

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

**COUNTY DIVISION ADMINISTRATIVE ORDER: 2020-07 (amended August 6, 2021)**

**SUBJECT: UPDATED COVID-19 PANDEMIC PROCEDURES FOR COUNTY DIVISION**

This County Division Administrative Order is entered in response to the ongoing COVID-19 pandemic and pursuant to Cook County Circuit Court General Administrative Order 2020-07, as amended on March 23, 2021. This Administrative Order shall supersede any provision of any prior COVID-19 Pandemic Administrative Order for the County Division that is inconsistent with any provision herein.

**IT IS HEREBY ORDERED:**

The following procedures will be in place for the County Division effective immediately.

**I. REMOTE HEARINGS.**

Until further notice, all matters in the County Division will be conducted by Zoom videoconference unless a case is specially set for an in-person trial or hearing. The Zoom meeting ID's and passwords for each Calendar are set forth below. Nothing herein shall prohibit any party from moving the Court for an in-person hearing or other hearing accommodation.

**A. Zoom Information for Remote Hearings.**

The following Zoom meeting ID numbers and passwords should be used to join proceedings for each calendar. These Zoom logins should be used for all matters except mental health, adoption, and waiver of parental rights cases, which will be assigned unique Zoom ID numbers.

<b>CALENDAR</b>	<b>JUDGE</b>	<b>ZOOM MEETING ID</b>	<b>ZOOM MEETING PASSWORD</b>
Calendar 2	Mental Health Cases (rotating judges)	See Section IB below	See Section IB below
Calendar 3	Presiding Judge Sanjay Tailor	953 7031 0834	310046
Calendar 4	<i>Cases transferred; see Administrative Order 2020-10</i>	--	--
Calendar 5	Hon. Patrick Stanton	970 3250 0245	895226
Calendar 6	Hon. James Carroll	923 0250 9713	709022
Calendar 7	Hon. Paul Karkula	986 9592 1385	539505
Calendar 8	Hon. Maureen Hannon	965 2561 6475	553663
Calendar 9	Hon. LaGuina Clay-Herron	963 9239 3803	043502
Calendar 10	Hon. Maureen Ward Kirby	977 2570 0908	821555
	• Name Changes	963 3970 2551	395890
Calendar 11	Hon. Alfred Paul	914 0410 9299	407193
Calendar 12	Hon. Nichole Patton	958 9492 1843	226532
Calendar 13	Civil Asset Forfeiture (Judge Patton or Judge Carroll)	986 6174 6735	760510
Calendar 14	Land Bank Cases (rotating judges)	922 8284 2526	201676

## **B. Mental Health Cases.**

1. **Mental Health Case Management.** The daily mental health case management call on Calendar 2 will be held under a separate Zoom ID number, which will be provided to the attorneys handling the call. Except as provided in Section I(B)(4), only attorneys, respondents, and court personnel will be provided with the Zoom meeting information in the first instance.
2. **Mental Health Hearings.** Cases assigned to Calendar 2 that are set for a mental health hearing will be assigned a new meeting ID for the judge presiding over the hearing, unless directed otherwise by the Court. Except as provided in Section I(B)(4), only attorneys, respondents, court personnel, and designated witnesses will be provided with the Zoom meeting information in the first instance.
3. **Emergency Writs.** Counsel shall email [Maureen.marchese@cookcountyil.gov](mailto:Maureen.marchese@cookcountyil.gov), with a copy to [Gloria.contreras@cookcountyil.gov](mailto:Gloria.contreras@cookcountyil.gov), or call 312-603-6194, to schedule and obtain Zoom meeting information for an emergency writ.
4. **Public Access.** Any member of the general public or press may request Zoom information for any mental health proceeding by emailing [Maureen.marchese@cookcountyil.gov](mailto:Maureen.marchese@cookcountyil.gov), with a copy to [Gloria.contreras@cookcountyil.gov](mailto:Gloria.contreras@cookcountyil.gov), in advance of the hearing, preferably prior to the case management conference. All objections to public access at any mental health proceeding shall be resolved by the Court in accordance with 405 ILCS 5/3-800, and any other applicable law, at the case management conference.

