

**IN THE CIRCUIT COURT OF COOK COUNTY
COUNTY DEPARTMENT – CHANCERY DIVISION**

**CALENDAR 12 – ROOM 2403
INTERIM ACTING PRESIDING JUDGE SOPHIA H. HALL
STANDING ORDER**

Telephone: (312) 603-4181

Email: ccc.chancerycalendar12@cookcountyil.gov

Courtroom Clerk: Deborah Haynes

Staff Attorneys: Daniel Kfoury (3-4451), Abir Ahmed (3-4572)

Remote Hearing Login Information:

Zoom Meeting ID: 990 0014 8007

Password: 545631

Zoom Meeting Link:

<https://circuitcourtofcookcounty.zoom.us/j/99000148007?pwd=a2RoRVZWTUVaZklXdStZVTBIT1U1QT09>

Dial-in to Join the Zoom Meeting by Telephone According to Location:

- +1 312 626 6799 US (Chicago)
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- +1 301 715 8592 US (Germantown)
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)

Meeting ID: 990 0014 8007

Find Your Local Number: <https://circuitcourtofcookcounty.zoom.us/u/ao1nAo2r5>

10:00 A.M. CALL - REMOTE

Emergency Motions

1. ***Generally.*** The motion must state the basis for the movant’s claim of an emergency. True emergencies are rare. The movant must demonstrate that the situation was not reasonably foreseeable and could lead to irreparable harm if relief is not obtained prior to the time that the motion can be heard on the Court’s Regular Motion call. Matters that have become urgent by reason of a party’s failure to seek timely relief do not constitute emergencies.
2. ***Procedure.*** Matters determined by the Court to require emergency scheduling are set for 10:00 A.M. A courtesy copy of the motion marked “Emergency Motion,” and all supporting papers, including proof of notice, must be sent to ccc.chancerycalendar12@cookcountyil.gov no later than 3:00 P.M. on the day prior to the emergency hearing. Chambers staff shall contact the parties to inform them if the Court will hear the matter on an emergency basis and, if needed, any scheduling information.
3. ***Temporary Restraining Orders (TRO).*** Motions for a TRO shall, if possible, be presented according to the emergency motion procedures. Except in extremely rare and compelling circumstances, demonstrated clearly and convincingly by the movant, the Court shall require the movant to notify all other parties of the date and time of the hearing.

Regular Motions:

1. **Generally.** The Court shall hear its Regular Motion call at 10:00 A.M. Monday through Thursday by Zoom or teleconference.
2. **Courtesy Copy Rule.** At least **five (5) business days** before the date on which the motion is noticed for hearing, a courtesy copy of the motion (and notice of motion) must be:
 - a. Submitted electronically to ccc.chancerycalendar12@cookcountyil.gov, **and**
 - b. Submitted via paper copies to Courtroom 2403, with the exception of Petitions for Turnover of Surplus Funds (*see* below).
 - c. Paper copies of exhibits are **not** required, and electronic copies of exhibits will suffice. However, please deliver **both** electronic and paper copies of a Table of Contents for exhibits.
 - d. The courtesy copy requirement exists notwithstanding the e-filing of motions by parties and/or their counsel.
 - e. **In the event courtesy copies are not tendered to the Court on time, the Court may strike the motion or enter another appropriate order in the matter.**
3. **Notice.** Movant must give notice of the motion to all other parties in accordance with Circuit Court Rule 2.1.
4. **In-Person Proceedings.** A party may request an in-person court proceeding for good cause shown. Such a request must be submitted by motion and sent electronically to ccc.chancerycalendar12@cookcountyil.gov. If a party is not able to submit the motion electronically, he/she may call the Court's phone number and seek further direction.

Motions for Default Judgment

1. **Notice.** All parties who have been served shall be given notice, regardless of whether an appearance has been filed.
2. **Materials.** The following materials must be attached to the motion:
 - a. Copy of notice of motion and motion.
 - b. Copy of summons and complaint.
 - c. Copy of affidavit of service.

