

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
DOMESTIC RELATIONS DIVISION

ENTERED
Presiding Judge Grace G. Dickler #1521
December 15, 2020
Iris Y. Martinez
Clerk of the Circuit Court
of Cook County, IL
DEPUTY CLERK _____

ADMINISTRATIVE ORDER: 2020 D 14 Amended

SUBJECT: Procedure for Setting Hearings, Pre-Trial Conferences, and Case Management Conferences.

EFFECTIVE IMMEDIATELY IT IS HEREBY ORDERED THAT:

On a temporary basis, during such time as court operations are reduced pursuant to General Administrative Order No. 2020-01(as amended May 28, 2020), General Administrative Order 2020-02 (as amended October 17, 2020), and General Administrative Order No. 2020-07 (or such subsequent orders executed by the Chief Judge of the Circuit Court of Cook County), the court may *sua sponte* in its discretion set a matter for a pretrial conference, a case management conference, or a hearing,¹ or a party to the case or counsel of record may request as follows:

- A. That their matter be set for a pretrial conference, a case management conference, or a hearing by filing a motion with the Clerk of the Circuit Court of Cook County.
- B. Cases assigned to Calendars C, D, E, 11, 21, 31-35, 41-45, 51-55, 61, 62, 64, 94, 98, G, W, and X/84 shall follow the procedures specified in Paragraphs (b), (c), and (d) of Administrative Order 2020 D 13 Amended to request to set a matter for a pretrial conference, a case management conference, or a hearing.
- C. For all cases except those assigned to the Calendars listed in Paragraph B, the movant must follow the procedure in this paragraph to request to set a matter for a pretrial conference, a case management conference, or a hearing.
 - a. The movant shall submit their formal request to have their matter(s) set for a pretrial conference, a case management conference, or a hearing to the Circuit Court via e-mail transmission with all counsel of record or self-represented parties included as recipients of the e-mail to the following individuals at the date that time to reply to their matter(s) expires:
 - 1. the Court Coordinator for any judge who maintains an individual calendar, or
 - 2. the Division Administrator for any judge who does not have a Court Coordinator, or;
 - 3. any other method directed by the judge assigned to the matter.²

The nonmovant will have seven (7) days from the date of the filing of the movant's request to set the matter for a pretrial conference, a case management conference, or a hearing to file any objection thereto.

- b. Upon submission of a formal request to have their matter(s) set for a pretrial conference, case management conference, or a hearing the motion shall be taken under advisement by the regularly assigned calendar judge.

¹ Unless otherwise ordered by the Court, no matter shall be set for hearing unless it has been fully briefed pursuant to a court-ordered briefing schedule (unless a party waives their right to file a response or reply pursuant thereto), and any request to set a matter for hearing must (1) identify the court order or Administrative Order that set the briefing schedule and (2) clarify the number of days remaining to file any responses pursuant thereto. If a movant wishes to set a matter for hearing that does not already have a court-ordered briefing schedule, then the terms of Administrative Order 2020 D 13 shall apply.

² A list of contact information for all Court Coordinators and the Division Administrator is attached.

- c. The Court shall, through its staff, communicate whether it shall conduct a remote pretrial conference, case management conference, or hearing, designating the manner, date and time or whether it shall defer the matter to a date when the Court returns to full operations.
- d. All formal requests to have matter(s) set for a pretrial conference, case management conference, or a hearing by the Circuit Court submitted by email shall contain the email address and contact telephone number of each counsel of record in the cause or the self-represented parties.

D. All email submissions concerning formal requests to have matter(s) set for a pretrial conference, case management conference, or a hearing by the Circuit Court submitted by email shall have the title of the email designate the type of remote proceeding requested, the Case Number, and the Calendar Number.

e.g., **“Request to Set Pretrial Conference”; Case No. 2020 D 1234; Calendar 01.**
“Request to Set Case Management Conference”; Case No. 2020 D 1234; Calendar 01.
“Request to Set Hearing”; Case No. 2020 D 1234; Calendar 01.

E. Unless otherwise ordered by the Court, if the Court elects to conduct a remote pretrial conference, case management conference, or hearing, then the movant shall submit all pleadings, motions, responses, replies, and relevant exhibits to the Court by email to court staff no less than 7 days before the pretrial conference, case management conference, or hearing. The title of the email shall designate the type of remote proceeding, the date chosen by the Court, the Case Number, and the Calendar Number.

e.g., **“Pleadings set for Pretrial Conference on April 15, 2020; Case No. 2020 D 1234; Calendar 01.”**

Dated the ____ day of December 2020. This Order shall be spread upon the records of this Court and published. This Order replaces Administrative Order 2020 D 14 Amended which was entered October 2, 2020.

