

THE HONORABLE ANNA H. DEMACOPOULOS
STANDING ORDER, CALENDAR 13; ROOM 2502
312-603-6008
CHANCERY.CALENDAR13@COOKCOUNTYIL.GOV
Zoom Meeting ID No. 946 7646 3310, Zoom Meeting Password: 145041

Law Clerks: Demitri Kladis and Jordyn Kass

Court’s Schedule:

Zoom Meeting ID No. 946 7646 3310, Zoom Meeting Password: 145041:

- 9:30 a.m.** Case Management and Status Call
- 10:00 a.m.** Regular Motions and Presentment
- 10:30 a.m.** Contested Motions/Hearings and Trials
- 1:00 p.m.** Contested Motions/Hearings and Trials

A. COVID-19 COURTROOM PROCEDURES (REMOTE APPEARANCES PREFERRED)

- a. **Agreed Orders are encouraged in lieu of appearing remotely.** If the parties wish to provide an agreed order, in word format, to the Court via email at CHANCERY.CALENDAR13@COOKCOUNTYIL.GOV, instead of appearing remotely that is preferred. Please email at least two (2) business days in advance.
- b. Although the parties do have the right to appear in person in court, given the risks posed by the Covid-19 virus, it is Judge Demacopoulos’ preference that as much be done remotely as possible.
- c. **Court Call.** Given the preference for remote appearances, the Court Call shall be conducted digitally via Zoom Meeting at 946 7646 3310 (password: 145041) or, alternatively, telephonically upon request by the parties.
- d. Parties must be **muted with no video** until instructed otherwise by the Judge.
- e. **Remote Appearances.** Remote appearances will be conducted according to the court’s normal schedule, e.g., 9:30 a.m. for case management and status call, and 10:00 a.m. for motion presentment. Any contested hearing, pretrial settlement conference, or trial shall be separately set by the Court. Settlement Conferences shall have private meeting information and passwords. **Disregard any Contested Hearing timeslots set via postcard from the clerk’s office, the Court has sole authority over setting Contested Hearings.**
- f. The Zoom Meeting will run from 9:00 a.m. to 4:30 p.m., if Court is not in session pursuant to the Court Call Schedule above, and the meeting is not active, parties should email the Court at CHANCERY.CALENDAR13@COOKCOUNTYIL.GOV to be heard.
- g. **Parties are responsible for tendering proposed Court Orders** (via email to CHANCERY.CALENDAR13@COOKCOUNTYIL.GOV) **the same day they are heard by 5:00 p.m.** If the parties are late to their scheduled court date and time, then the Court retains the right to strike said date, DWP, or default the parties as the Court finds appropriate.
- h. **COVID-19 Emergency Scheduling Procedures.** Emergency motions may now be scheduled via email to CHANCERY.CALENDAR13@COOKCOUNTYIL.GOV. After emailing chambers with your

proposed emergency matter, one of the Judge’s Law Clerks will call or email you to talk about the motion or let you know whether it may be scheduled as an emergency. **You may not schedule emergency matters without leave of Court.** Any request to schedule an emergency motion must be made by 3:00 p.m., otherwise you may not hear from the Court until the next business day.

- i. **Open to the Public.** The remote court call is still open to the public, who are encouraged to attend, although the Court retains the discretion to remove any disruptive call-participants.
- j. **Recording Prohibited by Law.** *Any video recording, audio recording, photographing and/or reproducing of the livestream is strictly prohibited. The recording, publishing, broadcasting or other copying or transmission of courtroom proceedings by video, audio, still photography or any other means is strictly prohibited by Illinois Supreme Court Rule 63(A)(8) and is subject to the penalties for contempt of court.*

I. INITIAL CASE INFORMATION SHEET

Before their first appearance in Court, the parties shall complete an Initial Case Information Sheet and furnish it to the Court (via email to CHANCERY.CALENDAR13@COOKCOUNTYIL.GOV) to assist in the management of the case. Copies of this form are available on the Court’s website (<http://www.cookcountycourt.org/Judges-Pages/Demacopoulos-Anna-Helen>).