## **C. Adoptions.**

Procedures for adoption matters and Zoom meeting information are set forth in [Administrative Order 2020-06](#). Adoption Consent proceedings are at 12:00PM and 12:30PM, Tue. – Fri.

## **D. Waiver of Parental Notification.**

Counsel may email [Gloria.contreras@cookcountyil.gov](mailto:Gloria.contreras@cookcountyil.gov) with a copy to [Maureen.marchese@cookcountyil.gov](mailto:Maureen.marchese@cookcountyil.gov), or call 312-603-2492, to obtain a Zoom Meeting ID and password for a confidential hearing.

## **E. Tax Deed Cases.**

1. **Tax Deed Hearings.** Prove-ups may be heard on all tax deed cases under the Property Tax Code, 35 ILCS 200/22-40, but due to the ongoing COVID-19 crisis no judgment or order of possession will be entered for any property that is occupied until further notice. For more information on each judge's specific tax deed prove-up procedures, see Appendix A.
2. **Entry of Judgment After Prove-Up.** Petitioners seeking entry of judgment after proving up their case shall do so by sending a letter so requesting to the judge before whom the prove-up hearing was held, along with all requisite attachments. Such letter shall be copied to the respondent if the respondent filed an appearance or appeared at the prove-up hearing.

3. Proof of Vacancy. For properties that are vacant at the time of prove-up, an inspection affidavit shall be filed and provided to the assigned calendar judge in advance of the prove- up hearing. If a property becomes vacant after the prove-up hearing, a petitioner must file an inspection affidavit before requesting entry of judgment.

## **II. SCHEDULING OF CASES**

- A. **Court Schedule**. The schedule for each Calendar in the County Division is as follows on the proceeding page:

Calendar	Name Change	Motions	Tax Deed	Tax Deed Assignment Call	VTS Call	Tax Objection: Status & Pre-trials	Civil Asset Forfeiture	Civil Asset Forfeiture TRIALS	AOT CMC	Land Bank	Adoption Consents
<b>Cal. 3</b> Hon. Sanjay Tailor		M-F 10:30AM				M-F 10:30AM					
<b>Cal. 4</b>	<i>Cases transferred; see Administrative Order 2020-10</i>										
<b>Cal. 5</b> Hon. Patrick Stanton	W 9:30AM	M – 1:30PM Th – 9:30AM	M – 2:30PM W – 1:30PM, 2:00PM Th – 1:30PM		W 10:30AM	Th 10:30AM					F 12:00PM, 12:30PM
<b>Cal. 6</b> Hon. James Carroll	W, Th 10:30AM	M-Th 10:30AM	M, Tu, W 10:30AM			Tu 10:30AM					
<b>Cal. 7</b> Hon. Paul Karkula	Th 10:00AM	M-Th 10:30AM	M, Tu, Th 10:30AM			Th 10:45AM					
<b>Cal. 8</b> Hon. Maureen Hannon	M 9:00AM	M, W, F 10:00AM	W, F 2:00PM, 2:30PM	M,W, F 9:30AM	M, F 10:30AM	W 2:00PM					Tu 12:00PM, 12:30PM
<b>Cal. 9</b> Hon. LaGuina Clay-Herron	M 2:00PM	M – 11:30AM Th – 10:30AM	M – 1:00PM, 1:30PM, 2:30PM Th – 11:00AM, 11:30AM			Th 10:00AM					W 12:00PM, 12:30PM
<b>Cal. 10</b> Hon. Maureen Ward Kirby	M 9:30AM	Tu, F 9:30AM	M – 10:00AM, 10:30AM, 11:00AM Tu – 2:00PM, 2:30PM			Tu 9:30AM			M 1:30PM		Th 12:00PM, 12:30PM
<b>Cal. 11</b> Hon. Alfred Paul	M 1:30PM	M, Tu, W, Th, F 9:00AM	Tu, Th, F 1:30PM			W 9:30AM					
<b>Cal. 12</b> Hon. Nichole Patton	F 10:30AM	M – 9:30AM Tu – 11:30AM W – 9:30AM	M,W – 9:30AM F – 1:00PM			F 11:00AM					
<b>Cal. 13</b> Hon. James Carroll, Hon. Nichole Patton, or Hon. Paul Karkula							M 1:30PM (Carroll) W 1:30PM (Patton)	T 1:30PM (Carroll) Th 1:30PM (Karkula)			
<b>Cal. 14</b> Rotating Judges										M-F 2:00pm	