ENTERED:

S/Grace G. Dickler, #1521

HON. GRACE G. DICKLER
Presiding Judge
Domestic Relations Division

Contact & Zoom Information for the Domestic Relations Division Remote Court Proceedings

This document provides important contact and Zoom information related to the Circuit Court of Cook County Domestic Relations Division’s remote court proceedings. **FOR PROVE UP INFORMATION ON COURT DATES RECEIVED BY THE CLERK’S OFFICE FOR TEAMS C, D, AND E – SEE LAST 3 PAGES TO OBTAIN INFORMATION ON THE JUDGE ASSIGNMENT AND ZOOM INFORMATION.**

The emails listed below should only be used for scheduling and administrative purposes. Any email containing information relating to the pending issues in a case is not allowed, will not be read and attorneys and self-represented litigants will not receive a response.

In order for a Judge to hear your concerns, you must first file a pleading or motion with the [Clerk of the Circuit Court](#), send a copy to the other party or their attorney, and follow the steps listed in the applicable Administrative Order. You can find all the Domestic Relations Division’s Administrative Orders by going to the [Division’s homepage](#) and clicking on the “COVID” tab.

The Domestic Relations Division’s Rules for Remote Court Proceedings can be found in [Administrative Order 2020 D 21](#). For instructions on how to use Zoom on your smartphone, tablet, or computer, please see [How to Use Zoom](#). You may also call into the Zoom proceeding by dialing the “Dial In Numbers” listed below.

Cal.	Contact Information	Zoom Meeting Information
1	Presiding Judge Grace G. Dickler Secretary: Patricia Kelly Telephone: 312-603-6556 Email: patricia.kelly@cookcountyil.gov	Provided at time of scheduling
Team Calendar Judges		
C	Boyd, Judge William Stewart (Preliminary Judge) Court Coordinator: Karl Simpson Telephone: 312-603-4836 Email: karl.simpson@cookcountyil.gov	Meeting ID: 864 6297 1874 Password: 672037 Dial In Number: 312-626-6799
31	Shapiro, Judge James Court Clerk: Genevieve Barlow Email: james.shapiro@cookcountyil.gov	Meeting ID: 977 7074 1611 Password: 319346 Dial In Number: 312-626-6799
32	Ahern, Judge Gregory Court Coordinator: Karl Simpson Telephone: 312-603-4836 Email: judgeahern1508@gmail.com	Meeting ID: 836 1836 1978 Password: 527306 Dial In Number: 312-626-6799

33	Jackson, Judge D. Renee Court Coordinator: Karl Simpson Telephone: 312-603-4836 Email: karl.simpson@cookcountyil.gov	Meeting ID: 834 7517 2137 Password: 189281 Dial In Number: 312-626-6799
34	Ross, Judge Dominique Court Coordinator: Karl Simpson Telephone: 312-603-4836 Email: judgeross34@gmail.com	Meeting ID: 957 7033 3732 Password: 536935 Dial In Number: 312-626-6799
35	Goldfarb, Judge Renee Court Clerk: Terriann Sneed Email: DRDivOrdersCal35@cookcountycourt.com	Meeting ID: 971 5226 9618 Password: 718655
D	Arce, Judge Edward (Preliminary Judge) Court Coordinator: Maria Marich Telephone: 312-603-4823 Email: maria.marich@cookcountyil.gov	Meeting ID: 960 9699 8034 Password: 169070 Dial In Number: 312-626-6799
41	Rivera, Judge Elizabeth Loreda Court Clerk: Bianca Warner Email: DRDivOrdersCal41@cookcountycourt.com	Meeting ID: 963 4925 3565 Password: 583053 Dial In Number: 312-626-6799
42	Jean-Baptiste, Judge Lionel Court Clerk: Kenneth Davis Email: DRDivordersCal42@cookcountycourt.com	Meeting ID: 993 6826 7248 Password: 793451 Dial In Number: 312-626-6799
43	Sullivan, Judge Marita Court Clerk: Adekemi Adedapo Email: DRDivOrdersCal43@cookcountycourt.com	Meeting ID: 882 3263 6679 Dial In Number: 312-626-6799
44	Mackoff, Judge Myron Court Coordinator: Maria Marich Telephone: 312-603-4823 Email: myron.mackoff@cookcountyil.gov	Meeting ID: 984 1388 9930 Password: 102870 Dial In Number: 312-626-6799
45	Trevino, Judge Daniel Court Clerk: Courtney Cullar Email: DRDivOrdersCal45@cookcountycourt.com	Meeting ID: 989 2324 2770 Password: 932850 Dial In Number: 312-626-6799
E	Walker, Judge Debra (Preliminary Judge) Court Coordinator: Gwendolyn Brown Telephone: 312-603-4839 Email: gwendolyn.brown@cookcountyil.gov	Meeting ID: 967 3909 8755 Password: 266128 Dial In Number: 312-626-6799

