

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF COOK        )

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
LAW DIVISION

**GENERAL ADMINISTRATIVE ORDER 20-6**

**Extension of remote court operations in the Law Division until further order of court as necessitated by the COVID-19 pandemic.**

**Upon entry of this order, all Law Division operations shall resume, with the exception of jury trials.**

**Court operations will continue to be conducted remotely by video, teleconference or email submission, unless an in-person hearing is required to provide access to the court. The assigned judge, in his/her discretion, will determine the remote method to be used, and whether an in-person hearing is required.**

**The court will provide public access to remote proceedings, by publishing the access information on the Law Division Section of the Chief Judge’s Cook County Circuit Court website, in the remote public access portion ([www.cookcountycourt.org](http://www.cookcountycourt.org)).**

**This order vacates and supersedes Law Division GAO’s 20-1, 20-2, 20-3, 20-4, 20-5, and is now controlling.**

**IT IS HEREBY ORDERED:**

**Section 1: Provisions Applicable to all Law Division Sections (Administrative, Motion, Commercial, Tax and Miscellaneous Remedies, Individual Calendar and Trials):**

**1.1 Cases With Self-Represented Litigants**

The court will identify all pending cases involving self-represented litigants. In each case, the self-represented litigants will be contacted and provided with the relevant remote procedures.

If the assigned judge determines that an in-person hearing is required for access to the court, the hearing will be conducted with proper social distancing and safety standards applied.

## **1.2 Jury Cases Set For Trial:**

All jury trial dates, set from March 17, 2020 through December 31, 2020, are converted to “Trial Setting” dates. The setting of jury cases for trial is suspended until such time as jury trials can safely resume, given public health directives.

When jury trial settings can safely be resumed, a minimum of 30-days notice will be sent to all parties and counsel of record, providing the date jury trial setting will resume, and the date, time and manner of the court call setting new jury trial dates.

The court will begin the jury trial setting process with cases originally set on or after March 17, 2020.

Parties should expect to receive a trial date within 30 days of the trial setting date.

If jury trials resume prior to December 31, 2020, the notice provisions set forth above will commence.

## **1.3 Non- Jury Cases Set for Trial:**

Non-jury cases set for trial between March 17, 2020 and July 6, 2020, assigned to the Commercial Calendars, Individual Calendar, or Tax & Miscellaneous Calendars, may be reset for non-jury trial at the discretion of the assigned judges. Any non-jury trials should be conducted remotely, using Zoom or other remote video methods.

Non-jury cases set for trial after July 6, 2020, assigned to the Commercial, Individual or Tax & Miscellaneous Calendars, may be reset for non-jury trial at the discretion of the assigned judges. Any non-jury trials should be conducted remotely, using Zoom or other remote video methods.

Non-jury trials set for trial in Courtroom 2005 on or after March 17, 2020, may be re-set by presenting a motion before the Presiding Judge, pursuant to Section 2.6, below. The case will be randomly assigned to a trial judge. Any non-jury trial should be conducted remotely, using Zoom or other remote video methods.

Nothing in this portion of the order would limit the assigned judge's discretion for conducting an in-person or combination in-person/remote non-jury trial, if that was required to provide access to the court. The non-jury trial would then be conducted with proper social distancing and safety standards applied.

#### **1.4 Court Dates (All Sections):**

All case management and status court dates at the Daley Center, previously and currently scheduled between March 17, 2020 and December 31, 2020, shall be reset to a date after January 4, 2021.

All parties of record will receive electronic or postcard notice of the rescheduled court dates.

All rescheduled court dates will be posted on the Clerk of the Circuit Courts Electronic Docket on or before July 6, 2020.

The resetting of cases for case management or status into next year is being done to strictly limit the in-person presence in court, and to facilitate remote proceedings through the end of the year.

This order does not limit the assigned judge's discretion to schedule or reset any court date, prior to December 31, 2020.

This order does not include or affect cases with dates in Courtrooms 2005 or 2006, or dates set by order of court for contested motions, hearing dates and pretrial in all sections of the Law Division.

#### **1.5 Discovery (All Sections):**

**Case management will continue for all cases pending in the Law Division. Case Management procedures for cases in each Section shall be governed by the relevant procedures, set forth in the relevant sections of this order (Administrative, Motion, Commercial, Tax and Miscellaneous Remedies, Individual and Trial).**

This order does not reopen discovery for any case in which it was closed by court order. Any motion to reopen discovery or to address discovery issues shall be brought before the assigned judge in the manner set forth in the relevant sections of this order.

**1.6 Initial Case Management Dates (All Sections):**

Initial case management dates shall be set for approximately 180 days from date of filing. This is being done to strictly limit the in-person presence in court and to facilitate remote proceedings through the end of the year.

Specific case management procedures will be held in the manner set forth in the relevant sections of this order.

This order does not limit the assigned judge's discretion to reschedule any case for initial cases management to a different date.

**1.7 Newly Filed Motions (All Sections):**

**Please note that all motions that are presented to the court should be filed electronically with the Clerk of the Circuit Court using the (DO NOT SCHEDULE ) option and emailed to the assigned judge with copies to all parties of record.**

Litigants shall comply with the motion procedures of the assigned judge, as set forth in the relevant section of this order, and in compliance with the assigned judge's standing orders.

**Any efiled motions, previously scheduled for presentation (*i.e.* "spindled") and not yet governed by a briefing or other order, between March 17, 2020 and December 31, 2020 are stricken and will need to be renoticed and rescheduled using the above procedures.**

This order does not limit the assigned judge's discretion to order the scheduling of motions electronically with the Clerk of the Circuit Court.

### **1.8 Emergency Motions (All Sections):**

Litigants shall comply with the emergency motion procedures of the assigned judge, as set forth in the relevant section of this order, and in compliance with the assigned judge's standing orders.

### **1.9 Pre Trial and Mediation of Cases:**

Pursuant to Circuit Court General Administrative Order 2020-02 Section N:

By agreement of all parties, any case, including those previously set for trial on or after March 17, 2020 may be pre tried before the assigned judge or transferred by the Presiding Judge to any judge listed in Section 7.6 of this order.

The transfer order shall be submitted pursuant to Section 2.11 of this order.

The pretrial will be conducted remotely using whatever method the parties and judge conducting the pretrial agree on.

If it is determined that an in person proceeding is the only way to provide access to the court the proceeding will be conducted with proper social distancing and safety standards applied.

By agreement of all parties, any case, including those previously set for trial on or after March 17, 2020 may be mediated using whatever method and mediator the parties have selected.

### **1.10 Law Division Standing Order for Participation in Court Proceedings by Videoconference or Telephone:**

**This can be found on the Law Division Section of the Chief Judge's Cook County Circuit Court website, ([www.cookcountycourt.org](http://www.cookcountycourt.org)).**

Nothing in this portion of the order would limit the assigned judge's discretion to conduct remote proceedings in the manner they determine.

### **1.11 Public Access to Remote Proceedings:**

**For all remote proceedings, the assigned judge will provide the public access information to the Office of the Chief Judge for publication in the Law Divisions public access section at <http://www.cookcountycourt.org/>**

The public access information shall be provided to the Office of the Chief Judge at least five (5) business days in advance of the remote proceedings, and will be published, unless the remote proceeding constitutes an emergency. In that event, the public access information will be provided and published as far in advance as possible.

The public information will include the judge conducting the hearing, the case number and caption of the case being heard, the type of hearing, the time and date of the hearing and the public access information for the hearing.

## **Section 2: Administrative Section** **Courtrooms 2005 & 2006**

### **2.1 Jury Trials and Jury Trial Setting Dates for Courtroom 2005:**

As previously set forth in Section 1.2, all jury trial dates, set between March 17, 2020 and December 31, 2020, are converted to "Trial Setting" dates. The setting of cases for jury trial is suspended until such time as jury trials can safely resume.

The resumption of jury trials will be done in accordance with section 1.2 of this order.

### **2.2 Non-Jury Trials and Non-Jury Trial Setting Dates for Courtroom 2005:**

Parties should present a motion pursuant to section 1.3 of this order to have a non-jury case randomly assigned out to a trial judge for trial.

The assigned trial judge will contact all parties of record to develop procedures for conducting the trial, using Zoom or other video platforms. The assigned trial judge will have the discretion to incorporate in-person elements into the trial, if necessary to allow access to the court, with proper social distancing and safety standards applied. The assigned judge will schedule and complete the non-jury trial within 14 days of

assignment, and will issue a verdict within 7 days of completion of the trial.

### **2.3 Trial Setting Call-Courtroom 2006:**

The trial setting call is suspended until such time as jury trials can safely resume, given public health directives.

