

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

ADMINISTRATIVE ORDER: 2020 D 3 Amended

SUBJECT: Procedure to Submit Emergency Motions in Response to General Administrative Order 2020-01 (as amended May 28, 2020), Amended in Response to General Administrative Order 2020-02

EFFECTIVE IMMEDIATELY IT IS HEREBY ORDERED THAT:

1. Any emergency pleading or motion brought pursuant to Cook County Court Rule 13.4(a)(ii) in a Domestic Relations matter shall be filed with the Clerk of the Circuit Court and then submitted via e-mail transmission with all counsel of record and self-represented parties included as recipients of the e-mail to court staff for the regularly assigned calendar judge, specifically:
 - a. the Court Coordinator for any judge who maintains an individual calendar, or
 - b. the Court Coordinator for the applicable judicial team, or
 - c. the Division Administrator for any judge who does not have a Court Coordinator, or;
 - d. any other method directed by the judge assigned to the matter.¹

Any emergency pleading or motion shall be submitted by 12:00 p.m. the afternoon preceding the day that the motion is to be presented, unless the emergency occurs overnight in which event the emergency pleading or motion may be filed the day the motion is to be presented. Parties shall notify the opposing parties and/or counsel by carbon copying them to the email. Motions filed after 12:00 p.m. will be treated as having been filed the next business day.

2. The Respondent to the emergency filing shall have until 2:00 p.m. the day the motion is received if the motion is submitted before 12:00, or 2:00 p.m. the following business day if received after 12:00 p.m., to respond to whether the issue presented is an emergency and to request an opportunity to be heard. Said responses shall be filed with the Clerk of the Circuit Court and submitted via e-mail transmission with all counsel of record and self-represented parties included as recipients of the e-mail to court staff of the regularly assigned calendar judge, specifically:
 - a. the Court Coordinator for any judge who maintains an individual calendar, or
 - b. the Court Coordinator for the applicable judicial team, or
 - c. the Division Administrator for any judge who does not have a Court Coordinator, or;
 - d. any other method directed by the judge assigned to the matter.
3. Court staff shall forward the pleading or motion and any Statement of Opposition to the regularly assigned calendar judge. The regularly assigned calendar judge shall review and determine whether a *prima facie* case of an emergency has been established. Court staff will email the parties by 6:00 p.m. the day the Statement of Opposition is or could have been submitted to indicate whether the judge found the matter to be an emergency and provide instructions as to the time and nature of the hearing to occur the next business day. Court staff shall then email a formal order to the parties reflecting the same as soon as practical.

¹ A list of contact information for all Court Coordinators and the Division Administrator is attached.

4. If a *prima facie* case of an emergency has not been established, the court will either (1) enter an order denying the pleading or motion as a non-emergency, or (2) enter an order denying the pleading or motion as a non-emergency and referring the case to an approved mediator for no more than a two-hour remote conference without cost. If parties should come to an agreement with the assistance of the mediator, parties may submit the proposed order pursuant to Administrative Order 2020 D 4. Parties shall be free to refile the matter to be heard with their regularly assigned judge remotely or once court resumes regular scheduling.
5. If a *prima facie* case is established, the court will either: (1) enter an *ex parte* order, (2) conduct a telephonic or videoconference hearing with both parties, or (3) as a last resort, have the parties and/or attorneys appear for hearing at a designated date and time.
6. This Order shall not apply to Emergency Orders of Protection.
7. Any motion to vacate or reconsider an emergency order shall be filed with the Clerk of the Circuit Court and sent to all parties via email. The other party shall have 7 days to respond to the motion to reconsider or motion to vacate and the moving party shall then have 5 days to reply.

Once the date and time to reply expires or upon filing of a reply, the movant shall submit the original order, motion to vacate or to reconsider, and any responses, replies, and referenced exhibits via e-mail transmission with all counsel of record or self-represented parties included as recipients of the e-mail to court staff for the judge who entered the order, specifically:

- a. the Court Coordinator for any judge who maintains an individual calendar, or
- b. the Court Coordinator for the applicable judicial team, or
- c. the Division Administrator for any judge who does not have a Court Coordinator, or;
- d. any other method directed by the judge assigned to the matter.

Upon receipt of all pleadings, the judge who entered the emergency order shall conduct a remote hearing as soon as practical or shall, in the sole discretion of the judges involved, refer the matter to the regularly assigned calendar judge for timely hearing.

Dated the 2nd day of July 2020. This Order shall be spread upon the records of this Court and published. This Order replaces Administrative Order 2020 D 3 Amended which was entered May 28, 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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