II. ROUTINE MOTIONS

- a. Routine motions will be accepted as “drop-offs” and do not require a court appearance. Proper notice is required, when applicable. (See routine matters, below, and Circuit Court Rule 2.1). **Do not spindle the motion for presentment**, although it must be filed. File-stamped motions should be emailed in PDF to CHANCERY.CALENDAR13@COOKCOUNTYIL.GOV or placed in the “Inbox” located outside of Room 2502. Email is preferred. If no objection is received, an order granting the relief requested can be picked up from the “Outbox” within three business days. Movant must also include a **DRAFT ORDER** in word format.
- b. The Court will only consider the following matters as routine:
 - Motion for Leave to File an Appearance, Motion or Answer;
 - Motion to Appoint Special Process Server;
 - Motion for Alias Summons;
 - Agreed Orders for Extension of Time and Continuances; and
 - Motions for Voluntary Dismissal.

III. CASE MANAGEMENT CONFERENCES

- a. Case Management Conferences are at **9:30 a.m. daily**. At the first appearance, the parties should be prepared to submit courtesy copies of their pleadings (e.g., Complaint, Answer, Affirmative Defenses, Counterclaims,) and the Initial Case Information Sheet. Email (PDF) preferred (CHANCERY.CALENDAR13@COOKCOUNTYIL.GOV).
- b. Counsel with authority to commit to all scheduling orders must appear at the Case Management Conference and be prepared to inform the Court re: the status of service of process upon each defendant, the nature of the litigation, the status of the pleadings, any pending or contemplated motions, and all contemplated or completed discovery.

- c. Failure to appear for a Case Management Conference may result in dismissal for want of prosecution, default, or other appropriate court action.
- d. The Court does accept motions “piggybacked” for presentment onto pre-set dates, provided compliance with the rules of civil procedure.

IV. REGULAR MOTION CALL

- a. **Scheduling-** The Court’s Regular Motion Call is at **10:00 a.m. daily**. A Regular Motion must be spindled electronically. The Clerk’s Office will provide all dates. The staff in Room 2502 cannot assist a party in scheduling a Regular motion or e-filing.
- b. **Courtesy Copies-** File-stamped courtesy copies of all motions or briefs must be received within one **(1) business day of the date of filing**, or as soon as file-stamped.

EMAIL is strongly preferred. The email address for Judge Demacopoulos’ Chambers is CHANCERY.CALENDAR13@COOKCOUNTYIL.GOV. **Direct attachments only**; links to third-party sites will not be accepted. If you do not receive a confirmation email within two (2) business days of sending, please contact chambers. If file size is an issue, please provide the documents on CD or USB flash drive. It is incumbent upon the sender to ensure the Court receives the copies.

Please **clearly label the file names** of all electronic copies (e.g. “Def Smith MTD,” “Plt Response MTD,” “Reply MTD”).

If the Movant fails to provide courtesy copies to Chambers, the motion will be stricken. In such event, the Movant must re-notice and spindle the motion for a future date with the Clerk’s Office.

- c. **Piggybacking-** The Court accepts motions “piggybacked” for presentment onto pre-set court dates. File and notice them, but do not spindle. Note the rules of civil procedure still apply.
- d. **Motions for Default-** All parties who have been served shall be given notice as provided in Circuit Court Rule 2.1, without regard to whether an appearance has been filed. A Motion for Default requires:
 - File-stamped copy of the notice and motion,
 - Face of the summons,
 - The affidavit or certificate of the officer or person who served the summons,
 - Attorney or Self represented litigant certificate, certifying that both the court file and the docket have been checked for any appearance or answer filed by the defendant, and
 - A military affidavit, for individuals. The Court requires that a copy of the report from the Department of Defense Manpower Data Center be attached to the affidavit. This report is available at the Servicemembers Civil Relief Act Website, a government website. (<https://scra.dmdc.osd.mil/>).
- e. **Motions to Reconsider-** No oral argument will be heard, unless requested by the Court. Litigants contemplating a motion to reconsider should have in mind the pertinent standard.