When jury trials can safely be resumed, the trial setting call will commence setting trial dates, beginning with those cases originally scheduled for March 17, 2020. All parties and counsel of record will receive electronic or postcard notice of the date, time and manner of the Trial Setting Call.

### **2.4 Prove-up Assignment Call-Courtroom 2005:**

Once a case is set for prove up in Courtroom 2005 by either the assigned Motion judge or the Presiding Judge of the Law Division, the Presiding Judge will randomly assign the case for prove up to a Trial Judge so the prove up can be conducted on the date it was scheduled and noticed. The assigned judge will provide Zoom access information that will provide the necessary instructions for a remote proceeding. The plaintiff will provide this information to the defaulted party or parties so that they have notice of the proceedings

Cases originally set for prove up between March 17, 2020 and July 6, 2020, can be scheduled for a new date, pursuant to the procedures set for in Section 2.6, below.

The trial judge will have the discretion to conduct an in-person prove-up hearing, if that is the only way to provide access to the court, with proper social distancing and safety standards applied.

### **2.5 Call of Cases Transferred To Law Division-Courtroom 2005:**

Cases transferred into the Law Division from other divisions, will be reviewed by the court, commencing with cases transferred in as of March 18, 2020.

Based on that review a random assignment will be made to the appropriate section of the Law Division. All parties of record and the assigned judge will be notified of the assignment so an initial case management date can be scheduled by the assigned judge with notice to all parties of record.

## **2.6 Administrative Motions-Courtroom 2005:**

Administrative motions include, but are not limited to: (1) motions to set or continue jury trials; (2) motions to set or continue prove ups; (3) motions to set or continue non-jury trials; (4) motions to consolidate or reassign cases, pursuant to Circuit Court General Orders 12 or 22; (5) motions to reassign pursuant to Law Division General Administrative Order 16-2; and (6) and motions to remove cases from any Law Division Stay Calendar.

All motions shall be emailed to [law.cal2005cc@cookcountyl.gov](mailto:law.cal2005cc@cookcountyl.gov) with copies emailed to all parties of record. Upon receipt of the motion the court will determine if the motion can be ruled on summarily or will require briefing.

If briefing is required, the parties can agree to a briefing schedule, or the court will enter one. The court will determine if oral argument is needed, and if needed, the court will schedule a remote hearing using video or teleconference platforms. Notice to all parties and counsel of record and public access information shall be provided by the court. If an in-person hearing is the only way to provide access to the court, the in-person hearing will be conducted with proper social distancing and safety standards applied.

## **2.7 Emergency Motions: Courtroom 2005:**

“Emergency motions” are those in which irreparable harm will be caused if not addressed immediately. No other emergency motions should be filed.

- Please note that discovery motions for cases assigned to other sections of the Law Division should not be presented in Courtroom 2005, and should be presented before the assigned judge or designated emergency Judge, as detailed in the relevant sections of this order.

## **2.8 Scheduling Emergency Motions-Courtroom 2005:**

The movant shall email a copy of the emergency motion and notice to the Presiding Judge’s Law Clerk at: [law.cal2005cc@cookcountyl.gov](mailto:law.cal2005cc@cookcountyl.gov)

If the court determines a valid emergency exists, a remote hearing will be scheduled within 24 hours using telephone or video platform.



If an in-person hearing is the only way to provide access to the court, the in-person hearing will be conducted with proper social distancing and safety standards applied.

If the court determines the motion is not a valid emergency, the court will inform the movant, and will instruct the movant to notify all parties that the motion will not be heard.

Based upon volume and changes in circumstances, these procedures may change. Any changes will be posted on the Law Division section of the Chief Judge's website.

### **2.9 Notice of Emergency Motions- Courtroom 2005:**

All emergency motions should be noticed for 11:00 A.M... For a remote hearing, a minimum of twenty-four (24) hours should be provided in advance of the hearing, except for good cause shown.

### **2.10 Routine Motions-Courtroom 2005:**

Routine motions include, but are not limited to: (1) Petitions to Appoint a Wrongful Death Special Administrator; (2) SCR 298 Petitions for Fee Waivers; (3) Petitions to file under a Fictitious Name; (4) Petitions to Disburse Funds to a minor who has attained the age of majority.

Routine motions shall be emailed to: the Presiding Judge's Law Clerk at [law.cal2005cc@cookcountyil.gov](mailto:law.cal2005cc@cookcountyil.gov), with notice provided to all counsel of record.

### **2.11 Agreed Dismissal and Pre-Trial Transfer Orders: Courtroom 2005:**

Copies of the agreed order dismissing or transferring a case for pre-trial should be emailed to the Presiding Judges Law Clerk at [law.cal2005cc@cookcountyil.gov](mailto:law.cal2005cc@cookcountyil.gov), with notice provided to all counsel.

### **2.12 Contact Information:**

Courtroom 2005: (312) 603-6343

Courtroom 2006: (312) 603-5923

Please leave a detailed voicemail message if there is no answer. All calls will be returned as promptly as possible.

**SECTION 3: Motion Section Procedures**  
**Motion Calendars: A, B, C, D, E, F, H, R, X and Z**

**3.1 New Email Calendars for Motion Section:**

Effective July 6, 2020, all email directed to any Law Division Motion Calendar shall be submitted at the following email addresses:

Motion Call A: [LAW.CALAcc@cookcountyil.gov](mailto:LAW.CALAcc@cookcountyil.gov)  
Motion Call B: [LAW.CALBcc@cookcountyil.gov](mailto:LAW.CALBcc@cookcountyil.gov)  
Motion Call C: [LAW.CALCcc@cookcountyil.gov](mailto:LAW.CALCcc@cookcountyil.gov)  
Motion Call D: [LAW.CALDcc@cookcountyil.gov](mailto:LAW.CALDcc@cookcountyil.gov)  
Motion Call E: [LAW.CALEcc@cookcountyil.gov](mailto:LAW.CALEcc@cookcountyil.gov)  
Motion Call F: [LAW.CALFcc@cookcountyil.gov](mailto:LAW.CALFcc@cookcountyil.gov)  
Motion Call H: [LAW.CALHcc@cookcountyil.gov](mailto:LAW.CALHcc@cookcountyil.gov)  
Motion Call R: [LAW.CALRcc@cookcountyil.gov](mailto:LAW.CALRcc@cookcountyil.gov)  
Motion Call X: [LAW.CALXcc@cookcountyil.gov](mailto:LAW.CALXcc@cookcountyil.gov)  
Motion Call Z: [LAW.CALZcc@cookcountyil.gov](mailto:LAW.CALZcc@cookcountyil.gov)

Email sent to any previous motion calendar email address will **not** be processed.

**3.2 Electronic Format Requirements:**

- A. All documents **other than draft orders** (e.g., motions, notices, shall be submitted in **PDF** format for all motion judges;
- B. All remaining format requirements for documents submitted are contained in the respective judges' standing orders in the Law Division, Motion Section Home Page, at: [www.cookcountycourt.gov](http://www.cookcountycourt.gov)

**3.3 Emailing Requirements:**

- A. **All** emails to any Law Division Motion Calendar **must** contain/comply with the following:
  - 1. The identification of the type of motion (e.g., Emergency, Routine, Regular;
  - 2. The case name and court number;
  - 3. Description of the substance of the motion (e.g., special process server, vacate defaults, leave to appear, amend a pleading (with the specifics of what is being amended: counts, adding parties, etc.);

4. Each document submitted as a **separate** attachment (*i.e.*, not included as an exhibit to the motion), and identified (special process server order, vacate default order, amended complaint order, voluntary dismissal order, etc). Identification of documents by office file number, court number, or generic description (*e.g.*, “order,” or “agreed order”) will be rejected;

5. Email addresses of all counsel of record, parties not yet held in default, and self-represented parties (or alternative service methods, if required);

B. Emails which do not comply with this section will be rejected.

### **3.4 Notice and E-filing Provisions:**

A. All motions (emergency, routine, regular) and notices of motion (if required) **must be efiled prior to submission;**

B. All motions **must include email addresses** of moving counsel of record;

C. All notices of motion must contain email addresses of all counsel of record, parties not yet held in default, and self-represented parties (or alternate service methods, if required);

D. Proposed orders submitted with any motion **must not be e-filed, or attached to the motion as an exhibit;**

E. Motions which do not comply with this section will be rejected.

### **3.5 Emergency Motions:**

A. Emergency motions shall be submitted to the assigned motion judge, between **8:45 AM to 9:30 AM, Monday through Friday.** Emergency motions submitted **after** that time period will be sent to the Motion Section Emergency Judge.

