

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
MUNICIPAL DEPARTMENT—FIRST DISTRICT**

**STANDING ORDER FOR  
REMOTE COURT PROCEEDINGS  
COURTROOM 1501<sup>1</sup>**

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Effective November 1, 2021, and until in-person court proceedings resume in Courtroom 1501 or further order of court, the following remote calls and procedures will be followed in all cases assigned to Courtroom 1501.

**Courtroom 1501 Email Address:** [ccc.firstmunicr1501@cookcountyl.gov](mailto:ccc.firstmunicr1501@cookcountyl.gov)

This new [ccc.firstmunicr1501@cookcountyl.gov](mailto:ccc.firstmunicr1501@cookcountyl.gov) Courtroom 1501 email address replaces the two now discontinued temporary Gmail addresses used in Courtroom 1501 since June 2020 (i.e. [room1501reports@gmail.com](mailto:room1501reports@gmail.com) and [room1501courtesycopies@gmail.com](mailto:room1501courtesycopies@gmail.com)). Counsel are instructed not to use the now discontinued Gmail addresses for any purpose. Counsel are instructed to use the new Courtroom 1501 email [ccc.firstmunicr1501@cookcountyl.gov](mailto:ccc.firstmunicr1501@cookcountyl.gov) to send copies of all reports, motions, and proposed orders to the court. Courtroom 1501 staff will search [ccc.firstmunicr1501@cookcountyl.gov](mailto:ccc.firstmunicr1501@cookcountyl.gov) using the last six digits of the case number. For this reason, counsel are instructed to leave a space before and after the last six digits of the case number in the subject line of the email. This email address is solely for the purpose of providing the court with copies of motions, reports and proposed orders. Questions sent to courtroom staff at this email address may not be answered promptly as Courtroom 1501 staff do not monitor this email. If counsel have questions for Courtroom 1501 staff, please direct your questions to the Courtroom 1501 Clerk at (312) 603-4827 or to the Courtroom 1501 Case Coordinator at (312) 603-4854.

**Courtroom 1501 Zoom Information** continues to be:

Website: [www.zoom.us](http://www.zoom.us)  
Zoom Session ID (Meeting ID): 970 2938 9818  
Zoom Session Password: 380923

Also, a party may participate by telephone by dialing (312) 626-6799 and then using the Zoom Session ID and Password listed above.

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<sup>1</sup> This Standing Order replaces General Order 2020-14 Re: Written Reports for Judgment on Award, Status, Progress and Stayed Matters Calls in Courtroom 1501 that became effective June 8, 2020 and the Procedures for Motions for Courtroom 1501 that became effective on July 6, 2020. The Pre-Covid 2016 Amended Standing Order for Courtroom 1501 remains in effect and is superseded by this Standing Order only in the case of an actual conflict.

## ORDER OF CALLS

|                         |  |                   |                         |
|-------------------------|--|-------------------|-------------------------|
| 8:45 a.m.               | Monday-Friday                                    | Routine Motions   | Paper Call <sup>2</sup> |
| 9:00 a.m.               | Monday-Friday                                    | Emergency Motions | Zoom Call <sup>3</sup>  |
| 9:00 a.m.               | Monday-Wednesday                                 | Judgment on Award | Paper Call              |
| 9:30 a.m.               | Monday-Thursday                                  | Status Call       | Paper Call              |
| 9:30 a.m.               | Friday   | Progress Call     | Paper Call              |
| 10:00 a.m. <sup>4</sup> | Monday-Friday                                    | Motions of Course | Zoom Call               |
| 11:00 a.m.              | Monday-Friday                                    | Motions of Course | Zoom Call               |
| 1:30 p.m.               | Monday-Thursday                                  | Contested Motions | Zoom Call               |
| 1:30 p.m.               | 3 <sup>rd</sup> Wednesday<br>of Apr. Aug, & Dec. | Stayed Matters    | Paper Call              |
| 2:00 p.m.               | Monday-Thursday                                  | Contested Motions | Zoom Call               |

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<sup>2</sup> "Paper Calls" are not called on Zoom. The court will rule based upon the written submissions.

<sup>3</sup> "Zoom Calls" require the appearance of counsel or self-represented litigant on Zoom.

<sup>4</sup> Please note the change to 10:00 am from 10:30 am for this Motions of Course Call.

**I. NOTICE OF MOTION FOR REMOTE PROCEEDINGS.**

Notice of motion for remote proceedings to be heard in Courtroom 1501 must include the following information:

**Notice:** Until further order of Court, parties wishing to attend the presentment of this motion shall not appear in person in the Courtroom, unless specifically ordered to do so by the Court. This motion shall be heard and conducted by Zoom video and /or telephone conference using: <http://www.zoom.us> Meeting ID: 970 2938 9818 Password: 380923  
A party may participate by telephone by dialing (312) 626-6799 and then using the Zoom Meeting ID and Password listed above.

This requirement that Zoom information be included in the Notice is in addition to all other rules and requirements regarding notice including Supreme Court Rule 11 and Local Rule 2.1.

**II. EMAIL COURTESY COPIES TO THE COURT THREE DAYS IN ADVANCE FOR ALL CASES AND ALL CALLS.**

Courtesy copies of all motions and all reports, together with a proposed order, must be emailed at least three business days in advance to the court to: [ccc.firstmunicr1501@cookcountyil.gov](mailto:ccc.firstmunicr1501@cookcountyil.gov) for all cases and all calls. The failure to submit a courtesy copy with a proposed order at least three business days prior to the call date may result in the matter being stricken off call and/or the case being dismissed for want of prosecution. The email submitted to the court should be copied to all parties of record and should contain in the subject line: 1) the case number with a space before and a space after the last six digits; 2) the date and time of the call; and 3) the word "Report," "Routine Motion," "Motion" or "Emergency Motion" as the case may be. All emails must include a proposed order. The proposed order should be on a form approved by the Clerk or regularly used in Courtroom 1501, whenever such a form is available. Blanks may be left in the proposed order for dates to be supplied by the Court. The court will make an exception to this email requirement for a self-represented litigant without regular access to email.

### **III. REPORTS**

Reports, together with a proposed order, are required for all **Judgment on Award, