

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

**JUDGE MARITZA MARTINEZ  
RICHARD J. DALEY CENTER  
50 W. WASHINGTON, # 3006  
CHICAGO, IL 60602  
312-603-7706  
CALENDAR 97 - COURTROOM 3006  
Maritza.Martinez@CookCountyIL.gov**

**STANDING ORDER**

*Amended April 20, 2021*

The purpose of this Standing Order is to establish emergency, non-emergency, pre-trial and trial rules and procedures. The Standing Order is intended to aid attorneys and litigants participating in litigation pending before this Court. The Court will consider exceptions to these procedures where special circumstances are demonstrated to the Court.

**CIVILITY**

Civility is an essential part of professionalism, and the Court expects all counsel to adhere to the standard and conduct set out in Part 13.11 (Civility) of the Rules of the Circuit Court of Cook County. Attorneys are not to interrupt their opponents while their opponents are speaking.

**PART 13 OF THE RULES OF THE CIRCUIT COURT OF COOK COUNTY**

Attorneys and pro se litigants are expected to know Part 13 of the Rules of the Circuit Court of Cook County, which govern domestic relations proceedings. A copy is available at:  
<http://www.cookcountycourt.org/FORATTORNEYSLITIGANTS/RulesoftheCourt.aspx>.

**MOTIONS/PETITIONS**

All pleadings/motions/petitions shall include the *name*, and the email address, of the actual attorney signing the document, *legibly* printed or typed beneath the signature line and/or in the lower left-hand corner of the page bearing the signature.

**Filing of Motions:**

Motions must be filed with the Clerk's office in Room 802 of the Daley Center or e-filed via [www.CookCountyClerkOfCourt.org](http://www.CookCountyClerkOfCourt.org), prior to the time a Hearing date is obtained from this Court.

No presentation date is required for motions; parties are to adhere to the provisions set forth in this Standing Order under **Non-Emergency Relief Motions Procedure**, at pp. 3-4. A pre-scheduled status date may be used, nonetheless, as a time to present a motion in the case.

The Court may strike, *sua sponte*, pursuant to Cook County Local Rule 13.4(a)(i)(c), any motion that fails to state with specificity the statute or authority relied upon for the relief sought.

**Notice:**

A notice of motion, and the accompanying motion, must be personally served (faxed, if appropriate) no later than 4:00 p.m. on the second (2<sup>nd</sup>) day preceding the court date (for an emergency motion), or mailed no later than the fifth (5<sup>th</sup>) day preceding the court date. *See* Illinois Supreme Court Rule 11(b) (4) and Cook County Circuit Court Rule 2.1(c)(i).

**Unopposed Motions:**

If no one opposes a duly noticed motion when it is called, it may be granted *instanter*.

**Routine Motions:**

Motions for appointments of special process servers, for publication, and to sue or defend as an indigent person may be presented any time Court is in session, and are to be emailed with draft Orders directly to [Maritza.Martinez@CookCountyIL.gov](mailto:Maritza.Martinez@CookCountyIL.gov) for consideration and entry.

**Emergency Motions and requests for Temporary Restraining Orders:**

An emergency motion, petition, or request for a temporary restraining order must be a true emergency and must be received by this Court no later than 9:00 a.m. on the date in which it is to be heard. The matter must be set for 9:30 a.m. The Court will decide, prior to 9:30 a.m., whether or not the matter is deemed to be an emergency. A copy must be presented to the Judge's clerk, and, unless the movant can demonstrate immediate harm and injury will result before notice can be given, proper notice must be given to all parties of record, in compliance with Illinois Supreme Court Rule 11(b)(4) and Cook County Local Rule 2.1(c)(i). The movant must also email a copy of the emergency, and Proposed Order, to all parties of record, and copy (cc) to [Maritza.Martinez@CookCountyIL.gov](mailto:Maritza.Martinez@CookCountyIL.gov), [Nancy.Houston@CookCountyIL.gov](mailto:Nancy.Houston@CookCountyIL.gov), and [DRDivOrdersCal97@CookCountyCourt.com](mailto:DRDivOrdersCal97@CookCountyCourt.com). The email title shall designate that the matter is being presented as an EMERGENCY, and shall also designate the type of proceeding, date of presentment, and caption of the case, including the case number.

Motions claiming an "Emergency" will be scrutinized and must set forth "with particularity in an affidavit or verification in support of the emergency motion" "facts identifying the nature of the sudden or unforeseen circumstances which give rise to the emergency and the reason why the matter should take precedence." *Cook County Local Rule 13.4(a)(ii)(b)*.