- f. **Motions to Compel and Other Discovery Motions-** Before bringing a motion related to discovery, the parties shall strictly adhere to **Illinois Supreme Court Rule 201(k)**, which provides:

The parties shall facilitate discovery under these rules and shall make reasonable attempts to resolve differences over discovery. Every motion with respect to discovery shall incorporate a statement that counsel responsible for trial of the case **after personal consultation** and reasonable attempts to resolve differences have been unable to reach an accord or that opposing counsel made himself or herself unavailable for personal consultation or was unreasonable in attempts to resolve differences.

V. EMERGENCY MOTIONS

- a. All Emergency Motions must be scheduled by one of Judge Demacopoulos’ Law Clerks in courtroom 2502. Dates and times will **not** be given over the telephone. Matters that have become urgent by reason of a party’s failure to seek timely relief do not constitute emergencies. If the motion fails to set forth an emergency basis, the Law Clerks will not schedule the motion. Any request to schedule an emergency motion must be made by 3:00 p.m., otherwise parties will be instructed to come the next business day.
- b. A courtesy copy of the motion marked “EMERGENCY MOTION” and all supporting documents, including proof of notice, must be delivered to chambers no later than 3:00 p.m. on the day *before* presentment. Email preferred (CHANCERY.CALENDAR13@COOKCOUNTYIL.GOV).
- c. If it is determined that the matter is not a true emergency, the movant may be instructed by the courtroom staff to place the matter on the regular motion call and will be required to notify all opposing parties and/or counsel that the matter will not be heard as noticed.
- d. **COVID-19 Emergency Scheduling Procedures.** Given the remote protocol described above in Section A, emergency motions may now be scheduled via email to CHANCERY.CALENDAR13@COOKCOUNTYIL.GOV. After emailing chambers with your proposed emergency matter, one of the Judge’s Law Clerks will call or email you to talk about the motion or let you know whether it may be scheduled as an emergency. **You may not schedule emergency matters without leave of Court.** Any request to schedule an emergency motion must be made by 3:00 p.m., otherwise you may not hear from the Court until the next business day.

VI. TEMPORARY RESTRAINING ORDERS (“TRO”)

Motions for Temporary Restraining Orders shall, if possible, be presented according to the emergency motion procedure.

- a. The Court requires the movant to notify all parties of the date and time of the TRO hearing, unless the TRO is brought *ex parte* (with leave of court) and it clearly appears from the specific facts shown by affidavit or by the verified complaint that immediate and irreparable injury, loss, or damage will result to the applicant before notice can be served and a hearing had thereon. See 735 ILCS 5/11-101.
- b. TRO Motions must have a verified complaint or affidavit in compliance with § 5/11-101.

- c. A courtesy copy of the Motion for TRO, including proof of notice, must be delivered to chambers. Email preferred.

VII. BRIEFS

- a. The Court’s **form order** should be used for a briefing schedule on any contested motion. No continuance of any dates in the briefing schedule order will be granted without leave of Court. Lack of compliance with the Court’s briefing schedule order may result in either striking or ruling on the motion without hearing, at the Court’s discretion. Copies of this form are available on the Court’s website (<http://www.cookcountycourt.org/Judges-Pages/Demacopoulos-Anna-Helen>).
- b. There is a 15-page limit on motions and briefs in support (collectively, the motion and brief in support must be 15 pages or less), a 15-page limit on response briefs, and a 10-page limit on reply briefs. The page limitation excludes attached pleadings and exhibits. All briefs should be double-spaced with 12-point font and 1-inch margins. All exhibits should be page-numbered and tabbed, if possible.
- c. Courtesy copies are due within **one (1) business day of FILING** as set by the briefing schedule, or as soon as a file-stamped copy is available. Email (PDF) is preferred (CHANCERY.CALENDAR13@COOKCOUNTYIL.GOV).
- d. A Sur-Response or Sur-Reply is not allowed, although if a party makes such a request by written motion the Court may allow one in its discretion.
- e. Case authorities shall be cited to the official reporter. Please be advised that court personnel only have access to the LEXIS search engine. We do not need copies of cited cases if they are available via LEXIS.

