery completion deadline must be presented to the Presiding Judge of the Law Division in the method described in Section 2.6 of this order.

The Presiding Judge of the Law Division has the sole discretion **to extend the discovery completion deadline** beyond December 31, 2020, in cases previously reassigned per Law Division General Administrative Order 20-6, Section 7.2 as well as the March 31, 2021 **discovery completion deadline** for those cases reassigned by **General Administrative Order 20-8 and the June 30, 2021 discovery completion deadline for those cases reassigned by this order.**

**Motions to extend the discovery completion deadline shall contain the name of the assigned Active Case Management Judge when presented. The Presiding Judge will only rule on extending the final discovery completion deadline. Specific discovery deadlines will be addressed by the assigned Active Case Management Judge. The Presiding Judge will not enter a specific discovery schedule.**

**Once the discovery completion deadline has been extended, the assigned Active Case Management Judge should complete discovery within the time allotted by the extension.**

**For cases in which all discovery has been completed: the assigned Active Case Management Judge will enter an order indicating that all discovery is completed and closed, and the case is certified for trial.**

**The assigned Active Case Management Judge will then set a status date approximately 90 days from date of trial certification and retain jurisdiction for that period to address any issues that may arise.**

The provisions in Sections 7.3 and 7.4 **of this order** shall apply to those cases reassigned pursuant to this order.

Please note: The mandatory pre-trial of cases shall involve a good-faith effort by all parties to resolve cases, which would have already been resolved, had their trials been conducted.

The resolution of cases will ease the backlog of jury trials when they resume, and will provide closure to those litigants who were denied the jury trial process by the pandemic.

In cases where a pre-trial will likely resolve the case, the parties shall so inform the assigned judge, so the pre-trial can be conducted as expeditiously as possible.

Each judge identified in Section 7.6 of this order shall be randomly assigned cases currently pending in the Motion Section of the Law Division.

### **7.3 Conversion of an Assigned Non-Jury Case in Section 7.2 into an All Purpose Assignment, including Trial:**

If all parties agree, including the assigned judge, to have a non-jury trial proceed before the assigned judge the parties may submit an agreed order to the Presiding Judge in the method described in Section 2.11 of this order.

This would include any case in which the parties agree to waive their right to a Jury Trial to effectuate the assignment for trial.

The only stipulation is that the trial must be completed prior to **June 30, 2021** using the methods described in Section 1.4 of this order.

### **7.4 Conversion of an Assigned Jury Case in Section 7.2 to an All Purpose Assignment, Including Trial**

For extremely complex cases as defined in Law Division General Administrative Order 91-4 Section 1.4(a): The parties, by agreement, may present a motion before the Presiding Judge of the Law Division in the method described in Section 2.6 of this order to have a Jury case assigned in advance for trial.

This type of assignment would be used on a very limited basis and would be done in such a way that would provide priority to those cases set for trial beginning on March 17, 2020.

The Presiding Judge would weigh the parties request against providing access to justice to those Jury Cases waiting the longest for trial to resolve the litigation.

### **7.5 Pre Trials:**

For those cases transferred for pre-trial to be conducted remotely by agreed technological process please use the contact information in Section 7.6 of this order to schedule the pre-trial.

### **7.6 Judges Contact Information:**

For those cases assigned pursuant to Section 7.2 of this order or transferred pursuant to Section 7.5 of this order, the judges contact information is listed below:

JUDGE JANET BROSNAHAN	<a href="mailto:janet.brosnahan@cookcountyil.gov">janet.brosnahan@cookcountyil.gov</a>
JUDGE ELIZABETH BUDZINSKI	<a href="mailto:embudzinski@gmail.com">embudzinski@gmail.com</a>
JUDGE JOHN CALLAHAN	<a href="mailto:jackcal5@yahoo.com">jackcal5@yahoo.com</a>
JUDGE GERALD CLEARY	<a href="mailto:Gerald.cleary@cookcountyil.gov">Gerald.cleary@cookcountyil.gov</a>
JUDGE ISRAEL DESIERTO	<a href="mailto:Israel.desierto@cookcountyil.gov">Israel.desierto@cookcountyil.gov</a>
JUDGE ANN COLLINS-DOLE	<a href="mailto:anncollinsdole@gmail.com">anncollinsdole@gmail.com</a>
JUDGE THOMAS DONNELLY	<a href="mailto:thomas.donnely@cookcountyil.gov">thomas.donnely@cookcountyil.gov</a>
JUDGE EDWARD HARMENING	<a href="mailto:edwardharmening@gmail.com">edwardharmening@gmail.com</a>
JUDGE TOYA HARVEY	<a href="mailto:toya.harvey@cookcountyil.gov">toya.harvey@cookcountyil.gov</a>
JUDGE ARNETTE HUBBARD	<a href="mailto:arnette.hubbard@cookcountyil.gov">arnette.hubbard@cookcountyil.gov</a>
JUDGE BRIDGET HUGHES	<a href="mailto:bridget.hughes@cookcountyil.gov">bridget.hughes@cookcountyil.gov</a>
JUDGE CASANDRA LEWIS	<a href="mailto:casandra.lewis@cookcountyil.gov">casandra.lewis@cookcountyil.gov</a>
JUDGE DANIEL LYNCH	<a href="mailto:daniel.lynch@cookcountyil.gov">daniel.lynch@cookcountyil.gov</a>
JUDGE THOMAS LYONS	<a href="mailto:tomvlyons@gmail.com">tomvlyons@gmail.com</a>



