

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
FIRST MUNICIPAL DISTRICT**

**SUBJECT: Caseload and Administration of Cases in First Municipal  
GENERAL ORDER 2021-03**

**WHEREAS**, the Chief Judge of the Circuit Court has issued General Administrative Order No 2020-07 addressing the resumption of court. The following parameters are established to provide guidelines for trial judges to administer their court calls.

**Summary:** This Order is designed to assist judges in handling the great number of cases that have been semi dormant since March 20, 2020 when the cases were put on hold. Judges assigned to the Daley center, Branch Courts, Arbitration and administration are requested to report to work at their assigned courtrooms each day to conduct trials, hear motions, and be available on an as needed basis to reduce the backlog of cases and assist with administrative matters including Applications for Fee Waivers. Remote hearings are allowed for certain minor matters and Agreed Orders.

A separate General Order will issue to govern Eviction Actions and Criminal Actions in Branch Courts.

1. Judges are expected to appear in person in their assigned courtrooms during regular working hours each day beginning August 2, 2021.
2. Jury and non-jury trials and hearings shall proceed only with in person hearings to address the backlog resulting from the court shutdown from the Coronavirus.
3. Remote hearings will be allowed on a limited basis to reduce crowding and expedite conducting trials.

**Matters that may be heard via Zoom are as follows:**

Agreed orders - signed by both parties.

Motions to vacate judgment within 30 days.

Motions to consolidate.

Motions for appointment of SPS (Special Process Server).

Motions for a Pretrial Conference.

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Motions to dismiss case, wage garnishment, non-wage garnishment or third-party citations.

Motions for Release and Satisfaction of Judgment.

Contested motions fully briefed to be argued by counsel only.

Contested motions where counsels agree to argue orally without briefs.

Motions to extend discovery

Motions to reset trial date.

Emergency motions with notice.

Motions to compel discovery.

Motions for request for video depositions via Zoom

Motion for leave to take discovery.

Motion for post-judgment proceedings.

Effective 7-23-2021

4. Trial judges shall establish a time and method for hearing and handling matters that may be heard by Zoom, as stated on the above list.
5. It is preferred that agreed orders pertaining to matters listed above may be heard remotely if done by agreement. The notice of motion for entry of and agreed order must state: name of judge, room number, date of motion, name, address and email of all attorneys as required by the rules. Such motions may be hand delivered for consideration by the judge presiding at the time designated by such judge.
6. It is required that bench trials (those heard by a judge without a jury) be heard in person in the courthouse by the judge presiding. Once trials have started, continuances of trials are discouraged.

7. All cases involving a jury demand may only proceed for trial in person, in the courthouse. Where waiver of a jury demand occurs that case must remain with the jury judge for trial at the date and time scheduled by the jury judge presiding.
  
8. Mandatory Arbitration Hearings are to proceed with in person hearings at the Arbitration Center subject to the following provision. Mandatory arbitration hearings, including those previously scheduled, may be held by videoconference, with all participants physically present in court, or by a combination of those means and approved by the Arbitration Administer.

**Dated at Chicago, Illinois this 20th day of July, 2021.**

*Presiding Judge E. Kenneth Wright, Jr.*

**ENTERED:**

JUL 20 2021

Circuit Court - 1624

  
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**E. KENNETH WRIGHT, JR.  
PRESIDING JUDGE  
FIRST MUNICIPAL DISTRICT**