51	Flannigan, Judge Ellen Court Coordinator: Gwendolyn Brown Telephone: 312-603-4839 Email: gwendolyn.brown@cookcountyil.gov	Meeting ID: 936 0956 8702 Password: 633440 Dial In Number: 312-626-6799
52	Forti, Judge Michael Court Clerk: Lisa Daniels Email: DRDivOrdersCal52@cookcountycourt.com	Meeting ID: 957 3893 2973 Password: 932385 Dial In Number: 312-626-6799
53	Yu, Judge William Court Clerk: Genevieve Barlow Email: DRDivOrdersCal53@cookcountycourt.com	Meeting ID: 942 3689 5468 Password: 169097 Dial In Number: 312-626-6799
54	Rosen, Judge Lori Court Clerk: Courtney Cullar Courtesy Copies Only: DRD.Calendar54@cookcountyil.gov Questions & Scheduling: DRDivOrdersCal54@cookcountycourt.com	Meeting ID: 914 3656 4382 Password: DRDCal54 Dial In Number: 312-626-6799
55	Rosario, Judge Diana Email: DRDivOrdersCal55@cookcountycourt.com	Meeting ID: 910 2096 6431 Password: 388534 Dial In Number: 312-626-6799
Individual Calendar Judges		
11	Trew, Judge Mary Court Coordinator: Patricia Kelly Telephone: 312-603-6556 Email: patricia.kelly@cookcountyil.gov	Meeting ID: 969 9243 6102 Password: 295575 Dial In Number: 312-626-6799
21	Bowes, Judge Karen Court Coordinator: Eleanora Porter Telephone: 312-603-5921 Email: ccc.drcalendar21@cookcountyil.gov	Meeting ID: 871 9443 3260 Password: 646704 Dial In Number: 312-626-6799 Effective April 5, 2021: Meeting ID: 962 7275 3705 Passcode: 984250 Dial In Number: 312-626-6799
22	Schuster, Judge Naomi Court Coordinator: Deborah Piraino Telephone: 312-603-3025 Email: deborah.piraino@cookcountyil.gov	Meeting ID: 967 3692 6268 Password: 732997 Dial In Number: 312-626-6799

24	Carr, Judge John Court Coordinator: Terry Bright Telephone: 312-603-4832 Email: terry.bright@cookcountyil.gov	Meeting ID: 881 6314 2868 Password: carr Dial In Number: 312-626-6799
23	Johnson, Judge Robert Court Coordinator: Kaye Mason Telephone: 312-603-6024 Email kaye.mason@cookcountyil.gov	Meeting ID: 934 9022 2003 Password: 543296 Dial In Number: 312-626-6799
61	Haracz, Judge David Court Coordinator: Michael Davi Telephone: 312-603-4605 Email: Michael.Davi@cookcountyil.gov	Meeting ID: 856 1034 8684 Dial In Number: 312-626-6799
62	Scannicchio, Judge Regina Court Coordinator: Jaime Barcas Telephone: 312-603-4894 Email: jaime.barcas@cookcountyil.gov	Meeting ID: 932 0108 9277 Password: 3010 Dial In Number: 312-626-6799
63	Link, Judge Matthew Court Coordinator: Roxanne DeJulius Telephone: 312-603-5913 Email: roxanne.dejulius@cookcountyil.gov	Meeting ID: 937 0108 9571 Password: 339582 Dial In Number: 312-626-6799
64	Bernstein, Judge Jeanne Cleveland Court Coordinator: Gabriela Robles Telephone: 312-603-6667 For Motion Date: DRDivOrdersCal64@cookcountycourt.com For Other Correspondence and Information: gabriela.robles@cookcountyil.gov	Meeting ID: 885 6135 4703 Dial In Number: 312-626-6799
89	Lopez, Judge Mark Court Coordinator: Beatriz Garcia Telephone: 312-603-4726 Email: beatriz.garcia@cookcountyil.gov	Meeting ID: 927 7769 4626 Password: 228926 Dial In Number: 312-626-6799
94	Romanek, Judge Abbey Fishman Court Coordinator: Joanne Cepek Telephone: 312-603-7503 Email: joanne.cepek@cookcountyil.gov	Meeting ID: 925 1023 5145 Password: 767670 Dial In Number: 312-626-6799
95	Cocozza, Judge Jean Court Coordinator: Kimberly Wilson Telephone: 312-603-5545 Email: kimberly.wilson1@cookcountyil.gov	Meeting ID: 963 7617 6047 Password: 099046 Dial In Number: 312-626-6799

