

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

Plaintiff(s),	)	
	)	Calendar 2
v.	)	
	)	No. _____
Defendant(s).	)	
	)	Judge Raymond W. Mitchell
	)	Courtroom 2601

**BRIEFING SCHEDULE ORDER**

This cause coming on for entry of a briefing schedule on the Motion of  
Movant(s), \_\_\_\_\_ for  
 2-615 Dismissal    2-619 Dismissal    Summary Judgment  
 Other \_\_\_\_\_

**IT IS HEREBY ORDERED AS FOLLOWS:**

1. \_\_\_\_\_ Movant's Brief is due on \_\_\_\_\_, 20\_\_\_\_.
2. \_\_\_\_\_ Response Brief is due on \_\_\_\_\_, 20\_\_\_\_.
3. \_\_\_\_\_ Reply Brief is due on \_\_\_\_\_, 20\_\_\_\_.

4. Courtesy copies are due on the same day as the Reply Brief. Electronic copies should be sent in a single email with each brief attached as a separate PDF file to [Proposed.Order.Calendar2@gmail.com](mailto:Proposed.Order.Calendar2@gmail.com). Exhibits should be sent as a single attachment for each respective brief and not as separate, individual attachments.

5. No motion, movant's brief or response brief shall exceed *fifteen (15) double-spaced pages with 12 pt. font and 1-inch margins* (exclusive of exhibits). No reply brief shall exceed *seven (7) pages*. Oversized briefs are disfavored and require leave of court. No surreplies will be permitted.

6. The matter is set for Ruling on \_\_\_\_\_ at 10:00 a.m. Please note that your motion may be decided on the briefs. If after reviewing the briefing, the judge determines that a hearing would be helpful, the Court will set a hearing date in consultation with counsel. Until further Order, all proceedings will be handled remotely by email or video conference.

Name \_\_\_\_\_

**ENTER:**

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Atty. For Party \_\_\_\_\_

Atty. No. \_\_\_\_\_

\_\_\_\_\_  
Judge Raymond W. Mitchell, No. 1992

*Please See Explanatory Notes On Reverse Side*

## EXPLANATORY NOTES

***Courtesy Copies.*** Movant is responsible for delivering by email a *complete set of courtesy copies* including the motion and all related briefing, transcripts, complaint (or other pleadings), and all exhibits referred to in any pleadings.

***Length of Briefs and Motions.*** No motion, movant's brief or response brief shall exceed *fifteen (15) double-spaced pages with 12 pt. font and 1 inch margins* (exclusive of exhibits). No reply brief shall exceed *seven (7) pages*. Oversized briefs are disfavored and require leave of court. No surreplies will be permitted.

***Ruling Date.*** Please note that courtesy copies are due on the same day as the reply brief. If after reviewing the briefing, the judge determines that a hearing would be helpful, the Court will set a hearing date in consultation with counsel. Scheduling will typically be done by email. Many motions, however, will be disposed of in a written order without a hearing, and counsel will be sent a copy of the order by email. Every effort is made to dispose of a motion on or before a Ruling Date, but depending on the Court's workload, a Ruling Date may be extended.

***Modification to Briefing Schedule.*** The Court will grant a reasonable request to extend a briefing schedule provided that the proposed modification does not affect a scheduled trial date. To the extent possible, the parties should confer and agree on a proposed modified schedule.

If the modified schedule is agreed, the parties must (1) advise the Court's law clerk by phone ((312) 603-5415); and (2) submit a proposed order as an email attachment to the following email address:

[Proposed.Order.Calendar2@gmail.com](mailto:Proposed.Order.Calendar2@gmail.com)

The subject line of the email must include the case number and name, and the title of the order that is proposed. All such documents must be submitted in Word format. All counsel of record and self-represented litigants must be copied on the email.

In those rare instances when the parties are unable to agree on a modified schedule, the party requiring the extension will need to spindle a motion.