

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

SUPPLEMENTAL STANDING ORDER

ADDENDUM No. 4:  
CALENDAR 16 PROCEDURES DURING COVID-19

July 2020

JUDGE DAVID B. ATKINS

JUL 07 2020

Circuit Court-1879

Judge David B. Atkins  
General Chancery Calendar 16  
Courtroom 2102, Richard J. Daley Center, Chicago  
Telephone: (312) 603-6039 / (312) 603-3419  
Calendar 16 Email: [ccc.chancerycalendar16@cookcountyil.gov](mailto:ccc.chancerycalendar16@cookcountyil.gov)  
Regular Motion & Status Zoom Meeting ID (password): 925 5932 0340 (209408)

This Supplemental Standing Order is entered as an addendum to the Standing Order of Calendar 16. This order specifically addresses issues and procedures relevant to Calendar 16 procedures during the Covid-19 global pandemic.

1. **GENERALLY**

- 1.1. **Remote Operations.** In light of the need for continued social distancing practices due to Covid-19, and except for hearings that cannot effectively be held via video conference and trials, all matters being heard by the Court will be held via video conference until further order of the Court. The Court will determine what matters require in-court appearances on a case-by-case basis. *See* Chief Judge Evans' General Administrative Order 2020-01 (as amended on June 26, 2020); and the Chancery Division's General Administrative Order No. 2020-08 (as amended on June 29, 2020).
- 1.2. **In-Person Appearances.** Where the Court determines a matter should or must be addressed in person, the matter will be held in Courtroom 2102 of the Richard J. Daley Center, 50 W. Washington St., Chicago, IL 60602. Limits on the number of persons, *including* the judge and Court staff, permitted in the Courtroom are governed by the most recent Chancery Division General Administrative Order.
- 1.3. **Courtesy Copies.** Except where otherwise authorized, all courtesy copies are to be submitted to the Calendar 16 email. All parties for whom an appearance has been filed must be cc'd on all email communications with the Court.
- 1.4. **Agreed and Proposed Orders.** Any and all proposed orders submitted to the Court via the Calendar 16 email should **contain** email contacts for all litigants or attorneys of record (Email Service List).
- 1.5. **How the Court Will Provide Entered Orders.** For all orders signed and entered by the Court, the Court will attempt to email stamped copies to all parties included on the submitted Email Service List within three (3) days of the order being entered. If the

parties know an order has been entered, but does not receive a copy of the order via email within three (3) days of the order being entered, please contact the Calendar 16 email.

## 2. CASE MANAGEMENT CONFERENCES

2.1. **Procedures for Remote/Virtual Case Management Conferences.** While most in-person Court operations remain suspended relating to the Covid-19 global pandemic of 2020, each case management conference will be accompanied by a brief Case Status Report **not exceeding two (2) pages**, to be submitted to the dedicated email for Calendar 16 ([ccc.chancerycalendar16@cookcountyil.gov](mailto:ccc.chancerycalendar16@cookcountyil.gov)) **at least three (3) days prior** to the scheduled case management conference. The Case Status Report should also be **accompanied by a proposed order** (See Section 1.4 of this Supplemental Order) from the parties, submitted in an editable format (e.g. Microsoft Word). In the body of the email containing the Case Status Report and proposed order, the party submitting said materials will include (1) any preferred days of the week the parties wish to set a future date and (2) roughly how many days out the parties wish to set the new date (e.g. 30 days; 45 days; 60 days; etc.). All parties must be cc'd on all emails sent to the Court's dedicated email, and parties are urged to communicate and coordinate, to the extent possible, ahead of submitting the Case Status Report and the case management conference itself. Based on the Case Status Report and proposed order, the Court may determine that the parties need not participate in the Calendar 16 Zoom meeting (*see* Section 2.2 of this Supplemental Order) with the judge on the day of the scheduled case management conference. If the Court determines that parties need not participate in the Calendar 16 Zoom meeting, the parties will be informed.

2.2. **Case Management Conference via Zoom.** Daily case management conferences for Calendar 16 will be conducted via Zoom video conferencing. Case management conferences will continue to be set for **10:30 a.m.** unless otherwise stated by Court Order. If scheduled for a case management conference, parties may join the Calendar 16 Zoom meeting (entitled "Routine/Regular Motion & Status") at 10:30 a.m. using the following Meeting ID and password:

Meeting ID: 925 5932 0340  
Password: 209408

All participants to the Zoom-based Routine/Regular Motion & Status should remain muted until the Judge calls their case. At that time, the participants in the called case may unmute themselves and begin interacting with the Court. Once the Court has completed addressing their case, participants should mute themselves if they are not immediately exiting the Zoom-based Routine/Regular Motion & Status.

## 3. MOTION PRACTICE

3.1. **Generally.** All motions must be filed electronically and courtesy copies submitted to the Calendar 16 email: [ccc.chancerycalendar16@cookcountyil.gov](mailto:ccc.chancerycalendar16@cookcountyil.gov). If a motion is not "piggy-backed" onto an already-set case management conference, regular motion call, or pre-trial conference (*see* Section 3.5 of this Supplemental Order), the motion should be electronically scheduled for a regular motion call. Proper notice to counsel for each party who has appeared and to any *pro se* parties is required.