An impending due date almost always will not give rise to an emergency. *See* Ill. Sup. Ct. R. 183, which permits the Court to extend time, upon good cause, for "the doing of any act, which is required by the rules to be done within a limited period, either before or after the expiration of the time."

**Motions to file under Seal & Protective Orders:**

**Parties must seek leave of Court to file documents or other materials under seal.**

A Motion to file under seal or a Motion seeking a Protective Order:

- Cannot apply to all documents and/or pleadings.
- Must state in the text of the Order that this Order does not, by itself, authorize the filing of any document under seal, and that any party wishing to file a document designated as Confidential or Attorneys' Eyes Only Information in connection with a motion, brief, or other submission to the Court must comply with court rules pertaining to filings under seal.
- Must state in the text of the Order that the Protective Order will not apply to Court Orders.

- The request must recite the privacy interests involved and why a Protective Order is necessary and should be supported by affidavit.

### **Discovery Motion Fees:**

Discovery rules “contemplate that discovery will generally proceed without judicial intervention,” with most discovery disputes “resolved by counsel themselves.” *Williams v. A.E. Staley Mfg. Co.*, 83 Ill. 2d 559, 563 (1981). Supreme Court Rule 201(k) requires a showing that “counsel responsible for the trial of the case” have personally attempted to resolve the dispute. Accordingly, trial counsel is required to present or oppose any contested discovery motion. If a party’s position regarding a discovery dispute is found to be unreasonable, the Court will ordinarily order the offending party to pay the costs of the motion, pursuant to Supreme Court Rule 219 (c). Privilege claims in opposing discovery must be supported by a privilege log, pursuant to Supreme Court Rule 201(n). “The burden of establishing the applicability of a discovery privilege rests with the party seeking to invoke the privilege.” *Chicago Trust Co. v. Cook County Hospital*, 298 Ill. App. 3d 396, 401 (1998). Claims of privilege not in compliance with Supreme Court Rule 201(n) may trigger a sanction. *See* Supreme Court Rule 219 (c).

### **Non-Emergency Relief Motions Procedure:**

- a. The movant must file the motion for non-emergency relief with the Clerk of the Circuit Court of Cook County. The movant must then send a copy of the file-stamped motion for non-emergency relief and this *Calendar 97 Standing Order* to all parties of record, via email transmission.
- b. All motions for non-emergency relief shall contain the email address and contact telephone number of each counsel of record in the cause or the self-represented parties, and shall use the email title: “Motion for Non-Emergency Relief”, caption of the case, and the case number.
- c. The movant must additionally send 2 proposed Orders in *Word* format (or in the format provided by the Supreme Court when using standardized court forms) to all parties of record, via email transmission, one for the briefing schedule, and one for the underlying motion, for the other party to Redline each with any opposition. As each proposed Order is Redlined and/or marked Agreed, the movant shall forward each proposed Orders to all parties of record and [Maritza.Martinez@CookCountyIL.gov](mailto:Maritza.Martinez@CookCountyIL.gov), for consideration and entry. The email title shall use the email title: “Motion for Non-Emergency Relief”, caption of the case, and the case number.
- d. Once the requirements of Paragraphs (a), (b), and (c) are followed, then:
  1. The responding party is automatically granted 21 days to respond or otherwise plead from the time of receipt of the file-stamped motion for non-emergency relief.
  2. The moving party is automatically granted 7 days thereafter to reply to the response to the motion for non-emergency relief.
  3. All submissions for adjudication to the Court shall be filed with the Clerk of the Circuit Court. Notwithstanding the above, no exhibits containing financial information shall be filed with the Clerk, but shall be emailed to all counsel of record, and/or self-represented parties, and to [Maritza.Martinez@CookCountyIL.gov](mailto:Maritza.Martinez@CookCountyIL.gov).
  4. After the time to reply expires, the movant shall submit, via email transmission to all counsel of record, and/or self-represented parties, and to [Maritza.Martinez@CookCountyIL.gov](mailto:Maritza.Martinez@CookCountyIL.gov), the motion for non-emergency relief and any responses and replies to the Circuit Court (including all necessary and referenced exhibits), along with the movant’s draft order(s)<sup>1</sup> in *Word* format (or in the format provided by the Supreme Court when using standardized court forms) for the

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<sup>1</sup> Draft Orders seeking an attorney’s withdrawal must include in the body of the draft order: the telephone #, address and email address for the party from whom the attorney seeks to withdraw their representation, unless good cause is shown that such disclosure presents a safety concern.

underlying motion(s). Unless the Order is Agreed, the Order must be Redlined with any opposition by the other parties.