Note: A photocopy of the Cook County Sheriff's website which notes that service has been effectuated is insufficient to prove same.
 - d. Attorney or *pro se* litigant's certificate certifying that both the Court file and the computer register have been checked for any appearance or answer by defendant(s). The certificate must be dated no more than ten (10) days before the date selected for presentation of the motion.
 - e. If defaulting an individual, a military affidavit as required by federal law (Form CCG 004).
 - f. A copy of a proposed draft order specifying relief sought.
3. **Prove up.** Where appropriate, the Court will schedule a date certain for prove up of the motion prior to issuing a default judgment.

Motions for Summary Judgment

1. Motions for summary judgment must be filed sufficiently in advance of the set trial date to accommodate a briefing schedule and ruling. Otherwise, the motion shall be taken contemporaneously with trial. Exclusive of the recitation of facts, the format and length for Contested Briefings shall be followed.

2. In the event of cross-motions for summary judgment on the same issue, briefing typically includes: (1) a motion, (2) a response to motion and cross-motion, (3) a response to cross-motion and reply in support of motion, and (4) a reply in support of cross-motion.

Motions to Consolidate or Designate as Related

1. All motions to consolidate or designate two **Chancery** cases as related shall be heard by the Presiding Judge of the Chancery Division. The Regular Motion procedures must be followed (*see* above). The Presiding Judge of the Chancery Division rules **only** on the merits of the motions to consolidate or designated as related, **not** the merits of any pending motions before the Chancery Judges. Any pending or filed motions in cases sought to be consolidated or designated as related must be brought before the judge assigned to the case.
2. ***Courtesy Copy Rule.*** In addition to the Regular Motion procedures (*see* above), **a movant must provide copies of the operative complaint in each case** (it is not necessary to include exhibits).
3. ***Notice.*** Notice must be provided to all parties, even if not yet served, including any parties who have an appearance on file in each case sought to be consolidated or designated as related.
4. ***Scheduling and Appearance.*** The motion to consolidate or designate as related shall be scheduled before the Presiding Judge of the Chancery Division through the e-filing system. The Court shall inform the parties whether an appearance on the motion for consolidation or to transfer as related is necessary. Any party objecting to the motion shall submit filed objections in writing to ccc.chancerycalendar12@cookcountyil.gov by the deadline given by the Court upon receipt of the motion.
5. ***Across Divisions.*** The Presiding Judge of the Chancery Division **does not** hear motions to consolidate or designate as related **cases from different divisions.** Those are heard by the Presiding Judge of the Law Division, in accordance with General Order 12.1.
6. ***General Orders.*** The following General Orders, available on the website of the Circuit Court of Cook County, provide further information and procedures with respect to the consolidation or designation of a case as related to another case:
 - General Orders 3.1,1.6 – Consolidation of Cases
 - General Order 3.4 – Foreclosure Suits
 - General Order 12.1 – Any Action in County Department
 - General Order 13 – Transfer of Previously Assigned Cases
 - General Order 22.1 – Related Cases
 - General Order 22.2 – Related Cases
 - General Order 22.3 – Related Cases
 - General Order 22.4 – Transferred Cases

Petitions for Turnover of Surplus Funds

Petitions for Turnover of Surplus Funds are generally treated as Regular Motions (*see* above). A single petition on behalf of multiple parties is **not** permitted. Each petitioner must file their own separate petition. Electronic submissions of petitions are sufficient. **Please carefully read and follow all requirements as set forth in Chancery Division General Administrative Order 2019-01.** All hearings shall take place via teleconference or by Zoom, or in-person for good cause shown. All petitions must be scheduled through

the e-filing system. Any questions regarding the petitions must be submitted to ccc.chancerycalendar12@cookcountyil.gov.

Initial Case Management Conference

1. **Generally.** In all cases, the Clerk's Office will automatically schedule an initial Case Management Conference approximately 120 days after the filing of a complaint by post-card notice. Motions may be presented at an initial Case Management Conference, but the procedures for notice and courtesy copies as set forth for Regular Motions (*see* above) shall be followed.
2. **Procedure.** If the Case Management Conference is the first appearance by counsel or a *pro se* litigant, a courtesy copy of the complaint must be electronically provided to the Court at ccc.chancerycalendar12@cookcountyil.gov five (5) days in advance.
3. **Prior Appearance.** The Court shall strike the date, and no appearance is required if:
 - a. Some or all of the parties have appeared before the Court prior to the date set by the Clerk's Office for the initial Case Management Conference, **and**
 - b. The case has been given another date for status or hearing on Calendar 12.
4. **Please contact ccc.chancerycalendar12@cookcountyil.gov if you are unsure of your next court date.**
5. **Case Management Order.** Under Illinois Supreme Court Rule 201(c)(2), the Court supervises all or any part of any discovery. The Court has a preferred case management form order, available online, or it can be sent to the parties by email upon a request sent to ccc.chancerycalendar12@cookcountyil.gov. The Court may ask the parties to customize a discovery schedule for an efficient and structured timeline to complete discovery.