## **B. Additional Scheduling Information.**

1. Name Changes. Petitioners shall include their preferred email address on their Name Change Petition so that the Court may contact them. Petitioners may contact [countydivision.inquiries@cookcountyil.gov](mailto:countydivision.inquiries@cookcountyil.gov) to inquire about what documents need to be presented to the Court at the Zoom videoconference hearing. For more information, please see the [COVID-19 Procedures For Remote Name Change Hearings](#) on the County Division homepage.
2. Tax Deed Cases. Prove-ups may be scheduled for a remote proceeding using the Zoom Meeting information set forth in Section I(A) for the Calendar to which the case is assigned. The Petitioner shall provide copies of the Application for Tax Deed and all exhibits to be presented at the prove-up to the Calendar judge at the email address set forth in Section IV(A) 2-5 days prior to the prove up, unless otherwise directed by the Calendar judge.
3. Tax Objection Cases: Status and Pre-Trial. The remote procedures for tax objection cases are set forth in County Division Administrative Order 2020-4, issued June 1, 2020, and the summary of recent changes to tax valuation objection procedures dated November 22, 2020. The schedule for pre-trial and status for each Calendar judge is set forth in Section II(A) above.
4. Civil Asset Forfeiture Cases. Monday and Wednesday court dates are only for preliminary hearings, return dates and case management. Trials are heard on Tuesday and Thursday. To confirm your Zoom hearing, you may contact the State's Attorney's Office at (312) 603-6462. The Zoom Meeting information is set forth in Section I(A).

## **III. 298 FEE WAIVER PETITIONS**

Fee waiver petitions will be forwarded to the assigned calendar judge for ruling based on the written Application. After reviewing the Application, the Court may require the Petitioner to appear via audio or videoconference.

## **IV. COURTESY COPIES, PROPOSED ORDERS, AND COMMUNICATION WITH THE COURT**

### **A. Courtesy Copies and Proposed Orders.**

Unless otherwise directed by the Calendar judge, courtesy copies and proposed orders shall be emailed to the Calendar judge to which the case is assigned at the email address set forth below. The subject line of the email shall indicate the Calendar number, case number(s), and date to be heard. *All draft orders provided to the Court by attorneys or pro se litigants for all case types shall include an email address to which signed and stamped orders can be sent. The Clerk will not email an order unless an email address is included in the draft order.*