5. Upon submission of all motions for non-emergency relief, any responses, replies, all exhibits, and the Redlined proposed order in *Word* format (or in the format provided by the Supreme Court when using standardized court forms), the motion for non-emergency relief will be taken under advisement.
6. Subsequent to receipt of all relevant pleadings, the Court will issue a written ruling or communicate whether it shall conduct a remote argument or hearing, designating the manner, date and time.
7. If additional information or documentation is sought by the Court in order to adjudicate the motion for non-emergency relief, that request will be made to all counsel of record or self-represented parties. The request for such information or documentation will set forth the party, parties, or counsel responsible for submission of such information or documentation. All parties and all counsel of record shall strictly comply with any request for additional information or documentation. No additional information, documentation, or other materials shall be submitted to the Court other than those requested by the Court.
8. The parties may agree, via the submission to the Court of a proposed *Agreed Order*, to a briefing schedule other than the presumptive schedule set forth above.

### **AGREED ORDERS**

Agreed Orders must be captioned as “Agreed”, signed by both attorneys and/or litigants, and emailed to [Maritza.Martinez@CookCountyIL.gov](mailto:Maritza.Martinez@CookCountyIL.gov), copying (ccing) all parties of record. The email title shall designate that the matter seeks the entry of an “Agreed Order”, the caption of the case, and the case number. The Court reserves the right to modify or deny any order presented. Parties are to remedy each of the defects identified by the Court in a denied Agreed Order before presenting the same to the Court for reconsideration.

Unless the Court has given its prior approval, no Agreed Order shall be entered that withdraws an attorney from representing a party or that modifies, changes or continues a trial date.

### **PRE-TRIAL SETTLEMENT CONFERENCES**

All attorneys who participate in pre-trial conferences are expected to be familiar with the case. Pre-trial memorandums are due three (3) business days before the scheduled pre-trial conference, and shall be emailed to [Maritza.Martinez@CookCountyIL.gov](mailto:Maritza.Martinez@CookCountyIL.gov), copying (cc-ing) all parties. The Court will admonish the litigants prior to the pre-trial that if they agree to the pre-trial conference, the information learned or the suggestion of the Court will not be the basis for a substitution of judge. Attorneys are expected to have updated 13.3.1 Financial Affidavits which have already been exchanged and ready for presentment to the Court, along with the proofs of income detailed in 13.3.2(a). Counsel appearing at a settlement conference are expected to have authority to settle the case and have the client present in court or available by telephone. All settlements must be reduced to writing at the time settlement is reached.

### **PROVE-UPS**

To obtain a Prove-Up date, email [Maritza.Martinez@CookCountyIL.gov](mailto:Maritza.Martinez@CookCountyIL.gov), copying (cc-ing) all parties, a copy of a proposed Order setting the Prove-Up (with mutually available proposed dates); include in the email all of the documents required for a Prove-Up, including but not limited to the: Order on Prove-Up, Judgment, Marital Settlement Agreement, Uniform Judicial Prove-Up Sheet,

Court Reporter Sheet, Certificate and Agreement to Hear Uncontested Cause, Proof of Service, Default Order, Allocation of Parental Responsibilities and Parenting Time, Uniform Order for Support with the Income Shares Calculation Sheet attached thereto, FOCUS on Children Completion Certificates, Affidavit as to Military Service, properly docketed Appearance of the Respondent<sup>2</sup>, Order on 298 Petition, Order for Free Transcript, and any other orders you would like the Court to consider.

## TRIALS

Trial dates will not be set unless the parties and/or their attorneys certify that all disclosures and discovery have been completed and that no discovery disputes remain.

