

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

**JUDGE MARINA E. AMMENDOLA  
DOMESTIC VIOLENCE COURTHOUSE  
555 W. HARRISON ST., SUITE 400  
CHICAGO, IL 60607  
CALENDAR V3 – COURTROOM 304  
Court Coordinator: Whitney Nelson  
[whitney.nelson@cookcountvil.gov](mailto:whitney.nelson@cookcountvil.gov)  
(312) 325 - 9021**

*Judge Marina E. Ammendola  
OCT 06 2021  
Circuit Court - 2190*

**STANDING ORDER**

**PLEASE BE ADVISED THAT THIS ORDER IS SUBJECT TO CHANGE WITHOUT PRIOR NOTICE DUE TO GENERAL COVID-19 ORDERS FROM CHIEF JUDGE EVANS AND THE PRESIDING JUDGE OF THE DOMESTIC VIOLENCE DIVISION.**

Please check the Cook County Courts Website for more current information.

**1. Communications**

- a. All communications with the Judge should be by filing of pleadings, motions, or agreed orders. Communications with Court Coordinator Whitney Nelson, or if she is not available, with the Presiding Judge's staff, are allowed only on administrative, procedural or scheduling matters.
- b. If necessary, you may contact the Presiding Judge's staff at [555dv.courthouse@cookcountvil.gov](mailto:555dv.courthouse@cookcountvil.gov) or (312) 325 - 9500.

**2. General Procedures for Remote appearances**

- a. Please be advised that all courtroom 304 proceedings before Judge Ammendola on Calendar V3 will be heard remotely via Zoom until further order of court and/or unless scheduled and ordered otherwise by the Judge. Under no circumstances may an attorney or litigant schedule a matter for an in-person proceeding without prior authorization from Judge Ammendola.
- b. Effective January 3, 2022 all hearings for plenary Orders of Protection will be heard in person at 555 W. Harrison St. at 2:00 p.m.
- c. **YOU MUST APPEAR ON TIME FOR YOUR SCHEDULED COURT DATE. FAILURE TO APPEAR ON TIME WILL RESULT IN YOUR CASE BEING DISMISSED.** Due to the high volume of cases set on these calls you may be subject to a lengthy wait time. Please be patient and do not disconnect from the meeting. Also, do not sign-in on multiple devices.
- d. When you join the Zoom meeting please make sure you are renaming yourself with your first and last name so that the court manager may identify you and may

help your case get called sooner. Attorneys, advocates, and interpreters must also identify themselves as such.

- e. While your appearance is via Zoom you are still required to conduct yourself in a civil and cordial manner before the Judge. You must be dressed, and if possible somewhere where it is quiet and where you have good service connection to avoid internet connectivity issues. If at all possible, please avoid walking about or outside, which causes you to loose signal.
- f. Attorneys, advocates, and cases requiring an interpreter take priority. Please make sure you are on time and ready to proceed when your case is called.
- g. **Calendar V3 – Courtroom 304 Zoom Information**
  - i. Meeting ID: 971-9496-5851
  - ii. Password: 912820
- h. Video appearance is strongly preferred. However, if you do not have access to a computer or device with video capability, telephone conference is available for Zoom status proceedings only. You are required to appear via video for any set hearing, i.e., plenary order of protection hearing.
  - i. Zoom dial-in number for tele-conference: (312) 626-6799

### 3. General Structure of Daily Call

- a. 9:00 a.m. – First Returns of EOP’s Status Call
- b. 10:00 a.m. – Second and Third Returns of EOP’s Status Call
- c. 11:00 a.m. – Status Call/Routine Motions/Default Plenary Hearings/In-custody zoom appearances
- d. 12:00 p.m. – Substantive Motion Hearings/Agreed Orders/Default Orders
- e. Lunch for 304 court personnel is from 1:00 p.m. to 2:00 p.m.

### 4. Local Rules on Consolidation and Transfer of Orders of Protection to Domestic Relations

- a. Please refer to Circuit Court Local Rule 22.4.

### 5. Appearances

- a. Each party and/or attorney must have an appearance on file prior to appearing before the Judge, unless otherwise allowed by the Judge. *See* Illinois Supreme Court Rule 13 (c)(1).
- b. Any questions regarding such procedure may be addressed with the Clerk’s Office of the Domestic Violence Courthouse at (312) 325 – 9501.

### 6. Courtesy Copies

- a. Unless otherwise ordered by the Court, courtesy copies of any documents or filings intended to be used for presentment and use at hearing shall be hand delivered or mailed to the Court at least 14 days in advance.
- b. When a party e-files any pleading or papers through the Clerk's electronic filing procedure, the Court **does not receive** any notice or any copy of that which has been filed. Therefore, when a party desires the Court to have seen the pleading before presentment, it is incumbent on the filing party to actually provide a paper copy of the pleading to the Court at least three (3) days before presentment.