B. Emergency motions shall be emailed to the assigned motion judge/emergency judge at the following addresses:

Motion Call A: [LAW.CALAcc@cookcountyil.gov](mailto:LAW.CALAcc@cookcountyil.gov)

Motion Call B: [LAW.CALBcc@cookcountyil.gov](mailto:LAW.CALBcc@cookcountyil.gov)

Motion Call C: [LAW.CALCcc@cookcountyil.gov](mailto:LAW.CALCcc@cookcountyil.gov)

Motion Call D: [LAW.CALDcc@cookcountyil.gov](mailto:LAW.CALDcc@cookcountyil.gov)

Motion Call E: [LAW.CALEcc@cookcountyil.gov](mailto:LAW.CALEcc@cookcountyil.gov)

Motion Call F: [LAW.CALFcc@cookcountyil.gov](mailto:LAW.CALFcc@cookcountyil.gov)

Motion Call H: [LAW.CALHcc@cookcountyil.gov](mailto:LAW.CALHcc@cookcountyil.gov)

Motion Call R: [LAW.CALRcc@cookcountyil.gov](mailto:LAW.CALRcc@cookcountyil.gov)

Motion Call X: [LAW.CALXcc@cookcountyil.gov](mailto:LAW.CALXcc@cookcountyil.gov)

Motion Call Z: [LAW.CALZcc@cookcountyil.gov](mailto:LAW.CALZcc@cookcountyil.gov)

Emergency Duty Judge: [Karen.OMalley@cookcountyil.gov](mailto:Karen.OMalley@cookcountyil.gov)

C. "Emergency motions" shall include, but not be limited to:

1. Adding parties or filing pleadings (e.g., additional party complaints), prior to the expiration of an impending statute of limitations;
2. Requests for protective order for preservation of evidence;
3. Requests for relief, which, if not granted, will cause irreparable harm.

D. Notice and e-filing of emergency motions must comply with Sections 3.2 and 3.3, set forth above;

E. Emergency motions will be reviewed by the motion judge/emergency judge. Any motion which does not constitute a valid emergency will be stricken;

F. Motions to extend discovery dates do not constitute valid emergency motions.

### **3.6 Routine Motions:**

A. Routine motions shall be submitted to the assigned motion judge, between **8:45 AM and 9:30 AM, Monday through Friday**, only, at the following addresses:

Motion Call A: [LAW.CALAcc@cookcountyil.gov](mailto:LAW.CALAcc@cookcountyil.gov)

Motion Call B: [LAW.CALBcc@cookcountyil.gov](mailto:LAW.CALBcc@cookcountyil.gov)

Motion Call C: [LAW.CALCcc@cookcountyil.gov](mailto:LAW.CALCcc@cookcountyil.gov)

Motion Call D: [LAW.CALDcc@cookcountyil.gov](mailto:LAW.CALDcc@cookcountyil.gov)

Motion Call E: [LAW.CALEcc@cookcountyil.gov](mailto:LAW.CALEcc@cookcountyil.gov)

Motion Call F: [LAW.CALFcc@cookcountyil.gov](mailto:LAW.CALFcc@cookcountyil.gov)

Motion Call H: [LAW.CALHcc@cookcountyil.gov](mailto:LAW.CALHcc@cookcountyil.gov)

Motion Call R: [LAW.CALRcc@cookcountyil.gov](mailto:LAW.CALRcc@cookcountyil.gov)

Motion Call X: [LAW.CALXcc@cookcountyil.gov](mailto:LAW.CALXcc@cookcountyil.gov)

Motion Call Z: [LAW.CALZcc@cookcountyil.gov](mailto:LAW.CALZcc@cookcountyil.gov)

B. "Routine motions" shall include, but not be limited to:

1. Appointment of special process servers;
2. Leave to vacate technical defaults;
3. Leave to appear, answer, plead;
4. Entry of fully executed HIPAA orders;
5. Amending a pleading (adding parties, adding counts, adding allegations, etc.);
6. Filing an additional party pleading (e.g. third-party complaint);

7. Leave to intervene on behalf of a worker's compensation carrier or public body claiming a lien;
8. Voluntary dismissal of certain parties ["partial"], or the entire case;
9. Dismissal orders for settlements not involving those subject to the Joint Memorandum on Settlement Procedures.

C. Notice and e-filing of routine motions must comply with Sections 3.2 and 3.3, as set forth above.

D. Routine motions submitted after 9:30 AM will not be processed until the following business day.

### **3.7 Regular Motions:**

A. The daily motion call ("spindled" motions, first time presentation) is suspended until further order of court, in accordance with public health directives;

B. Regular motions may be efiled and submitted to the assigned motion judge at any time, with proper notice provided;

C. All regular motions shall be emailed to the assigned motion judges at the following addresses:

Motion Call A: [LAW.CALAcc@cookcountyil.gov](mailto:LAW.CALAcc@cookcountyil.gov)  
Motion Call B: [LAW.CALBcc@cookcountyil.gov](mailto:LAW.CALBcc@cookcountyil.gov)  
Motion Call C: [LAW.CALCcc@cookcountyil.gov](mailto:LAW.CALCcc@cookcountyil.gov)  
Motion Call D: [LAW.CALDcc@cookcountyil.gov](mailto:LAW.CALDcc@cookcountyil.gov)  
Motion Call E: [LAW.CALEcc@cookcountyil.gov](mailto:LAW.CALEcc@cookcountyil.gov)  
Motion Call F: [LAW.CALFcc@cookcountyil.gov](mailto:LAW.CALFcc@cookcountyil.gov)  
Motion Call H: [LAW.CALHcc@cookcountyil.gov](mailto:LAW.CALHcc@cookcountyil.gov)  
Motion Call R: [LAW.CALRcc@cookcountyil.gov](mailto:LAW.CALRcc@cookcountyil.gov)  
Motion Call X: [LAW.CALXcc@cookcountyil.gov](mailto:LAW.CALXcc@cookcountyil.gov)  
Motion Call Z: [LAW.CALZcc@cookcountyil.gov](mailto:LAW.CALZcc@cookcountyil.gov)

D. "Regular motions" are all motions, other than "Emergency Motions" or "Routine Motions," as defined above;

E. "Regular motions" shall include, but not be limited to motions addressed to jurisdiction, validity and/or diligence of service of process, sufficiency of pleadings and exhibits, discovery, involuntary dismissal, objections, privileges, *in camera* inspections, etc;

- F. All regular motions will be screened by the assigned motion judge for the need for a briefing schedule. If no briefing schedule is needed, the assigned motion judge will so notify all parties and will enter an order ruling on the motion;
- G. If a briefing schedule is needed, then the procedures set forth in Section 3.8, below shall apply.

### **3.8 Contested Motion Procedures:**

- A. If any discovery is needed, prior to briefing a motion, the party requesting the discovery shall confer with opposing counsel, obtain an agreement to conduct such discovery, and shall submit an agreed order, providing a description of the discovery needed, and the time required to complete it;
- B. If no discovery is needed prior to briefing a motion, counsel shall confer and submit an agreed briefing schedule order;
- C. The standard briefing schedule shall be 28 days for response, and 21 days for reply, or as agreed by the parties, or set by order of court upon motion;
- D. Courtesy copies shall be submitted by **email** to the assigned motion judges as the following addresses:

Motion Call A: [LAW.CALAcc@cookcountyil.gov](mailto:LAW.CALAcc@cookcountyil.gov)  
Motion Call B: [LAW.CALBcc@cookcountyil.gov](mailto:LAW.CALBcc@cookcountyil.gov)  
Motion Call C: [LAW.CALCcc@cookcountyil.gov](mailto:LAW.CALCcc@cookcountyil.gov)  
Motion Call D: [LAW.CALDcc@cookcountyil.gov](mailto:LAW.CALDcc@cookcountyil.gov)  
Motion Call E: [LAW.CALEcc@cookcountyil.gov](mailto:LAW.CALEcc@cookcountyil.gov)  
Motion Call F: [LAW.CALFcc@cookcountyil.gov](mailto:LAW.CALFcc@cookcountyil.gov)  
Motion Call H: [LAW.CALHcc@cookcountyil.gov](mailto:LAW.CALHcc@cookcountyil.gov)  
Motion Call R: [LAW.CALRcc@cookcountyil.gov](mailto:LAW.CALRcc@cookcountyil.gov)  
Motion Call X: [LAW.CALXcc@cookcountyil.gov](mailto:LAW.CALXcc@cookcountyil.gov)  
Motion Call Z: [LAW.CALZcc@cookcountyil.gov](mailto:LAW.CALZcc@cookcountyil.gov)

E. **PLEASE NOTE:** Motion judges **may** request hard copies of courtesy copies, exhibits, records, briefs by regular mail or delivery, on a case-by-case basis, or as set forth in their standing orders, at the Law Division, Motion Section Home Page at: [www.cookcountycourt.org](http://www.cookcountycourt.org)

F. All rulings on contested motions will be by written order, unless otherwise determined by the assigned motion judge. Oral arguments or hearings on contested motions will be conducted by remote electronic procedures, in accordance with approved remote proceeding protocols.