Status

The Court sets cases for status Monday through Thursday. Status may relate to the progress of the case toward a trial or other disposition, or to pending motions. The procedures for notice and courtesy copies of motions as set forth for Regular Motions (*see* above) shall be followed.

10:30 A.M. CONTESTED MOTION CALL - REMOTE

Contested Motions & Briefs

1. **Generally.** At the time the motions are presented, or by Agreed Order, the Court shall enter a briefing schedule on contested motions, including a date for the parties to submit all briefing to ccc.chancerycalendar12@cookcountyil.gov by 11:00 A.M. A date for hearing/ruling shall be set by the Court upon receipt of the completed briefing.
2. **Citations.** All Illinois case citations must be made to the official Illinois Reports where available (Ill., Ill. App., etc.), **not** to the North Eastern Reporter (N.E.2d) or Illinois Decisions (Ill. Dec.). All online citations must be to LEXIS.
3. **Format and Length.** All briefs must be double-spaced, typed in 12-point Times New Roman font, and set with 1-inch margins. **All exhibits must be page-numbered and bookmarked.** Briefs must not exceed fifteen (15) double-spaced pages (exclusive of exhibits) unless prior leave of the Court has been given.

4. ***Briefing Deadlines and Extensions.*** Unless otherwise ordered by the Court, any brief filed after a briefing deadline may be stricken.
5. ***Supplemental Briefing.*** The parties may file a Sur-Response and Sur-Reply **only** if a request is made by written motion, and the Court deems additional briefing necessary. Alternatively, the Court may ask the parties to prepare and file additional briefing on specific and contentious issues not fully or satisfactorily addressed in the parties' previously filed briefs. In the latter case, the parties are restricted to discussing only the questions posited by the Court.
6. ***Clerk's Status.*** The parties must send complete copies of contested motion briefing, either by the deadline set by the Court, or on the soonest practical date following the due date for the final Reply brief. A hearing/ruling date shall be set by the Court after a Staff Attorney confirms the Court received the briefing. **The movant is responsible for sending copies of the motion, and all briefs, pleadings, and exhibits relevant to the motion (including those of respondent) in PDF to ccc.chancerycalendar12@cookcountyl.gov AND paper copies to Courtroom 2403. This includes any briefs or other materials incorporated by reference.** The parties shall confirm the Court has all required materials. **If the movant fails to provide any of the required materials, the Court may defer setting a hearing/ruling date on the briefing.**
7. ***Additional Materials.*** If depositions are cited in support of or in opposition to a motion, a copy of the entire transcript must be provided to the Court. A copy of the Administrative Record must be submitted to the Court for administrative review cases.
8. ***Hearings.*** Hearings on contested motions are scheduled for 10:30 A.M. Monday through Thursday by teleconference or Zoom, or in-person for good cause shown.

FURTHER PROCEDURES

Agreed Orders

If the parties wish to submit a proposed Agreed Order, the parties must send the proposed Agreed Order in Word format to ccc.chancerycalendar12@cookcountyl.gov with all parties copied on the email. **The Agreed Order must be signed by all parties to the order.** E-signatures are permitted. A Staff Attorney shall contact the parties after the proposed Agreed Order has been reviewed.

Settlement Conferences

The Court encourages all parties to explore and negotiate settlements of their cases. If the Court can assist parties in their settlement negotiations at any stage, it stands ready to do so.