## 7. Motions

### a. Non-emergency motions

- i. Will be heard at 11:00 a.m.

### b. Emergency Motions

- i. Will be heard at 11:00 a.m.

### c. Motions to Dismiss

- i. Will be heard at 11:00 a.m.

### d. Motions to Withdraw

- i. Motions to withdraw as attorney of record must be in writing and must comply with service requirements as outlined in Illinois Supreme Court Rule 13.

## 8. Notice and Proof of Service of Pleadings & Motions

- a. All pleadings and motions shall be served in compliance with the Illinois Supreme Court Rules. All motions must be filed with the Clerk of Circuit Court prior to presentment. The Court will not generally entertain oral motions, nor will the courtroom clerk file motions.
- b. Notice of Motions must be accomplished by delivery through regular USPS mail and or email if feasible and appropriate. See Illinois Supreme Court Rule 11: Cook County Circuit Court Rule 2.1(c) (i).
- c. **On all motions, the moving party must present proof that they have served the motion on the opposing party.** Such proof may include proof of service by Regular Mail (USPS Certificate of Mailing), Certified Mail with a printout of the USPS Tracking Receipt showing proof of delivery, special process server receipt, affidavit of service, attorneys Certificate of Service, etc., or otherwise provide proof of notice as set forth in Circuit Court Rule 2.1, or in compliance with section 5/1-109 of the Illinois Rules of Civil Procedure.

## 9. Service of Pleadings

- a. Petitioners are required to make a diligent effort to provide an address for service. This is necessary to complete Aliases for Summons.

## **10. Publication Requirements**

- a. Before a case can go to Service by Publication, attorneys must provide an affidavit of due diligence or have their client present to testify regarding any reasonable efforts made in an attempt to provide a valid or the best last known address for service of pleadings on the respondent.
- b. Self-represented litigants will also be required to demonstrate their due diligence and explain what reasonable efforts have been made to attempt and obtain a valid or the best last known address for service on the respondent.

## **11. Agreed Orders**

- a. Proposed agreed orders may be hand-delivered, mailed or emailed. Please refer to the Court Coordinators email above.
- b. Any case that has been settled or otherwise resolved between the parties does not require a court appearance.
- c. ALL Agreed Orders shall bear the heading: "AGREED ORDER SUBMITTED BY ELECTRONIC MEANS";
- d. ALL Agreed Orders shall contain, when feasible, the electronic signature of all counsel of record and self-represented litigants in the cause;
- e. ALL Agreed Orders shall contain the email address and contact telephone number of each counsel of record and self-represented litigant in the cause;
- f. ALL Agreed Orders approved by the Court shall be sent by electronic means to counsel of record and self-represented litigants within forty-eight hours by the Clerk of the Circuit Clerk;
- g. The party submitting the proposed agreed order shall include all counsel of record and all self-represented litigants as recipients of the email;
- h. If the Court declines to enter any Agreed Order, the Court shall concisely and timely communicate the reasons for the same to the parties;
- i. After review and approval by the Court, the Clerk of the Court shall send a copy of the Agreed Order to all counsel of record and self-represented litigants, however, no Agreed Order shall be entered by the Court unless all counsel of record and self-represented litigants are included as recipients of the email containing the proposed order;
- j. For purposes of this order, the term "Agreed Order" shall mean any order, including, but not limited to, temporary order and plenary order.

## **12. Hearings**

- a. Hearings for Plenary Orders of Protection are scheduled for 2:00 p.m. by the Judge.
- b. Hearing dates are firm and will not typically be re-scheduled absent compelling circumstances. Any request for a continuance for hearing must be in writing and

supported by a detailed, compelling affidavit and heard as soon as possible or at least five (5) business days preceding trial, unless exigent circumstances arise.

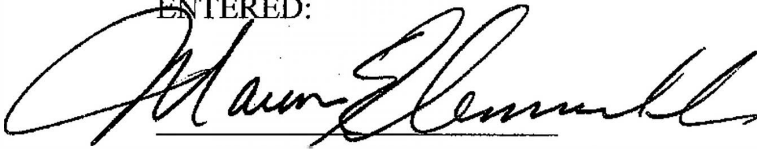
- c. Parties shall make arrangements with the Court if they need an interpreter or special accommodations.
- d. All parties shall exchange any exhibits and witness lists with each other seven (7) days prior to the set hearing date, unless otherwise ordered. All witnesses must be available for hearing.

**13. Inconsistencies**

- a. In the event of any inconsistency between this Standing Order and any Order entered in a particular case, the Order entered in the case controls.
- b. Any specific Order entered in a case will control over the statements in the Standing Order.

This Order is entered on this 6<sup>th</sup> day of October, 2021 and shall be spread of record and published.

ENTERED:

A handwritten signature in black ink, appearing to read "Marina Ammendola", written over a horizontal line.

Judge Marina Ammendola #2190  
Domestic Violence Division  
Circuit Court of Cook County