### **3.9 Settlement and Dismissal Orders:**

A. Agreed orders for dismissals by settlement (partial or total), voluntary dismissals (partial or total, with no dispositive motions pending), agreed motions for good faith finding), etc., shall be submitted by email to the assigned motion judges at the following addresses:

Motion Call A: [LAW.CALAcc@cookcountyil.gov](mailto:LAW.CALAcc@cookcountyil.gov)

Motion Call B: [LAW.CALBcc@cookcountyil.gov](mailto:LAW.CALBcc@cookcountyil.gov)

Motion Call C: [LAW.CALCcc@cookcountyil.gov](mailto:LAW.CALCcc@cookcountyil.gov)

Motion Call D: [LAW.CALDcc@cookcountyil.gov](mailto:LAW.CALDcc@cookcountyil.gov)

Motion Call E: [LAW.CALEcc@cookcountyil.gov](mailto:LAW.CALEcc@cookcountyil.gov)

Motion Call F: [LAW.CALFcc@cookcountyil.gov](mailto:LAW.CALFcc@cookcountyil.gov)

Motion Call H: [LAW.CALHcc@cookcountyil.gov](mailto:LAW.CALHcc@cookcountyil.gov)

Motion Call R: [LAW.CALRcc@cookcountyil.gov](mailto:LAW.CALRcc@cookcountyil.gov)

Motion Call X: [LAW.CALXcc@cookcountyil.gov](mailto:LAW.CALXcc@cookcountyil.gov)

Motion Call Z: [LAW.CALZcc@cookcountyil.gov](mailto:LAW.CALZcc@cookcountyil.gov)

B. All documents, **other than the draft order**, must be efiled, prior to submission;

C. Draft orders of dismissal must be submitted in the electronic format to the assigned motion judge, as per Section 3.2, as set forth above.

### **3.10 Petitions for Approval of Settlements:**

A. All petitions for settlement under the Wrongful Death Act, Survival Act, for Minors and Disabled Persons, **must** comply with the "Settlement Procedures," located on the Law Division Home Page, Settlement Procedures, at [www.cookcountycourt.org](http://www.cookcountycourt.org)

B. The petitions for approval of settlements and proposed orders must **NOT** be efiled prior to submission, and must only be submitted in draft form, in the electronic format required by each motion judge in Section 3.2, as set forth above;

C. Notice of the submission of petitions for approval of settlement shall provided to all counsel of record, with email addresses of counsel included;

D. Petitions for approval which do not comply with this section will be rejected.

### **3.11 Case Management Procedures:**

- A. All previous procedures regarding case management, including high-volume case management court calls, are suspended, until further order of court, in accordance with public health directives;
- B. New form case management orders will be used in all cases, according to the case type (*i.e.*, Category 1 or Category 2);
- C. The new CMC orders are located on the Motion Section Home Page, [www.cookcountycourt.org](http://www.cookcountycourt.org)
- D. New cases (filed after March 17, 2020):
  - 1. When all parties have appeared, counsel will meet and confer, and prepare a CMC order, setting dates for all activities contained in the CMC order, in accordance with the time standards set forth;
  - 2. Counsel will submit the agreed CMC order to the assigned motion judge, no later than 14 days after all parties have appeared;
  - 3. If approved, the CMC order will be entered, returned to counsel, and no appearance at the initial CMC court date is required;
  - 4. If not approved, or if counsel cannot agree to the dates required in the CMC order, the assigned motion judge and counsel will conduct an email or remote CMC conference to resolve all CMC issues, at a time and date agreed upon by the assigned motion judge and counsel;
  - 5. No formal motion is required to set any remote CMC conference; only email correspondence to the assigned motion judge from all counsel is necessary, unless the assigned motion judge requires otherwise;
  - 6. Requests for extension of the dates contained in the CMC order, motions to compel compliance with the provisions of the CMC order, and/or motions to modify the CMC order, will be addressed by regular motion, in accordance with Section 3.3, 3.4, and 3.7, as set forth above;
  - 7. **PLEASE NOTE:** The **only** future court date contemplated by the new CMC procedures is the “trial certification date,” contained in the CMC order. All activities set forth in the CMC order for new cases are expected to be completed by that date. Court dates set by automatic continuance, due to COVID-19 procedures, may remain as the trial certification date, or may be superseded by the trial certification date contained in the CMC order.



E. Pending Cases (filed prior to March 17, 2020):

1. Counsel will meet and confer, and prepare a CMC order, setting dates for all remaining activities to be completed, in accordance with the time standards set forth;
2. If the time standard for completion of any activity has already passed, new dates will be chosen, but counsel will attempt to meet remaining time standards as much as possible;
3. The agreed CMC order will be submitted to the assigned motion judge for approval, and if approved, will be entered and returned to counsel;
4. If not approved, or if counsel cannot agree to the dates required in the CMC order, the assigned motion judge and counsel will conduct an email or remote CMC conference to resolve all CMC issues, at a time and date agreed upon by the assigned motion judge and counsel;
5. No formal motion is required to set any remote CMC conference; only email correspondence to the assigned motion judge from all counsel is necessary, unless the assigned motion judge requires otherwise, and notifies counsel;
6. Requests for extension of the times contained in the CMC order, motions to compel compliance with the provisions of the CMC order, and/or motions to modify the CMC order, will be addressed by regular motion, in accordance with Section 3.3, 3.4, and 3.7, as set forth above;
7. **PLEASE NOTE:** Cases which have future “Trial Setting Dates” in Room 2005, shall use that date as the “trial certification date” in the CMC order. All activities set forth in the CMC order are expected to be completed by that date.

**3.12 Discovery Issues:**

A. All discovery (including, but not limited to depositions of parties, and Supreme Court Rule 213[f][1], [f][2] and [f][3]) will proceed, in telephonic, video conference and/or other electronic means, as per Cook County General Administrative Order 2020-2, and Illinois Supreme Court Order *In Re: Illinois Courts Response to COVID-19 Emergency/Impact on Discovery*, M.R. 30370 (June 4, 2020);

B. If there is no agreement on the taking of, or conditions under which, discovery or evidence depositions are to be taken, including, but not limited to, remotely, the

motion judges shall have the discretion pursuant to Supreme Court Rule 201 to determine these issues, upon motion.

### **3.13 Pre-Trial Conferences:**

A. The following motion judges are available for pre-trial conferences, conducted remotely, and can be contacted at the following email addresses:

Motion Call A: [LAW.CALAcc@cookcountyil.gov](mailto:LAW.CALAcc@cookcountyil.gov)  
Motion Call B: [LAW.CALBcc@cookcountyil.gov](mailto:LAW.CALBcc@cookcountyil.gov)  
Motion Call C: [LAW.CALCcc@cookcountyil.gov](mailto:LAW.CALCcc@cookcountyil.gov)  
Motion Call D: [LAW.CALDcc@cookcountyil.gov](mailto:LAW.CALDcc@cookcountyil.gov)  
Motion Call E: [LAW.CALEcc@cookcountyil.gov](mailto:LAW.CALEcc@cookcountyil.gov)  
Motion Call F: [LAW.CALFcc@cookcountyil.gov](mailto:LAW.CALFcc@cookcountyil.gov)  
Motion Call H: [LAW.CALHcc@cookcountyil.gov](mailto:LAW.CALHcc@cookcountyil.gov)  
Motion Call R: [LAW.CALRcc@cookcountyil.gov](mailto:LAW.CALRcc@cookcountyil.gov)  
Motion Call X: [LAW.CALXcc@cookcountyil.gov](mailto:LAW.CALXcc@cookcountyil.gov)  
Motion Call Z: [LAW.CALZcc@cookcountyil.gov](mailto:LAW.CALZcc@cookcountyil.gov)  
Judge Karen O'Malley: [Karen.OMalley@cookcountyil.gov](mailto:Karen.OMalley@cookcountyil.gov)

### **3.14 Information Contact:**

A. Further information and answers to questions can be obtained by contacting the assigned motion calendar, or Motion Section Coordinator, Brian Robin, at (312) 813-1457. Voice mail messages will be checked regularly, and returned with the requested information, at the earliest possible time.

## **Section 4: Procedures Applicable to the Commercial Section Calendars I, N, Q, S T, U, W, & Y**

**Section 4 of General Administrative Order 20-04 (as amended by 20-05) is deleted in its entirety and replaced with the following:**

### **4.1 Procedures regarding newly filed motions:**

1. The attorneys upon electronically filing the motion will email a file stamped copy of the motion (contested, routine, etc.) to the Calendar's contact individual, either the Court's coordinator or law clerk, at the Calendar's email listed below. The movant should advise the Court if there is any objection to the motion.
2. Upon review of the motion, the Court will determine if the motion can be addressed summarily (e.g. routine motions and special process server motions) or will require briefing.