1. ***Procedure.*** Requests for a Settlement Conference may be made by contacting ccc.chancerycalendar12@cookcountyl.gov to schedule a date and time by teleconference or Zoom. Clients or other persons with authority are expected to attend unless excused by the Court. All parties must agree that anything said or done at the Settlement Conference shall not serve as the basis for a substitution of judge.
2. ***Settlement Conference Memoranda.*** Each party shall serve on the other a Settlement Memorandum no later than three (3) days prior to the Settlement Conference. A courtesy copy shall also be provided to the Court by emailing a copy to

ccc.chancerycalendar12@cookcountyil.gov on the same date. A Joint Settlement Memorandum is acceptable if the parties agree to the content.

Pre-Trial Case Management Conferences

Pre-Trial Case Management Conferences shall be conducted by teleconference or Zoom. At the Pre-Trial Case Management Conference, the Court shall rule on any motions *in limine* and discuss trial scheduling and logistics, including any technology the parties wish to utilize. All attorneys who intend to act as trial counsel shall be present unless leave of the Court is obtained prior to the Pre-Trial Case Management Conference date.

Trials

Trial dates are firm. Once set, trial dates will not be rescheduled, absent compelling circumstances. Any motion to continue a trial must be supported by a specific, detailed affidavit, and must be made in writing no less than five (5) days prior to the date set for commencement of the trial. The Court shall confer with the parties regarding whether the trial is conducted by Zoom or in-person. The Court shall consider the parties' preferences.

Trial Materials

The parties' Trial Materials must be exchanged between the parties five (5) days prior to the Pre-Trial Case Management Conference, or, if no Pre-Trial Case Management Conference has been set, fourteen (14) days prior to the trial date. The parties shall contact chambers at ccc.chancerycalendar12@cookcountyil.gov to determine how to deliver copies to the Court seven (7) days in advance of any Pre-Trial Case Management Conference, or twenty-one (21) days prior to the trial date. The parties are strongly encouraged to submit joint or agreed trial materials to the extent possible. Any separate trial materials submitted must be accompanied by a statement detailing the good faith efforts of the parties to agree on a joint submission. Trial Materials shall include:

- a. A short joint statement of the case.
- b. A joint statement of agreed and/or uncontested facts.
- c. A joint statement of contested facts.
- d. A list of all potential witnesses, indicating who will be called; who may be called and by whom; and each witness's area of testimony.
- e. A complete list of all exhibits each party intends to use, including objections raised by any party regarding the admissibility of such exhibits. Exhibits to which no objection is raised must be marked "Stipulated into Evidence." Exhibits that are stipulated into evidence shall be admitted without foundation at trial and shall be made a part of the evidentiary record as if full foundation had been laid.
- f. Copies of any Illinois Supreme Court Rule 216 request to admit and response thereto which any party anticipates utilizing at trial.
- g. Copies of all motions *in limine* with supporting and opposing memoranda. Motions *in limine* must be discussed between counsel in advance of the Pre-Trial Case Management Conference to ensure that any outstanding motions are those that the parties cannot in good faith resolve amongst themselves prior to trial.

- h. An affidavit of compliance with all Illinois Supreme Court Rule 237 notices compelling appearances of witnesses at trial, and a statement of all outstanding disputes regarding such notices, if any.
- i. Illinois Supreme Court Rule 213 interrogatories and depositions may be considered hearsay. The parties may object to tendering them to the Court. Any party expecting to offer opinion testimony shall be prepared to provide responses to Supreme Court Rule 213 interrogatories, including any supplements, as well as any deposition testimony that will support the opinion testimony to be offered at trial. These materials need only be available for purposes of addressing compliance with Rule 213. If opinion testimony is challenged at trial as being non-compliant with Rule 213, the proponent shall be expected to promptly produce such materials demonstrating compliance with Rule 213.
- j. To the extent that any objections have been made, complete copies of evidence depositions with designations (if any) clearly marked.

Using an Interpreter

To request an interpreter, please contact ccc.chancerycalendar12@cookcountyil.gov at least two (2) days prior to the hearing, indicating what language(s) are needed. The Court has the ability to enable Zoom language interpretation to designate four (4) participants as the interpreter(s) in the proceeding. The language interpreters must identify themselves for the record.

Attorney Conduct

Zealous advocacy is a lawyer's professional obligation. Incivility has no place in a respected and credible judicial system. The Court expects counsel to conduct themselves professionally and with civility at all times, which includes any written and oral communications among counsel, at depositions, and with the Court and its staff.

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