

**CIRCUIT COURT OF COOK COUNTY, ILLINOIS
DOMESTIC RELATIONS DIVISION
CALENDAR E, COURTROOM 1603
CHICAGO, IL 60602
(312) 603-4839**

JUDGE DEBRA B. WALKER

STANDING ORDER

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1. GENERAL

This order is intended to explain the general courtroom procedures for cases assigned to Calendar E. The Court reserves the right to modify the procedures when necessary and appropriate.

2. STRUCTURE OF DAILY CALL

9:00 a.m. Mondays (& Wednesdays as of 5/1/19)...State’s Attorney cases
9:15 a.m.....Trial (Assignments)
9:30 a.m.....Status Reports, Agreed Orders, and
New, Routine & Emergency Motions
10:00 a.m.....Set Hearings
2:00 p.m & 3:00 p.m.....Set Pretrials and Case Managements
2:00 p.m ThursdaysPostcard Progress Call

3. COURTESY COPY RULE AND PAGE LIMIT

Unless otherwise ordered by the Court, courtesy copies of any documents or filings shall be delivered to the Court at least 7 days in advance. Failure to meet the courtesy copy rule may cause the Court to strike and reset a matter on the call. Attorneys should attach their business cards to all courtesy copies and should list the date and time of the hearing in a prominent place on the envelope or first page. No motion, response, reply or brief shall exceed 15 pages in length without prior leave of Court.

4. CHECK IN WITH CLERK

Upon arrival in the courtroom, please check in with the Clerk so that your matter may be called when both parties arrive.

5. COURT REPORTERS

Usually, Calendar E does not have a court reporter. If a party requires a court reporter, it is generally the responsibility of the party to provide the court reporter.

6. ROUTINE MOTIONS

Motions for appointment of special process servers, for approval of notice by publication, and applications to sue or defend as an indigent person may be presented to the court any morning the Court is in session.

7. EMERGENCY MOTIONS

Emergency motions shall be noticed for 9:30 a.m. The movant shall check-in with the Clerk by 9:15 a.m. and provide a courtesy copy of the motion, if not previously provided. The motion must contain an affidavit stating the basis for the movant's claim of an emergency or a verification provided by the litigant. To be heard, the motion must be a true emergency; that is, it must involve some circumstance which would lead to irreparable damage to a party if relief is not obtained prior to the time that the party could be heard on the court's regular motion call. Any application for relief that does not fit this criterion will not be heard as an emergency matter. Matters which become an emergency by reason of the failure of a party to seek timely relief will not be heard as emergencies. Motions to extend discovery, barring exceptional circumstances, will not be considered on an emergency basis.

8. AGREED ORDERS AND "ADD-ONS"

Please check in with the Clerk and advise her/him that you have an agreed order for your matter on that day's call. Then, see the Coordinator to obtain a new date. Agreed orders must be captioned as "Agreed." No agreed order shall be entered modifying, changing, or continuing a trial date. Also, you must see the Judge if your matter is greater than 2 years old (no minor children) or 1.5 years old (with minor children), even if you have an agreement. The Court will

not accept orders that state a case is being continued for status or hearing on “all pending issues” or “all pending matters.” Be specific as to what is being continued for status or hearing.

“Add-Ons” are rarely accepted. The Court will only accept an “Add-On” which is dispositive of at least one substantive issue; which is moving to strike and re-set Trial, Pretrial or Hearing dates; or when the parties are holding an Order setting the case for that date but the case did not make the call sheet. All other matters must be noticed up in the regular course of business.

9. PROVE-UPS

Unless a prove-up is scheduled by the Court, an uncontested or default prove-up must be scheduled by the Clerk of the Circuit Court of Cook County in Room 802 or by e-filing (before a trial judge).

10. POSTCARD PROGRESS CALL

Cases are automatically assigned to the Thursday 2:00 p.m. postcard progress call by the Clerk of the Circuit Court of Cook County. When a matter is heard for the first time on the Court’s progress call, an attorney or party with knowledge of the case is expected to attend, and advise the Court of the progress of the case.

If a case does not have any future dates after the progress call date, the failure of at least one party to appear will result in the case being dismissed for want of prosecution.

11. CONTESTED MOTIONS---NEW MOTIONS—STATUS REPORTS

Contested Motions shall be scheduled with the Clerk of the Circuit Court of Cook County in room 802 or by e-filing unless otherwise ordered by the Court. The Clerk of the Circuit Court of Cook County has 15 slots per day for this calendar. The Motion and Notice of Motion must be tendered to the Court upon presentment. The Court will set a briefing schedule and hearing date. For ease of scheduling, please be prepared to advise the Court as to the amount of time it will take to present and hear your matter.

All motions and statuses are set for 9:30 a.m. Failure to check in by 10:30 a.m. will result in your matter being stricken from the call.

12. SET HEARINGS

The Court schedules all hearings at 10:00 a.m. Failure to check in and answer ready by 10:15 a.m. will result in a default order (if only 1 side appears) or the pleading being stricken (if no one appears).

13. PRETRIALS AND CASE MANAGEMENT CONFERENCES

Upon request, the Court will schedule its own pretrials and case management conferences. Please be prepared to advise the Court whether you would like the parties to be present or available by telephone, and whether you will request the Court to waive a pretrial memorandum. The Court will otherwise require the parties to complete a pretrial memo/case management scheduling order for Calendar E. Pretrials/Case Management Conferences are scheduled at 2:00 p.m. or 3:00 p.m. Monday through Thursday. Failure to check in within 15 minutes of your scheduled time will result in your matter being stricken from the call.

14. TRIALS AND LONGER EVIDENTIARY HEARINGS

Generally, trials and longer evidentiary hearings will be scheduled for full days beginning at 9:15 a.m. The Court will send the lawyers/litigants to an assigned trial judge on its team for purposes of setting dates for pretrials, trials, and longer evidentiary hearings and for entering into case management schedules. Please be prepared to provide the Court with information about the substantive issues in the case and with a realistic assessment of how long the matter will take to try. The case is to be returned to the Court/set on Calendar E for all matters until/between the pretrial and trial.

Trial dates are firm. The Court will not consider agreed motions to continue trials once scheduled except on written motion with good cause shown.

15. PARENTAGE --- IV D CASES

Every Monday and Wednesday (beginning May 1, 2019), the State's Attorney will be available to handle IV D cases.

16. GENERAL INFORMATION

In the event of any inconsistency between this Standing Order and any order entered in a case, the order entered in the case controls to the extent of the inconsistency.

JUDGE DEBRA B. WALKER

Effective March 2019