3. If the parties wish a briefing schedule, the parties should include an agreed order consisting of the standard briefing schedule of 28 and 14 days or an agreed modified schedule. An un-filed agreed briefing schedule order should be sent with the initial motion to the coordinator or law clerk.
4. If the court determines it is a matter that does not require briefing, then the court will advise the parties of that determination.
5. The briefing schedule order shall contain a courtesy copy delivery date of 3 court days following the filing of the last brief (usually the reply brief).
6. The movant will provide all the briefs and exhibits to the court via email on the courtesy copy delivery date.
7. The court will provide a ruling or hearing date upon receipt of the full courtesy copy packet.

#### **4.2 Previously Presented Motions:**

For motions as to which the court has already entered a briefing schedule and clerk status, the parties should abide by the set schedule. Respondents on motions must email movant a copy of their briefs and exhibits on the date they file it. On the clerk status date, Movant must email copies of all briefs and exhibits to the court's coordinator or law clerk. Please include the following:

1. Subject line of the email should contain the case name, case number, and caption of the motion.
2. Movant must carbon copy (cc) all parties to the case on the email.
3. Attachments:
  - a. Briefs should be in Microsoft Word format.
  - b. Exhibits to the Briefs may be in Word format or pdf.

#### **4.3 Agreed Orders:**

The Court will enter agreed orders provided the following conditions are met: If all the parties to a case agree that a particular order by the court will be of assistance in moving the proceedings forward (e.g. an agreed protective order), the parties may email a copy of the proposed order to the email address for the particular Calendar. All parties to the case must be cc'd.

#### **4.4 Emergency Motions:**

Any such motion shall be presented in like manner to other newly filed motions with the following additions:

- a) The Court's coordinator or law clerk will notify the moving party the dates and times when the Court is available to hear the motion remotely.
- b) The moving party shall inform counsel for the non-moving party of the Court's available dates and times. The parties shall coordinate a date and time to present the motion to the Court remotely. Once the parties agree on a date and time to present the emergency motion, the moving party shall immediately communicate to the Court through the coordinator or law clerk the date and time selected by the parties. In no event shall the date and time selected be less than 24 hours from when this information is communicated to the Court.

Any emergency motion must be presented to the Court remotely via telephonic conference call, video conference, Skype, Zoom or similar technology or service.

#### **4.5 Parties to Complete and File Current Status Update Reports:**

As noted in section 1.4 of this GAO, all cases that were scheduled for a case status conference between March 17, 2020 and December 31, 2020 will automatically receive a new case status date commencing sometime after January 4, 2021. The parties are advised to check the electronic docket of the Clerk of the Court for each such case to determine the new continued status date.

**Each party is also directed to complete and file a Current Status Update Report in the form found on the Law Division Section of the Chief Judges Cook County Circuit Court Website ([www.cookcountycourt.org](http://www.cookcountycourt.org)). The parties shall file the form with the Clerk and email to the Court a copy of the completed form no later than August 21, 2020. After receiving the completed form(s) the Court may provide the parties with an updated case management, which may include a different status date from the date assigned by the Clerk. In addition to the completed form, the parties may submit a proposed agreed case management order for the Court's consideration.**

#### **4.6 Discovery:**

Parties must be flexible with regard to discovery. Gamesmanship, sharp practice and hardball tactics will not be tolerated. Parties should recognize that responses to interrogatories will likely be delayed and that social distancing may create difficulties in obtaining documents. ***The court will not entertain any discovery related motions***

***that do not document full compliance with both the letter and spirit of Supreme Court Rule 201(k).*** The Court strongly encourages depositions be taken by telephonic or remote video means.

#### **4.7 Remote Video Conferencing and Trials:**

The Law Division has established a Uniform Video Conferencing Protocol to be used for bench trials and evidentiary hearings the link can be found on the Law Division Section of the Chief Judges Cook County Circuit Court Website ([www.cookcountycourt.org](http://www.cookcountycourt.org)).

Parties are encouraged to familiarize themselves with the protocol.

The Commercial Calendar Section has revised its Uniform Standing Order to reflect the changes in Court operations due to the COVID -19 pandemic. Parties and counsel are encouraged to review the revised order can be found on the Law Division Section of the Chief Judges Cook County Circuit Court Website ([www.cookcountycourt.org](http://www.cookcountycourt.org)).

#### **4.8 Communications Directed to the Court:**

Email is strongly preferred. Emails should be directed to the respective Commercial Calendar contact at the address listed. The email must cc all attorneys and self-represented litigants. If for some reason email is not an option, attorneys should phone the Commercial Calendar contact individual at the number listed below. Court staff is monitoring the Calendar voice mails.

#### **4.9 Contact Individuals by Calendar:**

Judge Margaret Brennan – Calendar N – Wanda Fleming at [LAW.CALncc@cookcountyil.gov](mailto:LAW.CALncc@cookcountyil.gov) or 312-603-4804.

Judge Thomas Milroy, Jr. – Calendar I – Brianna Kwasek at [LAW.CALicc@cookcountyil.gov](mailto:LAW.CALicc@cookcountyil.gov) or 312-603-4266.

Judge Michael Otto – Calendar U – Mark Miller at [LAW.CALucc@cookcountyil.gov](mailto:LAW.CALucc@cookcountyil.gov) or 312-603-5941.

Judge Daniel Kubasiak – Calendar T – Annette Aponte at [LAW.CALtcc@cookcountyil.gov](mailto:LAW.CALtcc@cookcountyil.gov) or 312-603-5930.

Judge James Snyder – Calendar Y – Patricia Wisniewski at [LAW.CALycc@cookcountyil.gov](mailto:LAW.CALycc@cookcountyil.gov) or 312-603-5818.

Judge Jerry Esrig – Calendar S – Marianne Meister at [LAW.CALscc@cookcountyil.gov](mailto:LAW.CALscc@cookcountyil.gov) or 312-603-5915.

Judge Patrick Sherlock – Calendar Q- Melissa Robbins at [LAW.CALqcc@cookcountyil.gov](mailto:LAW.CALqcc@cookcountyil.gov) or 312-603-5902.

Judge Diane Shelley – Calendar W – Christine Marinakis at [LAW.CALwcc@cookcountyil.gov](mailto:LAW.CALwcc@cookcountyil.gov) or 312-603-5940.

**Section 5: Procedure Applicable to the Tax & Miscellaneous Remedies Section  
Calendars 1, 3, and 5**

Section 5 of General Administrative Order 20-04 (as amended) is deleted in its entirety and replaced with the following:

**5.1 Handling Routine Matters Remotely for all Calendars**

- a) The following matters are considered to be “Routine Matters.”
- Agreed extension order
  - Agreed briefing schedule order
  - Agreed dismissal order
  - Agreed turnover order
  - Agreed orders on other matters, if appropriate
  - Plaintiff’s motion to voluntarily dismiss or non-suit
  - Motion for leave to appear as attorney of record
  - Motion for substitution of counsel by stipulation
  - Motion to vacate a technical default
  - Motion for leave to add a new party
  - Motion for leave to amend a pleading
  - Motion for leave to file an answer or a responsive proceeding (with proposed pleading attached)
  - Plaintiff’s motion to dismiss a wage garnishment, a non-wage garnishment, a citation to discover assets, a third-party citation to discover assets
  - Plaintiff’s motion to dismiss a rule to show cause
  - Plaintiff’s motion to dismiss a body attachment order
  - Motion to grant defendant/debtor’s exemption claim
  - Plaintiff’s motion for entry of a memorandum of judgment
  - Plaintiff’s motion to vacate or dismiss a memorandum of judgment
  - Satisfaction of judgment filed by the plaintiff/creditor
  - Plaintiff’s petition to revive a judgment
  - Plaintiff’s motion for the appointment of a special process server
  - Plaintiff’s motion for service by special order of the court under 735 ILCS 5/2-203.1
  - Plaintiff’s motion for the issuance of an alias rule to show cause