- 3.2. **Inter-Party Communications.** Following the filing of a motion, but prior to the date on which the movant has noticed the motion for presentment, parties should communicate with one another to determine whether the filed motion is to be contested or not. *See* Sections 3.8 and 3.9 of this Supplemental Standing Order.
- 3.3. **Courtesy Copies of Regular Motions.** Courtesy copies of motions spindled for presentment during the Regular Motion Call should be provided to the Court via the Calendar 16 email **on the same day the motion is filed.**
- 3.4. **Regular Motion Call via Zoom.** Daily regular motion presentments for Calendar 16 will be conducted via Zoom video conferencing. The regular motion call will continue to be set for **10:00 a.m.** unless otherwise stated by Court Order. If scheduled for a motion presentment, parties may join the Calendar 16 Zoom meeting (entitled “Routine/Regular Motion & Status”) at 10:00 a.m. using the following Meeting ID and password:

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All participants to the Zoom-based Routine/Regular Motion & Status should remain muted until the Judge calls their case. At that time, the participants in the called case may unmute themselves and begin interacting with the Court. Once the Court has completed addressing their case, participants should mute themselves if they are not immediately exiting the Zoom-based Routine/Regular Motion & Status.

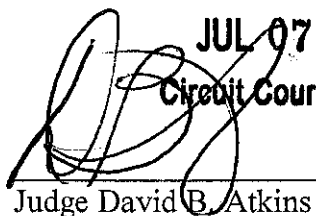
- 3.5. **“Piggy-Backed” Motions.** With proper notice to counsel for each party who has appeared and to any *pro se* parties, motions may be brought before the court, or “piggy-backed,” at an already-set case management conference, regular motion call, or pre-trial conference. The court must be provided with courtesy copies of all “piggy-backed” motions, submitted to Calendar 16 email **at least seven (7) days prior** to the presentment date of the motion.
- 3.6. **Routine Motions / Orders.** Routine motions may be submitted to the Calendar 16 email. Unless otherwise authorized, orders to reschedule or reset existing Court dates (e.g. case management conferences, motion hearings, pre-trial conferences, trials, etc.), appoint special process servers, voluntarily dismiss a case, or substitute judge as a matter of right qualify as routine or “off call” motions.
- 3.7. **Emergency Motions and Temporary Restraining Orders.** Any party seeking to be heard by the Court on an Emergency Motion must submit the proposed motion to [ccc.chancerycalendar16@cookcountyil.gov](mailto:ccc.chancerycalendar16@cookcountyil.gov) **at least 24 hours prior** to the time the movant wishes the Emergency Motion to be heard. If the Court determines that the matter meets with the Court’s definition of an emergency (*see* Section II(A)(1) of the Chancery Division’s General Administrative Order No. 2020-08 (as amended on June 29, 2020)), a hearing date may be set. The movant will then be required to electronically file a Notice of Emergency Motion, issue the Notice to all nonmoving parties, submit a **courtesy copy of the Notice, which must be submitted to the Court at [ccc.chancerycalendar16@cookcountyil.gov](mailto:ccc.chancerycalendar16@cookcountyil.gov) by 4:30 p.m. the day prior to the hearing date.**

- 3.8. **Uncontested Motions.** Where a filed motion is not contested by any parties, the Court requests that a proposed agreed order be submitted at **least two (2) days prior** to the presentment date of the motion. See Section 1.4 of this Supplemental Order.
- 3.9. **Contested Motions.** Where a filed motion is contested, and the parties can agree on a briefing timeline, the Court requests that a proposed briefing schedule order be submitted at **least two (2) days prior** to the presentment date of the motion. The Clerk Status date should be left blank for the Court to fill in. See Section 1.4 of this Supplemental Order.
- 3.10. **Clerk Status.** At such time as the Court enters a briefing schedule on a motion that has been or is to be filed, the Court may then continue the pending motion for Clerk Status. The Clerk Status will reflect the date by or on which a judicial clerk for Calendar 16 will inform the parties whether the Court intends to take the pending motion under advisement or set a motion hearing on a future date (*see* Section 3.6.6 of the Calendar 16 Standing Order).

#### 4. STANDING ORDER CONSIDERATIONS

- 4.1. **Applicability and Inconsistency.** Unless the court orders otherwise (either generally or in a particular circumstance), this Supplemental Standing Order applies in every case and should be read to supplement (not replace) the existing Calendar 16 Standing Order. In the event of any inconsistency between this Supplemental Standing Order and the Calendar 16 Standing Order, this Supplemental Standing Order controls to the extent of the inconsistency. In the event of any inconsistency between this Supplemental Standing Order and any order entered in a case, the order entered in the case controls to the extent of the inconsistency.
- 4.2. **Modification.** The court may modify this Standing Order at any time. Copies of Judge Atkins' most recent Standing Order can be found online at [www.cookcountycourt.org/JudgesPages/AtkinsDavidB.aspx](http://www.cookcountycourt.org/JudgesPages/AtkinsDavidB.aspx).

JUDGE DAVID B. ATKINS

  
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Judge David B. Atkins

The Court.