VIII. CONTESTED MOTIONS

- a. At the Clerk’s Status, the Court will set a hearing date and time on the fully-briefed motion. All Counsel who plan on arguing the motion must be present at the Clerk’s Status, or the Court may not assign a hearing date. The Court’s **form order** should be used at the clerk’s status. Copies of this form are available on the Court’s website (<http://www.cookcountycourt.org/Judges-Pages/Demacopoulos-Anna-Helen>).
- b. The movant is responsible for submitting the **file-stamped courtesy copies** of the fully-briefed motion **as soon as a file-stamped copy becomes available**, within one day of filing. Email is preferred (CHANCERY.CALENDAR13@COOKCOUNTYIL.GOV), PDFs only. A complete set of courtesy copies includes:
 - Most Recent Complaint/Operative Pleadings
 - Motion, Supporting Brief, Response Brief, Reply Brief, and all Exhibits;
 - Complete Deposition Transcripts if any deposition testimony is cited (condensed preferred);
 - Any other Relevant Pleadings; and
 - A Bates Stamped Administrative Record,¹ if applicable.

¹ Please include an index or table of contents with the Administrative Record. The Record must also be Bates Stamped.

- c. Courtesy copies are **due within one (1) business day of the date of filing**, or as soon as file stamped copies become available. Direct File attachments via email are required (CHANCERY.CALENDAR13@COOKCOUNTYIL.GOV), links will not be accepted.
- d. If the Movant fails to appear, the motion will be stricken.
- e. If the Respondent fails to file a written brief in response to the Motion, the Respondent will be deemed to have waived oral argument on the Motion and the Court will set a ruling date on the Motion.

IX. HEARINGS

All hearing dates and times will be set by the Court. Hearing dates are firm. Any request to continue a hearing date must be made by written motion in advance of the hearing following all notice and presentment rules per the Code of Civil Procedure, must show good cause, and must be supported by a detailed affidavit.

X. TRIALS

All trial dates will be set by the Court. At the time a trial date is set, a pre-trial conference will also be set approximately thirty days (30) prior to the trial. At the pre-trial conference, the Court will review the parties' Trial Materials, rule on motions *in limine*, discuss trial scheduling, number of witnesses and exhibits and any other matters pertaining to trial (see TRIAL SCHEDULING ORDER available in courtroom 2502). Copies of this **form order** are available on the Court's website (<http://www.cookcountycourt.org/Judges-Pages/Demacopoulos-Anna-Helen>). Absent exigent circumstances, a court reporter must be provided by the parties for trial.

XI. SETTLEMENT CONFERENCES/PRETRIALS

- a. Parties may, by motion, request a settlement conference or the Court may entertain the matter at a status date. A settlement conference is set pursuant to the parties' agreement that anything done or said at the settlement conference shall not serve as the basis for any motion for substitution of judge pursuant to 735 ILCS 5/2-1001(a)(2) and/or (a)(3), and that they agree to participate in the settlement conference in good faith.
- b. **At least fourteen (14) days before the settlement conference**, unless otherwise ordered by the Court, each party **MUST** submit to the Court, and exchange with opposing counsel, a brief memorandum advising of the most recent settlement demand and offer as well as the general nature of the claims and defenses. Pre-trial memoranda need not be filed. Failure to submit the memorandum in advance of the settlement conference may result in the striking of the settlement conference date.

There is a preferred form for memoranda available in courtroom 2502 (see PRETRIAL SCHEDULING ORDER, EX. A). Email preferred (CHANCERY.CALENDAR13@COOKCOUNTYIL.GOV). Copies of this form are available on the Court's website (<http://www.cookcountycourt.org/Judges-Pages/Demacopoulos-Anna-Helen>).

- c. Counsel is expected to have full authority to settle the case at the time of the pretrial. Client(s) **must be present** for the settlement conference unless excused by the Court. If Clients cannot attend the conference, and have not been excused by the Court, the conference date will be stricken.

XII. COURT REPORTERS

Official court reporters are no longer assigned to the Chancery Division. Any party desiring a transcript of proceedings of any matter heard on Calendar 13 is responsible for providing a private court reporter. A court reporter is essential to preserve the record, particularly in the case of rulings on dispositive motions and testimony taken at hearings and at trials. Absent exigent circumstances, a Court Reporter is required for Trial. *See X. TRIALS, supra.*