CALENDAR	JUDGE	EMAIL ADDRESS
Calendar 3	Presiding Judge Sanjay Tailor	<a href="mailto:Maureen.Marchese@cookcountyil.gov">Maureen.Marchese@cookcountyil.gov</a>
Calendar 4	<i>Cases transferred; see Administrative Order 2020-10</i>	
Calendar 5	Hon. Patrick Stanton	<a href="mailto:ccc.countycal5@cookcountyil.gov">ccc.countycal5@cookcountyil.gov</a>
Calendar 6	Hon. James Carroll	<a href="mailto:James.Carroll@cookcountyil.gov">James.Carroll@cookcountyil.gov</a>
Calendar 7	Hon. Paul Karkula	<a href="mailto:Maureen.Marchese@cookcountyil.gov">Maureen.Marchese@cookcountyil.gov</a>
Calendar 8	Hon. Maureen Hannon	<a href="mailto:Maureen.Hannon@cookcountyil.gov">Maureen.Hannon@cookcountyil.gov</a>
Calendar 9	Hon. LaGuina Clay-Herron	<a href="mailto:Maureen.Marchese@cookcountyil.gov">Maureen.Marchese@cookcountyil.gov</a>
Calendar 10	Hon. Maureen Ward Kirby	<a href="mailto:Maureen.Wardkirby@cookcountyil.gov">Maureen.Wardkirby@cookcountyil.gov</a>
Calendar 11	Hon. Alfred Paul	<a href="mailto:Maureen.Marchese@cookcountyil.gov">Maureen.Marchese@cookcountyil.gov</a>
Calendar 12	Hon. Nichole Patton	<a href="mailto:Nichole.Patton@cookcountyil.gov">Nichole.Patton@cookcountyil.gov</a>
Calendar 13	Civil Asset Forfeiture	<a href="mailto:James.Carroll@cookcountyil.gov">James.Carroll@cookcountyil.gov</a>

**B. Court Contact Information.**

Inquiries regarding a County Division matter may be made using the following contact information:

Adoption Matters	<a href="mailto:cj.cal3@cookcountyil.gov">cj.cal3@cookcountyil.gov</a>	(312) 603-2492
Name Changes	<a href="mailto:countydivision.inquiries@cookcountyil.gov">countydivision.inquiries@cookcountyil.gov</a>	(312) 603-4324
Tax Deed, Tax Objection, and other matters	<a href="mailto:countydivision.inquiries@cookcountyil.gov">countydivision.inquiries@cookcountyil.gov</a>	(312) 603-6194

Dated this 6th day of August 2021.

ENTERED:

Sanjay T Tailor  
 Judge Sanjay Tailor  
 Acting Presiding Judge, County Division

## APPENDIX A

### SUBJECT: TAX DEED PROVE-UP PROCEDURES FOR COUNTY DIVISION JUDGES

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#### GENERAL NOTES:

- Be mindful of each judge’s schedule and make sure you are picking a date when that judge hears tax deed cases. See below for each judge’s tax deed scheduling details.
- Pertaining to all judges: send out 14 Day PU Video Notice for all cases where the initial Assignment Date was between **March 17, 2020 and July 6, 2020**. Then e-file the Certificate of Service for the date the Notice was mailed out.

#### **CALENDAR 5 – JUDGE STANTON**

- Contact court clerk Clifvette ([clberry@cookcountycourt.com](mailto:clberry@cookcountycourt.com)) to request available times and dates. Once she confirms what day/time works best, submit a Prove-Up Court Order to that effect.
- 7 Business Days PRIOR to the PU Hearing, submit email to [ccc.countycal5@cookcountyil.gov](mailto:ccc.countycal5@cookcountyil.gov) with the subject line containing “Case Number, Prove Up, Date/Time to be heard.” Attach the following in the email:
  - Notice of Hearing/Order
  - Application for Tax Deed
- Judge Stanton prefers that all documents offered into evidence at the prove up be shown via “sharing” on Zoom.
- To submit an Order for Deed, email to [ccc.countycal5@cookcountyil.gov](mailto:ccc.countycal5@cookcountyil.gov). The subject line of the email shall indicate Case Number and “Order For Deed.” The following shall be attached to the email:
  - A Draft Order for Deed, with the green stamp from the Clerk
  - A Cover letter, representing that the prove up transcript, proof of payment of subsequent taxes and that any documents requested or missing at the prove-up, have been filed. The letter shall expressly address or answer any questions or issues that were raised by the Court during the prove-up hearing.
  - Do not submit more than one order per email.