97	Martinez, Judge Maritza Court Coordinator: Nancy Houston Telephone: 312-603-6417 Email: nancy.houston@cookcountyil.gov	Meeting ID: 985 6932 0525 Password: 080942 Dial In Number: 312-626-6799
98	Kaplan, Judge James Court Coordinator: Grace Gibson Telephone: 312-603-7957 Email: grace.gibson@cookcountyil.gov	Meeting ID: 986 5944 0518 Password: 938610 Dial In Number: 312-626-6799
99	Loza, Judge Pamela Court Coordinator: Sandra Stachke Telephone: 312-603-4279 Email: sandra.staschke@cookcountyil.gov	Meeting ID: 974 793 3444 Password: 7uVfrG Dial In Number: 312-626-6799
Expedited Calendar Judges		
73	Schleifer, Judge Andrea Division Administrator: Nairee Hagopian Telephone: 312-603-3037 Email: judgeams@gmail.com	Meeting ID: 358 391 6508 Password: 174344 Dial In Number: 312-626-6799
74	Murphy, Judge Timothy Division Administrator: Nairee Hagopian Telephone: 312-603-3037 Email: nairee.hagopian@cookcountyil.gov	Meeting ID: 999 8116 6538 Password: 248664 Dial In Number: 312-626-6799
75	Powers, Judge Patrick Division Administrator: Nairee Hagopian Telephone: 312-603-3037 Email: nairee.hagopian@cookcountyil.gov	Meeting ID: 942 1368 2635 Password: 303768 Dial In Number: 312-626-6799

District Court Judges		
V 82	Reynolds, Judge Jeanne Court Coordinator: Oriana Lado (Effective 11/23/20) Telephone: 847-470-7420 Email: Oriana.lado@cookcountyil.gov	Meeting ID: 929 8905 6499 Password: 016574 Dial In Number: 312-626-6799
W	Fernandez, Judge Rosanna Court Coordinator: Susan Castans Telephone: 847-818-2427 Email: susan.castans@cookcountyil.gov	As of September 1, 2020 Meeting ID: 959 9832 6535 Password: W Dial In Number: 312-626-6799
G	Kelley, Judge Thomas Court Coordinator: Shannon DePersia Telephone: 847-818-2298 Email: shannon.depersia@cookcountyil.gov	Meeting ID: 3360 008 105 Password: JKelley105 Dial In Number: 312-626-6799
X 84	Rice, Judge Judith Court Coordinator: LaShanda O'Quinn Telephone: 708-865-4812 Email: lashanda.oquinn@cookcountyil.gov	Meeting ID: 985 4839 3692 Password: 765383 Dial In Number: 312-626-6799
Y 85	Kubalanza, Judge Joan Court Coordinator: Marquita Webster Telephone: 708-974-6838 Email: marquita.webster@cookcountyil.gov	Meeting ID: 960-9602-2670 Password: 263971 Dial In Number: 312-626-6799
Z	Coleman, Judge Bonita Court Coordinator: Krista Carlson Telephone: 708-232-4306 Email: krista.carlson@cookcountyil.gov	Meeting ID: 953 8235 1216 Password: 399740 Dial In Number: 312-626-6799
H	Orr, Judge Erika Court Coordinator: Cathy McDonald Telephone: 708-232-4142 Email: cathy.mcdonald@cookcountyil.gov	Meeting ID: 968-2240-0197 Password: 796744 Dial In Number: 312-626-6799

PROVE UPS SCHEDULED ON CALENDAR C

If the scheduled prove up is on a **MONDAY**, your judge will be Calendar 31 – Judge James Shapiro.

31	Shapiro, Judge James Court Clerk: Genevieve Barlow Email: james.shapiro@cookcountyl.gov	Meeting ID: 977 7074 1611 Password: 319346 Dial In Number: 312-626-6799
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If the scheduled prove up is on a **TUESDAY**, your judge will be Calendar 35 – Judge Renee Goldfarb.

35	Goldfarb, Judge Renee Court Clerk: Terriann Sneed Email: DRDivOrdersCal35@cookcountycourt.com	Meeting ID: 971 5226 9618 Password: 718655
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If the scheduled prove up is on a **WEDNESDAY**, your judge will be Calendar 34 – Judge Dominique Ross.