- Plaintiff's motion for the issuance of an alias citation to discover assets
  - Any other routine motion allowed under the April 1995 Law Division Motion Judge Rules
- b) All Routine Matters will be considered by the Court remotely, without requiring the parties to appear before the Court. The protocol for the presentation of a Routine Matter is as follows:
- i) The moving party shall e-file, notice, and serve the motion relating to the Routine Matter in the usual and customary manner and timetable prescribed by statute and court rules. However, in no event shall the Routine Matter be noticed for a date earlier than fourteen (14) days after the date on which the notice of motion and motion are filed.
  - ii) The notice of filing and motion shall include in the case caption the specific calendar to which the motion is directed (*i.e.* Calendar 1, Calendar 3, or Calendar 5).
  - iii) The motion shall be noticed on Monday through Thursday at the following times for the following Tax & Miscellaneous Remedies Court calls: Calendar 1—1:15PM; Calendar 3—9:15AM; Calendar 5—9:15AM. **No party shall appear in person for the presentation of the motion. The motion will be handled remotely.**
  - iv) **Within two days of filing, the moving party shall email a copy of the motion and proposed order to (a) all parties that have appeared and (b) the Court.** If a party has not yet appeared, the moving party shall send by U.S. First Class Mail a copy of the notice of filing, the motion, and the proposed order to all parties.
  - v) The moving party shall include in its notice of filing and motion (1) the appropriate Calendar Number for the case (*i.e.*, Calendar 1, 3, or 5), (2) the name, email address, U.S. MAIL mailing address, and contact phone numbers (including cell phone numbers) for its counsel, (3) the names, email addresses, U.S. MAIL mailing addresses, and contact phone numbers (including cell phone numbers, if known) for all parties that have appeared in the case, and (4) the names and mailing addresses for all parties that have not appeared in the case. **The notice of filing shall further state that (1) no party shall appear in person in court for the presentation of the motion, (2) the motion will be handled by the Court without oral argument by either party, and (3) if the non-moving party objects to the motion or to the relief requested, that party must do so in writing under the procedure stated in Section 5(1)(d), below.**

- vi) All proposed agreed orders must contain on the face of the proposed agreed order the signature of each party or its counsel to reflect that party's agreement to the entry of the order. A typed name only, without an actual accompanying signature, does not satisfy this requirement.
- vii) The moving party shall email its notice of filing, motion, and proposed order to the Court Personnel ("CP") for the appropriate Calendar at the email addresses listed below. In the event any party desires to have a follow-up communication with Court Personnel for a particular Calendar, the party should use the contact names, telephone numbers, and email addresses for that particular Calendar listed below.

**Calendar 1 Court Personnel:**

- **General email address:** LAW.CAL1cc@cookcountyil.gov
- **Clerk:** Lucy Ociepka (phone: 312-603-4467)
- **Court Coordinator:** Ann Ostrowski (phone: 312-603-5533)
- **Law Clerk:** Erik Hassel (email: erikjan.hassel@cookcountyil.gov)

**Calendar 3 Court Personnel:**

- **General email address:** LAW.CAL3cc@cookcountyil.gov
- **Clerk:** Kim Stovall (kdstovall@cookcountycourt.com; phone: 312-603-4347)
- **Court Coordinator:** Ann Ostrowski (phone: 312-603-5533)
- **Law Clerk:** Conrad Foreman (email: conradc.foreman@cookcountyil.gov)

**Calendar 5 Court Personnel:**

- **General email address:** LAW.CAL5cc@cookcountyil.gov
- **Court Coordinator:** Ann Ostrowski (phone: 312-603-5533)
- **Law Clerk:** Frederick Moore (email: frederick.moore@cookcountyil.gov)

- c) If the Court concludes that the relief requested in the Routine Matter is adequately supported and appropriate, (a) the Court will sign the Order, (b) the Clerk will enter the Order, and (c) the appropriate CP will transmit a copy of the signed and entered Order to all counsel and parties at the email or street addresses provided by the moving party.
- d) In the event a non-moving party objects to the motion or to the relief requested, that party **shall file and serve via email on the movant and the Court** an



objection to the motion. The objection must be filed and served no later than two days before the scheduled court date. In the event an objection to the motion is made, the Court will defer ruling on the motion and will set the matter on the Court's Contested Motion call on another date (see Sections 5.3 and 5.4, below).

- e) In all email communications to Court Personnel, the party initiating the email communication shall include as email recipients all other parties to the case.

## **5.2 Briefing Schedule and Brief Requirements on all Contested Motions for all Calendars**

The following constitutes the briefing requirements for all contested motions:

- a) Absent other court order, the briefing schedule on any contested motion is as follows: (i) the Respondent's brief is due 28 days after the motion filing date and (ii) the Movant's Reply is due 14 days thereafter.
- b) Absent other Court order, (i) the Movant's opening brief shall not exceed 15 pages in length, (ii) the Respondent's response brief shall not exceed 15 pages in length, and (iii) the Movant's reply brief shall not exceed 15 pages in length.
- c) There is no limit to the number of pages of exhibits that the parties may append to their briefs.
- d) Within three business days after the last brief is filed, the movant shall supply the Court with courtesy copies of all briefs, exhibits, and other materials filed by the parties. The courtesy copies shall be emailed to the appropriate Calendar email address (detailed in Section 5.1(b)(vii), above). Microsoft Word-formatted or OCR-readable pdf documents are preferred. The Court may separately request that the moving party supply the Court with a hard-copy set of the courtesy copies.

## **5.3. Calendars 1 & 3: Contested Motions**

The following constitutes the manner in which contested motions will be handled by Calendars 1 and 3:

- a) After a contested motion fully briefed under Section 5.2, above, (or the time within which briefing has passed under Section 5.2(a)), the Court will consider and decide the contested motion.

- b) Absent other court order, the Court will decide the contested motion without oral argument.
- c) A party may request through a separate motion that the Court entertain oral argument on the contested motion.
- d) After the Court decides the contested motion, the CP will transmit a copy of the order to the parties under the procedure outlined in Section 5.1(c), above.

#### **5.4. Calendar 5: Contested Motions and Return Dates for Citations and Garnishment Proceedings**

The following details the manner in which contested motions and returns of citations to discover assets (735 ILCS 5/2-1402) and garnishment proceedings (735 ILCS 5/12-701 et seq.)(collectively “Calendar 5 Contested Matters”) will be handled by Calendar 5:

- a) All of the Calendar 5 Contested Matters that historically were presented to the Court in-person will be presented to the Court remotely via video conference under this order. **No party shall appear in person for the presentation of a Calendar 5 Contested Matter.**
- b) The moving party shall e-file, notice, and serve the Calendar 5 Contested Matter in the usual and customary manner and timetable prescribed by statute and court rules. However, in no event shall the Calendar 5 Contested Matter be noticed for a date earlier than fourteen (14) days after the date on which the Contested Matter was filed.
- c) A party may notice any Calendar 5 Contested Matter for initial presentation to the Court on Monday through Thursday mornings.
- d) The Court will consider up to six (6) Calendar 5 Contested Matters every half-hour at 9:30AM, 10:00AM, and 10:30AM (for a total of eighteen (18) such matters each day) on Monday through Thursday. When a party files its Calendar 5 Contested Matter, the Clerk of the Court will assign the appropriate time slot for that matter on the date selected, first for the six (6) 9:30AM time slots, then for the six (6) 10:00AM time slots, and finally for the six (6) 10:30AM time slots.
- e) The party presenting the Calendar 5 Contested Matter shall contact the Calendar 5 CPs identified in Section 1(b)(vii), above, and request the video conference log-in instructions for the date and time when the Contested Matter will be heard by the Court.
- f) The party presenting the Calendar 5 Contested Matter shall serve a “**Notice of Remotely Conducted Proceedings**” on (1) the non-moving party, (2) any other

party of record, and (3) any other respondent to the citation or garnishment summons.

- g) The Notice of Remotely Conducted Proceedings shall communicate the following information to the non-moving party, other party of record, or other respondent:
- i) The case name, case number, and Calendar.
  - ii) The date and time when the Calendar 5 Contested Matter will be heard by the Court.
  - iii) The moving party's or its counsel's name, firm name, email address, office phone number, and cell phone number.
  - iv) The video conference log-in information.
  - v) The statement that the initial hearing on the motion, citation, or garnishment proceeding **will not be conducted in person in Courtroom 2503 in the Daley Center on the date and time stated.** Instead, the matter will be handled remotely, through a video conference service.
  - vi) The statement that the non-moving party or other respondent shall not physically appear in Courtroom 2503 in the Daley Center on the date and time stated.
  - vii) The email address for Calendar 5 (LAW.CAL5cc@cookcountyil.gov) and the contact information for Calendar 5 Court Personnel detailed in Section 5.1(b)(vii).
  - viii) The statement that in the event the non-moving party or other respondent fails to appear during the remotely conducted conference hearing, the Court may enter an order that adversely affects the interests of the non-moving party or other respondent.
- h) In the event the party presenting the Calendar 5 Contested Matter seeks the entry of an order of relief in its favor and the non-moving party does not appear, the presenting/moving party is required to submit an affidavit detailing its compliance with the provisions in Sections 5.4(g), above, before any such relief will be considered.

