

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
COUNTY DEPARTMENT – CHANCERY DIVISION  
MORTGAGE FORECLOSURE/MECHANICS LIENS SECTION**

**SUPPLEMENTAL STANDING ORDER  
MORTGAGE FORECLOSURE CALENDAR 62  
COURTROOM PROCEDURES DURING COVID-19  
JULY 2020**

Judge Marian E. Perkins  
Chancery Division/Mortgage Foreclosure Section - Calendar 62  
Richard J. Daley Center, Chicago – Courtroom #2808  
Judicial Law Clerk: Kimberly Bickham – Telephone: (312) 603-3905  
**Calendar 62 E-mail Address:** [ccc.mfmlcalender62@cookcountyil.gov](mailto:ccc.mfmlcalender62@cookcountyil.gov)

This Supplemental Standing Order is entered as an addendum to the Standing Order of Calendar 62. It specifically addresses courtroom procedures for Calendar 62 due to the COVID-19 global pandemic.

**Court's Schedule:**

Zoom Meeting ID No. 941 2445 6665, Zoom Meeting Password: 486865  
9:30 a.m. Default/Uncontested Call  
1:00 p.m. Contested Call

**Court Operations: Remote Videoconference**

All matters will be conducted remotely via Zoom videoconferencing according to the Court's schedule, until further order of court. The Court will determine which matters require an in-court appearance, on a case-by-case basis, due to the COVID-19 global pandemic. See the Chief Judge's General Administrative Order 2020-02, as amended June 26, 2020, and the Chancery Divisions' General Administrative Order No. 2020-08, as amended June 29, 2020.

Parties may join Zoom at <https://zoom.us> using the following Meeting ID and Password:

Meeting ID: 941 2445 6665  
Password: 486865

If participants are unable to connect to Zoom via their computer, smartphone, tablet, or other device, they may dial in to the remote proceeding using the following Dial-in, Meeting ID, and Participant ID:

Dial-in: 312-626-6799  
Meeting ID: 941 2445 6665  
Participant ID: #

All participants to Zoom should remain muted until the Judge calls their case. At that time, the participants in the called case may unmute themselves and begin interacting with the Court. Once the Court has completed addressing their case, participants should mute themselves if they are not immediately exiting the Zoom videoconference.

### **Notice of Motion**

In order to provide notice to all parties of the remote video proceeding, moving parties shall include the following information in their notice of motion:

Court Date  
Court Time  
Zoom Meeting ID: 941 2445 6665  
Zoom Password: 486865  
Dial-in: 312-626-6799  
Participant ID: #

### **Agreed Orders**

Agreed orders are encouraged in lieu of appearing remotely. Parties may submit an agreed order in PDF format to the Court's dedicated e-mail address: [ccc.mfmlcalendar62@cookcountyil.gov](mailto:ccc.mfmlcalendar62@cookcountyil.gov) instead of appearing remotely.

### **Correspondence with the Court**

The preferred method of communication is through the e-mail address dedicated to Calendar 62: [ccc.mfmlcalendar62@cookcountyil.gov](mailto:ccc.mfmlcalendar62@cookcountyil.gov). Any e-mail correspondence to the Court must notice/copy all parties who have appeared in the case and have an email address on file with the Clerk's Office.

### **Submission of Courtesy Copies**

Parties shall email their courtesy copies of their submissions to the Court's dedicated e-mail address: [ccc.mfmlcalendar62@cookcountyil.gov](mailto:ccc.mfmlcalendar62@cookcountyil.gov) in .pdf format no later than 7 days prior to the court date. Pleadings along with all exhibits and supporting documents shall be e-mailed to the Court in a single-tabbed PDF document. If it is not possible for the movant to submit a single-tabbed PDF document with all supporting documents, then each document must be clearly labeled to identify its contents. Proposed orders shall be submitted as separate PDF documents.

### **Court Interpreters**

Court interpreters are provided by the Interpreter's Office of the Circuit Court of Cook County. Please contact the Court's judicial law clerk at (312) 603-3905 or via e-mail at [ccc.mfmlcalendar62@cookcountyil.gov](mailto:ccc.mfmlcalendar62@cookcountyil.gov) to request a Spanish-speaking, Polish-speaking, or any other world language-speaking court interpreter.

### **“Pro Se”/ Self-Represented Litigants**

Self-represented litigants or pro se litigants are directed to seek free or low-cost legal assistance at the Chicago Volunteer Legal Services at (312) 332-2624 or via the website: [www.cvl.org/get-legalhelp/COVID-19](http://www.cvl.org/get-legalhelp/COVID-19); Legal Aid Chicago at (312) 341-1070 or via the website at [www.legalaidchicago.org](http://www.legalaidchicago.org); or the Chicago Legal Clinic at (312) 726-2938 (24-hour intake number) or via the website: [www.clclaw.org](http://www.clclaw.org). Upon request, the Court’s judicial law clerk shall send via e-mail to self-represented litigants, or their representatives, the **“Free & Affordable Legal Help in Cook County” Handbook** and the **“Circuit Court of Cook County Resource Guide for Self-Represented Litigants in Mortgage Foreclosure Cases.”**

Self-represented or pro se litigants must comply with the relevant Illinois Code of Civil Procedure, the Illinois Mortgage Foreclosure Act, Illinois Supreme Court Rules, and Circuit Court of Cook County Rules. These rules can be found on-line at the following websites: [www.ilga.gov](http://www.ilga.gov) and [www.state.il.us.court/SupremeCourtRules](http://www.state.il.us.court/SupremeCourtRules).