M – 2:30 PM
W – 1:30, 2:00 PM
TH – 1:30 PM

#### **CALENDAR 6 – JUDGE CARROLL**

- Contact court clerk Charles at [cejohnson@cookcountycourt.com](mailto:cejohnson@cookcountycourt.com) to request available times and dates per the schedule below. Once he confirms what day/time works best, submit a Prove-Up Court Order to that effect.
- 7 Business Days PRIOR to the Prove-Up Hearing, submit an email to [james.carroll@cookcountyil.gov](mailto:james.carroll@cookcountyil.gov) with the subject line containing “Case Number, Prove Up, Date and Time to be heard.” Attach the following:

- Notice of Hearing/Order;
- Application for Tax Deed;
- All documents to be use at the Prove-Up and/or offered into evidence at the Prove-Up should be presented to the court via “sharing” on Zoom.
- To submit an Order for Deed, send an email to [james.carroll@cookcountyil.gov](mailto:james.carroll@cookcountyil.gov). The subject line shall include the Case Number and “Order For Deed” and attach at least the following:
  - A Draft Order for Deed, with the green stamp from the Clerk;
  - A Draft Order for Assignments and/or substitution of counsel;
  - A Cover letter, indicating what documents had been pre-filed in Odyssey and attach the Prove-Up Transcript, proof of payment of subsequent taxes, assurance that there are no liens outstanding if applicable, and that any documents requested or missing at the prove-up, have been filed. The letter shall expressly address or answer any questions or issues that were raised by the Court at the Prove-Up hearing.
- Please send only ONE Order per email.

M – 10:30 AM  
 T – 10:30 AM  
 W – 10:30 AM

**CALENDAR 7 – JUDGE KARKULA**

- Draft a Notice of Hearing, e-file in Odyssey. When the Motion/Hearing date/time box pops up, make sure to choose a date when Calendar 7 hears Tax Deeds.

M – 10:30 AM  
 W – 10:30 AM  
 T – 10:30 AM  
 TH – 10:30 AM

**CALENDAR 8 – JUDGE HANNON**

- Email court clerk Dee ([dzwebb@cookcountycourt.com](mailto:dzwebb@cookcountycourt.com)) with 3 dates that are preferred.
- Once she confirms what day/time works best, submit a Prove-Up Court Order to that effect to the Judge and she will sign.
- To submit an Order for Deed, email to [Maureen.Hannon@cookcountyil.gov](mailto:Maureen.Hannon@cookcountyil.gov). The subject line shall indicate Case Number, “Order For Deed”, submitting:
  - A Draft Order for Deed, with the green stamp from the Clerk
  - A Cover letter, representing that the prove up transcript, proof of payment of subsequent taxes, assurance that there are no liens outstanding, and that any documents requested or missing at the prove-up, have been filed. As a courtesy to the court sending a copy of the transcript and the proof of payment of subsequent taxes would be greatly appreciated. The letter shall expressly address or answer any questions or issues that were raised by the Court during the prove-up hearing.