## **5.5 Parties to Complete and File Status Reports; Resetting of Case Status Dates**

As noted in section 1.4 of this GAO, all cases that were scheduled for a case status conference between March 17, 2020 and December 31, 2020 will automatically receive a new case status date commencing sometime after January 4, 2021. The parties are advised to check the electronic docket of the Clerk of the Circuit Court for each such case to determine the new continued status date.

**If, however, the parties seek a status date earlier than their rescheduled status date starting in January 2021, the Parties are directed to complete and file a Tax & Miscellaneous Remedies Section (T&MRS) Joint Status Report in the form found on the Law Division Section of the Chief Judges Cook County Circuit Court Website ([www.cookcountycourt.org](http://www.cookcountycourt.org)). The parties shall jointly file with the Clerk and email to the Court a copy of the completed T&MRS Joint Status Report by no later than September 4, 2020. After the Court receives the completed T&MRS Joint Status Report, the Court will assign the Parties a status date and time for a remotely-conducted status hearing.**

## **5.6 Miscellaneous Additional Matters**

### **a) Appeals of Illinois Department of Employment Security Cases**

Appeals of administrative rulings from the Illinois Department of Employment Security (“IDES”) will be handled in the following manner:

- i) In the event the parties do not request an oral argument before the Court, the Court will decide the matter based on the record and the written submissions, if any, filed by the parties.
- ii) A party may request an oral argument by making such a request within 45 days after that party’s appearance was filed or due to be filed.
- iii) In the event at least one party seeks an oral argument before the Court, that party shall file a “Motion To Schedule Oral Argument,” and follow the steps identified in Section 5.1(b)(i – vii), above, to present that motion.
- iv) Thereafter, the appropriate Court Personnel will contact the parties to arrange a mutually convenient date and time when the IDES matter may be presented for oral argument remotely.

## **Section 6: Individual Calendar “J” – Judge Ronald Bartkowicz**

### **6.1 Jury Cases set for Trial:**

Pursuant to Section 1.2 of this order, all jury cases set for trial from March 17, 2020 through December 31, 2020 are converted to “Trial Setting” dates and the setting of jury cases for trial is suspended until further order of court.

### **6.2 Non-Jury Cases set for Trial:**

Pursuant to Section 1.3 of this order, non-jury cases set for trial between March 17, 2020 and July 6, 2020 will be reset. All parties of record will receive electronic or postcard notice providing the date, time and manner of court call setting new non-jury trial dates.

Non-jury cases set for trial after July 6, 2020 may proceed and will be conducted remotely using Zoom or other remote video method.

If the only way to conduct a non-jury trial is by having an in-person or combination in-person/remote proceeding, the non-jury trial would then be conducted with proper social distancing and safety standards applied.

Please note that any case currently set for jury trial where the parties agree to waive the jury, an agreed motion may be presented pursuant to Section 6.4 of this order and the case will be scheduled for non-jury trial.

### **6.3 Court Dates and Case Management:**

The court will begin contacting all parties of record on all cases, beginning with the oldest pending cases to conduct a remote proceeding that will allow for the entry of a case management order on each case.

### **6.4 Regular Motions:**

Regular Motions shall include, but not be limited to, motions addressed to jurisdiction, validity and/or diligence of service of process, sufficiency of pleadings and exhibits, discovery, involuntary dismissal, objections, privileges, in camera inspections, etc.

All motions shall be emailed to [LAW.CALJcc@cookcountyil.gov](mailto:LAW.CALJcc@cookcountyil.gov) with copies emailed to all parties of record. Upon receipt of the motion the court will determine if the motion can be ruled on summarily or will require briefing.

If briefing is required, the parties may agree to a briefing schedule, or the court will enter one. The court will determine if oral argument is needed, and if needed, the court will schedule a remote hearing using video or teleconference platforms. Notice to all parties and counsel of record and public access information shall be provided by the court. If an in-person hearing is the only way to provide access to the court, the in-person hearing will be conducted with proper social distancing and safety standards applied.

### **6.5 Emergency Motions:**

Emergency motions shall include, but not be limited to: adding parties or filing pleadings (e.g., additional party complaints) prior to the expiration of a statute of limitations and orders for preservation of evidence. Motions which do not constitute valid emergencies will be stricken. Motions to extend discovery dates already reset pursuant to Section I, *supra*, do not constitute emergency motions and must not be presented. Notice shall be provided to all counsel of record.

### **6.6 Scheduling Emergency Motions:**

To schedule an emergency motion for Individual Calendar “J” the movant should email Nicolas Ospina, Law Clerk at : [LAW.CALJcc@cookcountyil.gov](mailto:LAW.CALJcc@cookcountyil.gov) and attach a courtesy copy of the emergency motion and a copy of the emergency notice of motion.

The court will review the motion to determine if a valid emergency exists, If it is determined that a valid emergency exists the court will schedule a remote hearing by telephone or video within 24 hours of presentment of the motion.

If the court determines the motion is not a valid emergency, the court will inform the movant and will instruct the movant to notify all parties that it will not be heard.

### **6.7 Notice of Emergency Motions:**

All emergency motions should be noticed for 10:00 A.M. for remote hearing and should be noticed a minimum of twenty-four (24) hours in advance of presentation, except for good cause shown.

### **6.8 Routine Motions:**

Routine motions shall include, but not be limited to: motions for special process servers, substitutions of attorneys, leave to vacate technical defaults, leave to appear, answer, plead, leave to intervene on behalf of a worker's compensation carrier or public body claiming a lien, and fully executed HIPAA orders. Notice shall be provided to all counsel of record.

### **6.9 Presenting a Routine Motion:**

Routine motions shall be emailed to: Nicolas Ospina, Law Clerk at [LAW.CALJcc@cookcountyil.gov](mailto:LAW.CALJcc@cookcountyil.gov) with notice provided to all counsel of record.

### **6.10 Agreed Orders:**

Copies of the agreed order should be emailed to: Nicolas Ospina, Law Clerk at [LAW.CALJcc@cookcountyil.gov](mailto:LAW.CALJcc@cookcountyil.gov)

### **6.11 Contact Information:**

Individual Calendar "J": (312) 603-2357

Please leave a detailed voicemail message if there is no answer, all calls will be returned as promptly as possible.

## **Section 7: Trial Section:**

### **7.1 Cases Assigned pursuant to General Administrative Order 16-4 (Random Assignment of Complex Cases):**

All cases that had been assigned for trial pursuant to Law Division General Administrative order 16-4 (Random Assignment of Complex Cases for Trial) that had trial dates between March 17, 2020 and December 31, 2020 will have those trial dates

converted to trial setting date pursuant to Section 1.2 of this order (Jury Cases Set For Trial).

Any case in which a mistrial was granted and the case was retained by the originally assigned trial judge and reset for trial between March 17, 2020 and December 31, 2020 will have those trial dates converted to trial setting dates pursuant to Section 1.2 of this order (Jury Cases Set for Trial).

By virtue of this order, all cases impacted by the above provisions shall have the original assignment converted to an assignment for all purposes including trial to the trial judge originally assigned the case for trial. That assignment for all purposes shall include all discovery matters and the hearing of all motions and the setting of a new trial date.

- Please note that all cases impacted by this order should expect to have a trial date set within 60 days of the trial setting date, assuming normal court operations have resumed as provided in Section 1.2 of this order (Jury Cases Set For Trial)

The trial judges impacted by this order will be contacting all parties of record on all applicable cases and establishing protocols for remotely addressing all outstanding issues related to each case.

For any additional information relating to the cases impacted by this order, email James Maher at [james.maher@cookcountyil.gov](mailto:james.maher@cookcountyil.gov). Make sure that all parties of record are copied on any correspondences submitted.

**7.2 Assignment of Cases for all Purposes (Excluding Trial) Pursuant to Law Division General Administrative Order 10-3 (Active Case Management Program):**

Each judge identified in Section 7.6 of this order shall be randomly assigned cases currently pending in the Motion Section of the Law Division.

The reassignment will be based on the category case type, as defined in Law Division General Administrative Order 16-2 (Trial Setting Call), and the age of the case as of July 6, 2020.

**Category 1 case type: All cases assigned to the Master Calendar excluding: Medical Malpractice, Legal Malpractice, Product Liability and Construction Injury**



**that are older than 24 months, and Category 2 case type: Medical Malpractice, Legal Malpractice, Product Liability and Construction Injury that are older than 36 months, may be selected for reassignment.**

All parties of record will receive electronic or postcard notice of the reassignment and the reassignment will be reflected on the Clerk of the Circuit Courts electronic docket on or before July 15, 2020.