### **Case Management**

The case management status sheet shall be accompanied by a proposed order in PDF format. Please provide the case caption and case number. All parties must be notified and copied on all e-mails sent to the court’s dedicated E-mail address: [ccc.mfmlcalendar62@cookcountyil.gov](mailto:ccc.mfmlcalendar62@cookcountyil.gov). All parties are urged to communicate and coordinate to the extent possible.

### **Motions and Proposed Court Orders**

All motions must be filed electronically and the Court’s courtesy copies submitted to the Court’s dedicated e-mail address: [ccc.mfmlcalendar62@cookcountyil.gov](mailto:ccc.mfmlcalendar62@cookcountyil.gov). Please provide the case name, case number, calendar number, and title of the motion.

### **Routine/ “Off” Call Motions**

Routine motions may be submitted to the Court’s dedicated e-mail address: [ccc.mfmlcalendar62@cookcountyil.gov](mailto:ccc.mfmlcalendar62@cookcountyil.gov). Unless otherwise authorized, orders to re-schedule or re-set existing court dates and voluntarily dismiss a case qualify as a routine or “off” call motion.

### **Emergency Motions to Stay Judicial Sale or to Stay Possession**

Any party seeking to be heard by the Court on an emergency motion must submit the proposed motion to the Court’s dedicated e-mail address: [ccc.mfmlcalendar62@cookcountyil.gov](mailto:ccc.mfmlcalendar62@cookcountyil.gov) no later than 3:30 p.m. the court date prior to presentment. If the Court determines that the motion submitted for presentment is an emergency, then the Court will enter order setting the hearing. Upon receiving the entered order, the movant must: (1) electronically file a notice of emergency motion; (2) email a copy of filed notice of motion to the Court’s dedicated email address; and (3) serve all parties with a copy of the order entered by the Judge setting the emergency motion for a presentment hearing, a copy of the file-stamped notice of motion, a copy of the file-stamped motion, and copies of all attachments and any other documents relied upon.

### **Uncontested Motions**

When a filed motion is not contested by any parties, the Court requests that a proposed agreed order be submitted to the Court at least two (2) days prior to the presentment date of the motion. The uncontested motion shall be sent to the Court's dedicated e-mail address and shall include the case caption, case number, calendar number, and title of the motion.

### **Contested Motions**

Where a filed motion is contested and the parties can agree on a briefing timeline, the Court requests that a proposed briefing schedule order be submitted at least two (2) days prior to the presentment date of the motion. The contested motion shall be sent to the Court's dedicated e-mail and shall include the case caption, case number, calendar number, and title of the motion.

### **"Piggy-Backed" Motions**

With proper notice to counsel for all parties who have appeared, motions may be brought before the Court or "piggy-backed", at any regularly set case management conference, motions hearing, or pre-trial conference. The "piggy backed" motion shall be sent to the Court's dedicated e-mail address and shall include the case caption, case number, calendar number, and title of the motion.

### **Oral Arguments and Evidentiary Hearings**

Oral Arguments and evidentiary hearings shall be held remotely via Zoom videoconferencing unless a party requests an in-person proceeding and the Court determines the hearing needs to be conducted in-person. A party must contact the Court's judicial law clerk via the Court's dedicated e-mail at [ccc.mfmlcalendar62@cookcountyl.gov](mailto:ccc.mfmlcalendar62@cookcountyl.gov) or (312) 603-3905 to schedule a mutually agreed upon date for an in-court oral argument or evidentiary hearing. In-court appearances will be conducted in accordance with courtroom procedures set forth in the Chief Judge's General Administrative Order 2020-02, as amended June 26, 2020, and the Chancery Divisions' General Administrative Order No. 2020-08, as amended June 29, 2020. Thank you in advance for your cooperation.

**Applicability and Inconsistency** – Unless the Court orders otherwise, this Supplemental Standing Order applies in every case and should be read to supplement the existing Calendar 62 Standing Order. In the event of any inconsistency between this Supplemental Standing Order and any order entered in a case, the order entered in the case controls, to the extent of the inconsistency.

**Modification** – The Court may modify this Standing Order at any time. Copies of Judge Perkins' most recent Standing Order can be found online at <http://www.cookcountycourt.org/JudgesPages/Perkins,MarianEmily.aspx>.