

General Chancery Division, Calendar 11

COVID-19 Supplement to Standing Order

Judge Pamela McLean Meyerson

Issued August 4, 2020

1. This Order supplements the Standing Order now in effect for Calendar 11 dated May 16, 2019 and replaces the previously-issued COVID-19 Supplement. To the extent of a conflict, this Supplemental Order controls.
2. Until further notice, most cases on Calendar 11 will be heard remotely, **via Zoom**, and chambers staff is working remotely. Please use the below information to sign onto your matter's Zoom hearing at the appropriate time.
 - a. Judge Meyerson's **Zoom** Information:
 - i. **Link:** <https://circuitcourtofcookcounty.zoom.us/j/92896632736?pwd=cS9PaEQyOFFka0Fwdjd3NXgyd253UT09>
 - ii. **Meeting ID:** 928 9663 2736
 - iii. **Password:** 813107
 - b. **If a party is unable to sign on to Zoom with a computer or smartphone**, a party may also dial in to the hearing, similar to a conference call.
 - i. If calling from the Chicagoland area, dial **312-626-6799**. Then, when prompted, enter the Zoom Meeting ID (**928 9663 2736**), and follow prompts as appropriate.
 1. If you are not calling from the Chicagoland area, please contact Chambers at ccc.chancerycalendar11@cookcountyil.gov or (312) 603-6034 for the dial-in number you are to use to join the hearing.
3. All Notices of Motion **must contain the above Calendar 11 Zoom information**. Because all hearings will be conducted remotely, a Notice of Motion that identifies the courtroom alone is not sufficient to give the recipient notice of how to join the hearing.
4. While operating remotely, the best way to contact Chambers is via e-mail at ccc.chancerycalendar11@cookcountyil.gov. In any e-mail correspondence with the Court, please include (1) the case number and (2) the case name, and send a copy to all parties. If you do not have access to email, you can contact Judge Meyerson's Chambers by calling **(312) 603-6034**.
5. Court Proceedings:
 - a. **Initial Case Managements** will be conducted electronically via e-mail and an Initial Case Management Form, unless otherwise determined by the Court.
 - i. Approximately one week prior to any initial case management, Chambers will contact all parties via e-mail and ask them to return an Initial Case Management Form ("ICM Form"). Each party will complete a separate ICM Form and send it back to the Court via e-mail

(ccc.chancerycalendar11@cookcountyil.gov), making sure to send a copy of the ICM Form to opposing counsel and unrepresented parties.

- ii. The ICM Form will be in **Word** format, so parties can take as much space as necessary to respond.
 - iii. The parties need not file the ICM Form with the Clerk, but they may do so if they choose.
 - iv. The ICM Form must be returned to the Court **within three business days** prior to the scheduled court date. After receiving and reviewing the ICM Form, Judge Meyerson and her staff attorneys will identify cases for which a hearing is necessary or whether the matter can be addressed off call, based on the written submissions.
 - v. If an Initial Case Management is conducted electronically via e-mail, the Court will review the Initial Case Management Form and enter an appropriate Order which, among other things, will issue the matter a new status date. Chambers will e-mail the parties a copy of the Order once it has been entered by the Clerk's Office.
 - vi. If the Court determines that parties need to appear for an Initial Case Management either telephonically or by Zoom, Chambers will contact the parties one to two days before the scheduled hearing with either Zoom or telephone instructions.
 1. If the parties are not contacted prior to the scheduled initial case management, the parties should assume that Judge Meyerson has decided a Zoom appearance is not necessary and should await an Order to be entered off call.
- b. *Status Hearings*** will be conducted via Zoom, unless otherwise determined by the Court. Please use the Zoom information provided above in Paragraph 3(a) to join the call at the appropriate time. Judge Meyerson's regular status call is Monday through Friday at 10:15 a.m.
- c. *Motion presentment*** will be conducted via Zoom, unless otherwise determined by the Court. Please use the Zoom information provided above in Paragraph 3(a) to join the call at the appropriate time. Judge Meyerson's regular motion call is Monday through Friday at 9:30 a.m.
- i. *Routine motions*: The Court encourages the parties to attempt to reach an agreement on all routine motions, which are listed in the Court's Standing Order. If parties reach an agreement, parties may submit an agreed order via e-mail for the Court to enter off-call.
 - ii. *Contested motions*: Judge Meyerson does not set briefing schedules on motions she not seen. Please e-mail courtesy copies of all new motions to

Chambers **at least four days in advance** to ccc.chancerycalendar11@cookcountyil.gov. Because Chambers staff is working remotely and has limited access to the Clerk of Court's electronic docket, unless a party informs the Court of the pendency of a motion and tenders courtesy copies, **the matter will not be called**.

- iii. The Court encourages parties to submit agreed briefing schedules for any pending motions. When possible, parties should use the form Order Setting Briefing Schedule on Judge Meyerson's page on CookCountyCourt.org. Judge Meyerson will consider the proposed briefing schedule after reviewing the motion.
- d. **Clerk's Status:** For the foreseeable future, there will be no formal "Clerk's Status" date.
- i. One day after the last brief is filed, the movant shall furnish a **complete set of courtesy copies of all briefs and relevant pleadings** to Chambers at ccc.chancerycalendar11@cookcountyil.gov. The movant must copy all parties on the e-mail, even those who did not brief the current motion. The motion may be stricken if the movant does not tender a complete set of courtesy copies in accordance with this Supplement.
 - ii. At the time of submission, the parties should indicate whether they request or waive oral argument. The Court in its discretion will determine whether or not oral argument is necessary.
 - iii. Upon receipt of the courtesy copies, the Court will then set the matter for argument or ruling.
 - iv. If issues arise during the briefing process and the briefing will not be completed as scheduled, the parties should spindle a motion for Judge's Meyerson's motion call as soon as possible.
- e. **Oral arguments**, if deemed necessary by the Court, will be conducted remotely, either via Zoom or teleconference. The Court will follow up with additional details when arranging the argument. After hearing argument, the Court will either rule immediately or will take the matter under advisement and give it a date for Status on Ruling.
- f. **Status on Ruling:** On this date, the Court will either (1) issue a written ruling and e-mail it to the parties after it is entered into the record by the Clerk's Office, or (2) issue an oral ruling by Zoom, after advising the parties in advance that the ruling will be oral and giving them an opportunity to arrange for a court reporter. In any event, the Court may enter an order in a party's absence.

6. Court reporters and interpreters:

- a. Any party may make their own arrangements for a court reporter to be present for a remote hearing. Any party who needs an interpreter should advise Chambers at the earliest opportunity, preferably at least a week in advance.

Thank you for your patience

as we all navigate new procedures and deal with new challenges.

Calendar 11 forms are available at Judge Meyerson's page on CookCountyCourt.org.

Email: ccc.chancerycalendar11@cookcountyil.gov

Call: (312) 603-6034