JUDGE MARCIA MARAS	<a href="mailto:marciamaras78@gmail.com">marciamaras78@gmail.com</a>
JUDGE MARY MINELLA	<a href="mailto:mary.minella@cookcountyil.gov">mary.minella@cookcountyil.gov</a>
JUDGE BRIDGET MITCHELL	<a href="mailto:jbridgetmitchell@gmail.com">jbridgetmitchell@gmail.com</a>
JUDGE JOAN POWELL	<a href="mailto:joanepowell22@gmail.com">joanepowell22@gmail.com</a>
JUDGE LORNA PROPE	<a href="mailto:judgepropes@gmail.com">judgepropes@gmail.com</a>
JUDGE MARGUERITE QUINN	<a href="mailto:judgequinn1610@gmail.com">judgequinn1610@gmail.com</a>
JUDGE SANDRA RAMOS	<a href="mailto:judgesgramos@gmail.com">judgesgramos@gmail.com</a>
JUDGE MARY ROBERTS	<a href="mailto:mary.roberts@cookcountyil.gov">mary.roberts@cookcountyil.gov</a>
JUDGE ROBERT SENECHALLE	<a href="mailto:robert.senechalle@cookcountyil.gov">robert.senechalle@cookcountyil.gov</a>
JUDGE MAURA SLATTERY-BOYLE	<a href="mailto:maura.slatteryboyle@cookcountyil.gov">maura.slatteryboyle@cookcountyil.gov</a>
JUDGE IRWIN SOLGANICK	<a href="mailto:judgeirv@yahoo.com">judgeirv@yahoo.com</a>
JUDGE RENA VAN TINE	<a href="mailto:rena.vantine@cookcountyil.gov">rena.vantine@cookcountyil.gov</a>
JUDGE JAMES VARGA	<a href="mailto:james.varga@cookcountyil.gov">james.varga@cookcountyil.gov</a>
JUDGE GREGORY WOJKOWSKI	<a href="mailto:gjwojko713@gmail.com">gjwojko713@gmail.com</a>

**Section 8: Asbestos Calendar J1**

Asbestos Calendar J1 is excluded from this order and has its own controlling Administrative Order.

**Section 9: Law Division Cases Pending in Municipal Districts 2,3,4,5 and 6**

All Law Division cases pending in the Municipal Districts shall be excluded from this

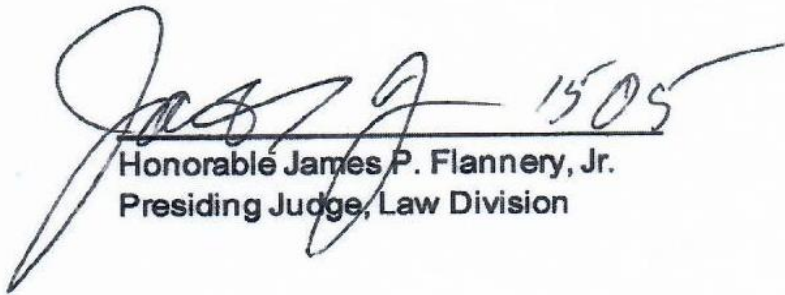
order and shall be controlled by the procedures established by the Presiding Judge of the relevant district.

**Section 10: Law Division Commercial Arbitration**

***All Mandatory Arbitration hearings, including those previously scheduled, shall be held only by videoconference.***

Entered:

JUDGE JAMES P. FLANNERY  
DEC 17 2021  
Circuit Court-1605

 1505  
Honorable James P. Flannery, Jr.  
Presiding Judge, Law Division