Trial dates are expected to be firm. Continuances will rarely be granted and only for good cause upon written motion, brought as early as possible, supported by an affidavit showing good cause for the requested continuance. The Court will attempt to accommodate the scheduling needs of witnesses and counsel. Fourteen (14) days before the trial date, the attorneys, or litigants if acting *pro se*, must provide the Court with an electronic copy (on a memory stick or shared DropBox), of the following<sup>3</sup>, as applicable:

1. A written stipulation signed by the parties and/or their attorneys listing all pending matters. Any matters not listed are deemed waived and/or withdrawn.
2. An estimate of the number of days the trial is expected to last.
3. A list of potential witnesses.<sup>4</sup>
4. All Motions *in limine* and responses thereto.<sup>5</sup>
5. Written stipulations between the parties and/or Supreme Court Rule 216 Admitted Facts.
6. An Excel spreadsheet listing in columns, with each item having its own designated row, the exhibits' identification numbers, succinct description of each exhibit which they intend to offer at trial<sup>6</sup> and whether there is a stipulation as to foundation, as well as columns labeled: "offered by", "admitted", "not admitted" and "objection posed".
7. Pre-marked and tabbed (if paper copy) exhibits that the parties intend to introduce; all said exhibits must have already been exchanged with each counsel of record in the cause and/or each of the self-represented parties.

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<sup>2</sup> Petitioners' Attorneys should **not** file Appearances for pro se Respondents, as the Clerk's e-filing system recognizes and/or identifies the IP addresses and/or the methods of payment as those of the Attorneys, sometimes triggering the incorrect docketing of the Respondents' Appearances as either: (a) second Appearances for the Petitioners, or (b) as Appearances for the Respondents wherein those Respondents are docketed as also being represented by the Petitioners' Attorneys, despite the fact that the Appearances state otherwise.

<sup>3</sup> A joint submission is preferred; separate submissions are to be made only if, and only to the extent that, the parties cannot in good faith agree on joint materials. The parties are encouraged to avoid the duplication of exhibits and to stipulate to foundation and authenticity whenever possible.

<sup>4</sup> Parties expecting to offer opinion testimony must have available, at trial, a copy of any discovery responses and/or deposition testimony that will support the opinion testimony to be offered at trial. The burden is on the proponent of the opinion testimony to show compliance with Illinois Supreme Court Rule 213(g).

<sup>5</sup> Parties are encouraged to present any substantial evidentiary disputes before trial commences by means of Motions *in Limine* and to notice said motions prior to the trial date, if at all possible.

<sup>6</sup> The exhibits intended to be offered at trial must have been exchanged between the parties prior to the trial.

8. Full transcripts of any Evidence Depositions, with each marked to identify portions that will be offered at trial, as well as an Affidavit of compliance with Supreme Court Rule 237 Notices and a statement of any outstanding dispute as to such notices.

### **COURT REPORTERS / INTERPRETERS**

The Court does not provide Court Reporters for trials, motions or statuses. The Court does provide Court Reporters for Orders of Protection Hearings. If you desire a Court Reporter or Interpreter, it is most advisable that attorneys and litigants provide their own Court Reporter and/or Interpreter. The Court will make every effort to provide an Interpreter for short hearings, although the Interpreters' limited availability may require a waiting period before the Interpreter appears in Court, and/or in rare circumstances, a continuance to another date. Family members are not allowed to interpret for any witness or party. If a trial or motion does not have a transcript, due to neither party or litigant providing one, counsel shall prepare a bystander's report for any appeal. The Court will review any such bystander's report, but will not itself prepare the document.

### **POST TRIAL**

After trial, but not before, the Court may request Memorandums of Law, as well as Proposed Findings of Fact and Conclusions of Law and/or Trial Briefs. Proposed Findings of Fact and Conclusions of Law must be submitted in *Word* format.

### **MOTIONS TO RECONSIDER**

Motions to reconsider are not favored. "The intended purpose of a petition to reconsider is to bring to the court's attention (1) newly discovered evidence which was not available at the time of the first hearing, (2) changes in the law, or (3) errors in the court's previous application of existing law." *Gardner v. Navistar Int'l Transportation Corp.*, 213 Ill. App. 3d 242, 248-49 (1991). A motion to reconsider is not a second bite at the evidentiary apple and usually does not provide a separate and distinct issue, from the original ruling, for review by the appellate court. *See Farley Metals v. Barber Coleman Co.*, 269 Ill. App. 3d 104, 116 (1994).

No response to a motion to reconsider will be accepted unless requested by the Court. No oral argument will be heard on a motion to reconsider, whether or not a response has been requested, unless directed by the Court.

### **EXHIBITS POST TRIAL**

Exhibits and memory sticks not collected thirty (30) days from the date of the entry of this Court's final order, or post judgment hearing date, shall be disposed of.

### **POSTCARD GENERATED STATUS CALLS**

Cases set before the Court, that are noticed to litigants with a "Postcard" for a Monday at 2:00 p.m., do not require an appearance in court if the case has either been resolved (by entry of a Judgment and/or placed Off Call) or has a future court date already set. However, if such cases do *not* have future court dates or have *not* been resolved, an appearance in court *is* required on the date specified in the "Postcard" to prevent the case from being Dismissed for Want of Prosecution.