34	Ross, Judge Dominique Court Coordinator: Karl Simpson Telephone: 312-603-4836 Email: judgeross34@gmail.com	Meeting ID: 957 7033 3732 Password: 536935 Dial In Number: 312-626-6799
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If the scheduled prove up is on a **THURSDAY**, your judge will be Calendar 32 – Judge Gregory Ahern.

32	Ahern, Judge Gregory Court Coordinator: Karl Simpson Telephone: 312-603-4836 Email: judgeahern1508@gmail.com	Meeting ID: 836 1836 1978 Password: 527306 Dial In Number: 312-626-6799
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If the scheduled prove up is on a **FRIDAY**, your judge will be Calendar 33 – Judge Renee Jackson.

33	Jackson, Judge D. Renee Court Coordinator: Karl Simpson Telephone: 312-603-4836 Email: karl.simpson@cookcountyl.gov	Meeting ID: 834 7517 2137 Password: 189281 Dial In Number: 312-626-6799
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PROVE UPS SCHEDULED ON CALENDAR D

If the scheduled prove up is on a **MONDAY**, your judge will be Calendar 41 – Judge Elizabeth Loreda Rivera.

41	Rivera, Judge Elizabeth Loreda Court Clerk: Marie Nichols Email: DRDivOrdersCal41@cookcountycourt.com	Meeting ID: 963 4925 3565 Password: 583053 Dial In Number: 312-626-6799
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If the scheduled prove up is on a **TUESDAY**, your judge will be Calendar 43 – Judge Marita Sullivan.

43	Sullivan, Judge Marita Court Clerk: Adekemi Adedapo Email: DRDivOrdersCal43@cookcountycourt.com	Meeting ID: 882 3263 6679 Dial In Number: 312-626-6799
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If the scheduled prove up is on a **WEDNESDAY**, your judge will be Calendar 45 – Judge Daniel Trevino.

45	Trevino, Judge Daniel Court Clerk: Courtney Cullar Email: DRDivOrdersCal45@cookcountycourt.com	Meeting ID: 989 2324 2770 Password: 932850 Dial In Number: 312-626-6799
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If the scheduled prove up is on a **THURSDAY**, your judge will be Calendar 44 – Judge Myron Mackoff.

44	Mackoff, Judge Myron Court Coordinator: Maria Marich Telephone: 312-603-4823 Email: myron.mackoff@cookcountvil.gov	Meeting ID: 984 1388 9930 Password: 102870 Dial In Number: 312-626-6799
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If the scheduled prove up is on a **FRIDAY**, your judge will be Calendar 42 – Judge Lionel Jean-Baptiste.

42	Jean-Baptiste, Judge Lionel Court Clerk: Kenneth Davis Email: DRDivordersCal42@cookcountycourt.com	Meeting ID: 993 6826 7248 Password: 793451 Dial In Number: 312-626-6799
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PROVE UPS SCHEDULED ON CALENDAR E

If the scheduled prove up is on a **MONDAY**, your judge will be Calendar 51 – Judge Ellen Flannigan.

51	Flannigan, Judge Ellen Court Coordinator: Gwendolyn Brown Telephone: 312-603-4839 Email: gwendolyn.brown@cookcountyl.gov	Meeting ID: 936 0956 8702 Password: 633440 Dial In Number: 312-626-6799
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If the scheduled prove up is on a **TUESDAY**, your judge will be Calendar 52 – Judge Michael Forti.

52	Forti, Judge Michael Court Clerk: Lisa Daniels Email: DRDivOrdersCal52@cookcountycourt.com	Meeting ID: 957 3893 2973 Password: 932385 Dial In Number: 312-626-6799
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If the scheduled prove up is on a **WEDNESDAY**, your judge will be Calendar 54 – Judge Lori Rosen.

54	Rosen, Judge Lori Court Clerk: Courtney Cullar Courtesy Copies Only: DRD.Calendar54@cookcountyl.gov Questions & Scheduling: DRDivOrdersCal54@cookcountycourt.com	Meeting ID: 914 3656 4382 Password: DRDCal54 Dial In Number: 312-626-6799
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If the scheduled prove up is on a **THURSDAY**, your judge will be Calendar 53 – Judge William Yu.

53	Yu, Judge William Court Clerk: Genevieve Barlow Email: DRDivOrdersCal53@cookcountycourt.com	Meeting ID: 942 3689 5468 Password: 169097 Dial In Number: 312-626-6799
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If the scheduled prove up is on a **FRIDAY**, your judge will be Calendar 55 – Judge Diana Rosario.

55	Rosario, Judge Diana Email: DRDivOrdersCal55@cookcountycourt.com	Meeting ID: 910 2096 6431 Password: 388534 Dial In Number: 312-626-6799
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