Upon receipt of the notice of reassignment, the plaintiff's attorney or the plaintiff if self represented, shall email the assigned judge an email service list that contains the email addresses of all parties of record. In the event that a party does not have an email address, a telephone contact number shall be provided.

This service list shall be emailed to the assigned judge at the email address listed for that judge in Section 7.6 of this order within five (5) business days of the receipt of the notice of reassignment.

The assigned judge will schedule a remote status using video or teleconference within fifteen (15) business days of receiving the service list. In the event that the assigned judge determines that the only way to provide access to the court is an in-person hearing, that judge will conduct the hearing with proper social distancing and safety standards applied.

The assigned judge shall set discovery schedules and deadlines in such a way that all discovery is completed and the case is certified ready for trial pursuant to Law Division General Administrative Order 10-3, Section a(6) on or before December 31, 2020.

Any motion to extend discovery deadlines beyond December 31, 2020 must be presented to the Presiding Judge of the Law Division in the method described in Section 2.6 of this order. Only the Presiding Judge of the Law Division has the discretion to extend discovery deadlines beyond December 31, 2020 for those cases reassigned pursuant to Section 7.2 of this order.

**7.3 Conversion of an Assigned Non-Jury Case in Section 7.2 into an All Purpose Assignment, including Trial:**

If all parties agree, including the assigned judge, to have a non-jury trial proceed before the assigned judge. the parties may submit an agreed order to the Presiding Judge in the method described in Section 2.11 of this order.

This would include any case in which the parties agree to waive their right to a Jury Trial to effectuate the assignment for trial.

The only stipulation is that the trial must be completed prior to December 31, 2020 using the methods described in Section 1.3 of this order.

#### **7.4 Conversion of an Assigned Jury Case in Section 7.2 to an All Purpose Assignment, Including Trial**

For extremely complex cases, as defined in Law Division General Administrative Order 91-4 Section 1.4(a): The parties, by agreement, may present a motion before the Presiding Judge of the Law Division in the method described in Section 2.6 of this order to have a Jury case assigned in advance for trial.

This type of assignment would be used on a very limited basis and would be done in such a way that would provide priority to those cases set for trial beginning on March 17, 2020.

The Presiding Judge would weigh the parties request against providing access to justice to those Jury Cases waiting the longest for trial to resolve the litigation.

#### **7.5 Pre Trials:**

For those cases transferred for pre-trial to be conducted remotely by agreed technological process please use the contact information in Section 7.6 of this order to schedule the pre-trial.

#### **7.6 Judges Contact Information:**

For those cases assigned pursuant to Section 7.2 of this order or transferred pursuant to Section 7.5 of this order, the judges contact information is listed below.

JUDGE JANET BROSNAHAN	<a href="mailto:janet.brosnahan@cookcountyil.gov">janet.brosnahan@cookcountyil.gov</a>
JUDGE ELIZABETH BUDZINSKI	<a href="mailto:embudzinski@gmail.com">embudzinski@gmail.com</a>
JUDGE JOHN CALLAHAN	<a href="mailto:jackcal5@yahoo.com">jackcal5@yahoo.com</a>
JUDGE ISRAEL DESIERTO	<a href="mailto:Israel.desierto@cookcountyil.gov">Israel.desierto@cookcountyil.gov</a>
JUDGE ANN COLLINS-DOLE	<a href="mailto:anncollinsdole@gmail.com">anncollinsdole@gmail.com</a>
JUDGE THOMAS DONNELLY	<a href="mailto:thomas.donnely@cookcountyil.gov">thomas.donnely@cookcountyil.gov</a>
JUDGE EDWARD HARMENING	<a href="mailto:edwardharmening@gmail.com">edwardharmening@gmail.com</a>
JUDGE ARNETTE HUBBARD	<a href="mailto:arnette.hubbard@cookcountyil.gov">arnette.hubbard@cookcountyil.gov</a>
JUDGE BRIDGET HUGHES	<a href="mailto:bridget.hughes@cookcountyil.gov">bridget.hughes@cookcountyil.gov</a>
JUDGE CASANDRA LEWIS	<a href="mailto:casandra.lewis@cookcountyil.gov">casandra.lewis@cookcountyil.gov</a>
JUDGE DANIEL LYNCH	<a href="mailto:daniel.lynch@cookcountyil.gov">daniel.lynch@cookcountyil.gov</a>
JUDGE THOMAS LYONS	<a href="mailto:tomvlyons@gmail.com">tomvlyons@gmail.com</a>
JUDGE MARCIA MARAS	<a href="mailto:marciamaras78@gmail.com">marciamaras78@gmail.com</a>
JUDGE MARY MINELLA	<a href="mailto:mary.minella@cookcountyil.gov">mary.minella@cookcountyil.gov</a>
JUDGE BRIDGET MITCHELL	<a href="mailto:jbridgetmitchell@gmail.com">jbridgetmitchell@gmail.com</a>
JUDGE KAREN O'MALLEY	<a href="mailto:karen.omalley@cookcountyil.gov">karen.omalley@cookcountyil.gov</a>
JUDGE JOAN POWELL	<a href="mailto:joanepowell22@gmail.com">joanepowell22@gmail.com</a>
JUDGE LORNA PROPES	<a href="mailto:judgepropes@gmail.com">judgepropes@gmail.com</a>
JUDGE MARGUERITE QUINN	<a href="mailto:judgequinn1610@gmail.com">judgequinn1610@gmail.com</a>
JUDGE SANDRA RAMOS	<a href="mailto:sandra.ramos@cookcountyil.gov">sandra.ramos@cookcountyil.gov</a>

JUDGE MARY ROBERTS	<a href="mailto:mary.roberts@cookcountyil.gov">mary.roberts@cookcountyil.gov</a>
JUDGE ROBERT SENNECHALLE	<a href="mailto:robert.sennechalle@cookcountyil.gov">robert.sennechalle@cookcountyil.gov</a>
JUDGE MAURA SLATTERY-BOYLE	<a href="mailto:maura.slatteryboyle@cookcountyil.gov">maura.slatteryboyle@cookcountyil.gov</a>
JUDGE IRWIN SOLGANICK	<a href="mailto:judgeirv@yahoo.com">judgeirv@yahoo.com</a>
JUDGE RENA VAN TINE	<a href="mailto:rena.vantine@cookcountyil.gov">rena.vantine@cookcountyil.gov</a>
JUDGE JAMES VARGA	<a href="mailto:james.varga@cookcountyil.gov">james.varga@cookcountyil.gov</a>
JUDGE GREGORY WOJKOWSKI	<a href="mailto:gjwojko713@gmail.com">gjwojko713@gmail.com</a>

#### **Section 8: Asbestos Calendar J1**

Asbestos Calendar J1 is excluded from this order and has its own controlling Administrative Order.

#### **Section 9: Law Division Cases Pending in Municipal Districts 2,3,4,5 and 6**

All Law Division cases pending in the Municipal Districts shall be excluded from this order and shall be controlled by the procedures established by the Presiding Judge of the relevant district.

#### **Section 10: Law Division Commercial Arbitration**

Beginning July 16, 2020, in-person mandatory arbitration hearings will resume in a limited capacity, following safety procedures and social distancing guidelines as recommended by the CDC and the Illinois Department of Public Health. As an alternative, the Mandatory Arbitration Center can conduct a limited number of hearings via Zoom. If all parties agree, please contact the Arbitration Administrator at

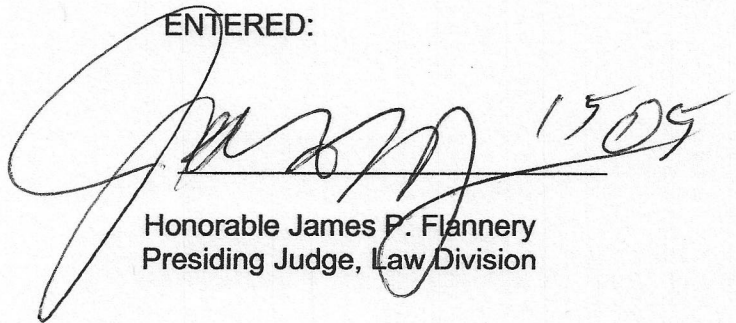
[kobrien@illinoiscourts.gov](mailto:kobrien@illinoiscourts.gov) to confirm the availability of this option on your assigned hearing date. If parties do not agree on the use of Zoom, the hearing will proceed in-person on the date and time as scheduled.

**JUDGE JAMES P. FLANNERY**

**JUL 02 2020**

**Circuit Court-1505**

ENTERED:

A handwritten signature in black ink, appearing to be 'J.P. Flannery', is written over a horizontal line. To the right of the signature, the number '1505' is handwritten.

Honorable James P. Flannery  
Presiding Judge, Law Division