## VID-19 PROTOCOL

In light of the global coronavirus pandemic COVID-19 and Ill. Executive Order Nos. 30, and 39, and in order to protect the health and safety of the general public, pursuant to all General Administrative Orders in place pursuant Ill. S. Ct. R. 21(b), all attorneys and self-represented litigants in all active cases with pending pleadings, motions, and/or petitions of any kind on Calendar 97's docket, shall confer with each other to ascertain:

1. whether a hearing is necessary;
2. whether a necessary hearing can be conducted by videoconference, teleconference, or must be conducted with some or all participants in the courtroom<sup>7</sup>; and
3. the mutually available dates for the next court proceeding; and then, shall submit a joint proposed *Order*, with opposition in *Redline*, via email to [Maritza.Martinez@CookCountyIL.gov](mailto:Maritza.Martinez@CookCountyIL.gov), copying (ccing) all parties of record, for consideration and entry. The email title shall designate the type of proceeding, proposed date(s) of proceeding, and the caption of the case, including the case number.

Pursuant to General Order 2020 D 14 (Amended), the court may *sua sponte* in its discretion set a matter for pretrial conference, case management conference, or a hearing.

**General Orders**, specific to the Domestic Relations Division, are available at the "COVID-19" tab at: <http://www.cookcountycourt.org/ABOUTTHECOURT/CountyDepartment/DomesticRelationsDivision.aspx>

**Access Calendar 97 Zoom Hearings** (unless the Order setting the Zoom Hearing specifies another Meeting # and Password) as follows:

For *Videoconferences*: Zoom Meeting #: **985 6932 0525**, and Password: **080942**;

For *Telephone Calls*: dial **(312) 626-6799**, enter: **985 6932 0525 #, press #, (\*6 to un/mute)**

### **During Zoom Hearings:**

1. Rename Yourself on Zoom to identify yourself and the party you are representing<sup>8</sup>;
2. Be prepared to provide the case number;
3. Identify all in your presence, including those entering or exiting the room you are Zooming from;
4. Take precautions to ensure children do not hear or observe any portion of the proceedings;
5. Stay within camera range at all times;
6. Do not also be engaged in other activities that could endanger the health and/or safety of others or yourself, due to your being distracted with the Zoom videoconference, including but not limited to: operating a motor vehicle and/or other heavy machinery;
7. Maintain civility, and do not speak over each other or the Judge;
8. Mute yourself when not speaking & silence your phones;
9. Do **not** video or audio record, or take pictures of, the proceedings through any device or format, except by an authorized Court Reporter, per Illinois Supreme Court Rule 63(a);
10. Do not privately chat, text, email, or the like, during the Hearings and/or breaks;
10. Use only Official or authorized Court Reporters, and

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<sup>7</sup> Everybody is required to wear a facial covering and maintain physical distancing in court. Temperature checks will be conducted, and nobody will be permitted to enter the Daley Center with a temperature of 100.4 or higher.

<sup>8</sup> Persons that do not identify themselves on the electronic device that they are using for the Zoom videoconference shall not be granted access into the Zoom videoconference; persons seeking entrance into the Zoom videoconference via a telephone call must provide their telephone #s to the Court prior to the date of their scheduled Zoom videoconference.

11. Use only Official Court Interpreters.

The Judge retains broad discretion to take appropriate steps for those participants who do not comply with the foregoing, including but not limited to, muting participants, admonishing participants, suspending the proceedings, requiring the participants who have not complied with the foregoing to be supervised by a Daley Center Sheriff's Deputy in person during future remote proceedings, and holding a participant in contempt of court.

**After Zoom Hearings:**

Submit your proposed orders to [Maritza.Martinez@CookCountyIL.gov](mailto:Maritza.Martinez@CookCountyIL.gov), copying (ccing) all parties of record, for consideration and entry. The email title shall designate the case name, case number, and the type of order being submitted (i.e. EOP; Disposition Order; Consolidated Mediation Referral Order; Order setting Pretrial; Order Appointing OPG, etc.).

When submitting proposed orders, kindly adhere to the following:

- a. Statuses are held on Tuesdays and Thursdays at 9:45 a.m., approximately 45 days from your court appearance;
- b. *Consolidated Mediation Referral Orders* for Mediation and/or Home Studies require a 90 day continuance and are returned on Thursdays at 10:00 a.m.
- c. *Ex Parte Orders of Protection* also require the submission of a *Summons*, and
- d. *Disposition Orders* for Orders of Protection that have not yet been served upon the Respondent also require the submission of an *Alias Summons*.