W – 2:00 PM and  
2:30 PM  
F – 2:00 PM and  
2:30 PM

### **CALENDAR 9 – JUDGE CLAY-HERRON**

- Email court clerk: Darcene Z. Webb ([dzwebb@cookcountycourt.com](mailto:dzwebb@cookcountycourt.com)) with 3 preferable dates.
- Once dates/times are confirmed, email a Proposed Prove-Up Court Order to that effect to [dzwebb@cookcountycourt.com](mailto:dzwebb@cookcountycourt.com).
- Seven Business Days PRIOR to the PU Hearing, submit email to: Maureen Marchese ([maureen.marchese@cookcountyil.gov](mailto:maureen.marchese@cookcountyil.gov)) with the subject line **containing 5 components** only:
  - “Calendar #/ Case Number/ Prove Up Date/ Time to be heard/ Atty’s Last Name,” **separated by back slashes**.
  - Example: C9/ 21 TD 001/ Jan. 21, 2021/ 1:30pm/ Atty. Jones
- Attach the following:
  - Notice of Hearing/Order
  - Application for Tax Deed
- To Submit an Order for Deed, email to "Maureen Marchese ([maureen.marchese@cookcountyil.gov](mailto:maureen.marchese@cookcountyil.gov)). The subject line shall indicate Case Number, “Order For Deed”, “Date of Prove-Up”, submitting:
  - A Draft Order for Deed, with the green stamp from the Clerk
  - A Cover letter, representing that the prove up transcript, proof of payment of subsequent taxes, assurance that there are no liens outstanding, and that any documents requested or missing at the prove-up, have been filed. The letter shall expressly address or answer any questions or issues that were raised by the Court during the prove-up hearing.

M – 1:00, 1:30,  
2:30 PM  
TH – 11:00,  
11:30 AM

### **CALENDAR 10 – JUDGE WARD KIRBY**

- Email court clerk Clifvette Berry ([clberry@cookcountycourt.com](mailto:clberry@cookcountycourt.com)) to request available times and dates. Once she confirms what day/time works best, submit a Prove-Up Court Order to that effect.
- 5 business days prior to the prove-up hearing email a courtesy copy of the Application to [Maureen.WardKirby@cookcountyil.gov](mailto:Maureen.WardKirby@cookcountyil.gov).
- To Submit an Order for Deed, email [Maureen.WardKirby@cookcountyil.gov](mailto:Maureen.WardKirby@cookcountyil.gov). The subject line shall indicate Case Number, “Order For Deed”, submitting:
  - A Draft Order for Deed, with the green stamp from the Clerk
  - A Cover letter, representing that the prove up transcript, proof of payment of

subsequent taxes, assurance that there are no liens outstanding, and that any documents requested or missing at the prove-up, have been filed. The letter shall expressly address or answer any questions or issues that were raised by the Court during the prove-up hearing.

M – 10:00 AM, 10:30 AM, and 11:00 AM
Tu – 2:00 PM and 2:30 PM

**CALENDAR 11 – JUDGE PAUL**

- Draft a Notice of Hearing, e-file in Odyssey. When the Motion/Hearing date/time box pops up, make sure to choose a date when Calendar 11 hears Tax Deeds.
- To submit an Order for Deed, email [Alfred.paul@cookcountyil.gov](mailto:Alfred.paul@cookcountyil.gov). The subject line shall indicate Case Number, “Order For Deed”, submitting:
  - A Draft Order for Deed, with the green stamp from the Clerk
  - A Cover letter, representing that the prove up transcript, proof of payment of subsequent taxes, assurance that there are no liens outstanding, and that any documents requested or missing at the prove-up, have been filed. The letter shall expressly address or answer any questions or issues that were raised by the Court during the prove-up hearing.

T – 1:30 PM
TH – 1:30 PM
F – 1:30 PM

**CALENDAR 12 – JUDGE PATTON**

- Email [countycrt1707orders@cookcountycourt.com](mailto:countycrt1707orders@cookcountycourt.com) with 3 dates that are preferred. Once the clerk confirms what day/time works best, submit a Prove Up Court Order to that effect to the Judge.
- To Submit an Order for Deed, email to [nichole.patton@cookcountyil.gov](mailto:nichole.patton@cookcountyil.gov). The subject line shall indicate Case Number, “Order For Deed”, submitting:
  - A Draft Order for Deed, with the green stamp from the Clerk
  - A Cover letter, representing that the prove up transcript, proof of payment of subsequent taxes, assurance that there are no liens outstanding, and that any documents requested or missing at the prove-up, have been filed. The letter shall expressly address or answer any questions or issues that were raised by the Court during the prove up hearing.

M – 9:30 AM
W – 9:30 AM
F – 1:00 PM