 **COVID-19 POSTCARD GENERATED CALLS**

Cases set before the Court, that are noticed to litigants with a "COVID-19 Postcard" do not require an appearance in court if they have either been resolved (by entry of a Judgment and/or placed Off Call) or have a future court date already set. However, if such cases do *not* have future court dates or have *not* been resolved, then the parties are to confer with each other and submit, via email copying (ccing) all parties: the Calendar 97 *Zoom Continuance Order*, notifying the Court of their intention to either appear on the COVID-19 Postcard date, during their allotted five minute timeslot, or to appear on an alternate date, specifying the reason that they want to appear (i.e. case management conference, pre-trial, hearing, etc.), as well as their mutually available dates and times.

Calendar 97's COVID-19 Postcard Zoom videoconferences, for the five minute timeslots, are all accessible with Zoom Meeting #: **985 6932 0525**, and Password: **080942**; (to join by *telephone*, call: (312) 626-6799, enter: **985 6932 0525 #, press #**, then press \*6 to mute and unmute yourself), and/or at the Daley Center, 50 West Washington Street, Chicago, IL, in Court Room # 3006, *if* remote conferences have terminated. Any changes thereto are emailed, to the extent it is reasonably possible to ascertain the email addresses, to parties/and or attorneys of record by the court's staff no later than 4:30 p.m. on the day preceding the COVID-19 Postcard date. Therefore, when following the Clerk of the Circuit Court's directive on the COVID-19 Postcard regarding the method by which to provide your contact information, notwithstanding the directives on the postcard, **email your preferred email address** to [Nancy.Houston@CookCountyIL.gov](mailto:Nancy.Houston@CookCountyIL.gov), copying (ccing) [Maritza.Martinez@CookCountyIL.gov](mailto:Maritza.Martinez@CookCountyIL.gov) and all parties of record.

## COMMUNICATIONS

### Courtesy Copies of Documents, Filings, and Proposed Orders (including *Redlines*):

#### **Electronic**

Unless otherwise ordered by this Court, courtesy copies of any documents or filings shall be emailed to the Court at [Maritza.Martinez@CookCountyIL.gov](mailto:Maritza.Martinez@CookCountyIL.gov), and all parties of record, at least three (3) business days before the date of presentment. The email title shall designate the type of proceeding, date of proceeding, and the caption of the case, including the case number. A Shared DropBox may be used and is preferred for voluminous pleadings, and exhibits. Proposed Orders must be submitted in *Word* format (or in the format provided by the Supreme Court when using standardized court forms), with the suggested revisions from the opponent in *Redline*. The title of the email shall designate the type of proceeding, date of presentment, and caption of the case, including the case number.

Pursuant to Supreme Court Amended Rule 10-101, *Standardized Court Forms*, standardized court forms may be used by any litigant or lawyer whenever they are applicable, and Calendar 97 accepts standardized court forms in the format that the standardized court forms are provided by the Supreme Court. A litigant or lawyer may add additional material to a standardized court form as long as the form is not altered. Standardized court forms are available to the public - in both electronic and paper formats, as appropriate - from clerks, law libraries, self-help centers, and judicial websites.

Kindly submit your emails to the Court on the days, and during the hours, of Court Operations (Monday through Friday, between 9:00 a.m. and 5:00 p.m., CST).

#### **Paper**

Paper courtesy copies shall be accepted *only* with *prior* permission of the Court. Failure to comply with this rule may result in the striking and resetting of the matter.

#### **Impermissible**

All communications, email or otherwise, to the Court by attorneys, litigants, witnesses, and other remote court proceeding participants is limited to scheduling and administrative purposes specifically permitted herein. If communications, email or otherwise, include any language that could be construed as impermissible *ex parte* communications, neither court personnel nor the judge will respond to that impermissible communication.

Emails submitted outside of Court Operations hours (Monday through Friday, between 9:00 a.m. and 5:00 p.m., CST) shall be disregarded.

## GENERAL INFORMATION

In the event of any inconsistency between this Standing Order and any Order entered in a specific case before this Court, the Order entered in the specific case will control over this Standing Order.

**ENTERED:**



*Effective, as revised: April 20, 2021*

s/Maritza Martinez  
Judge Maritza Martinez

2131  
Judge's No.

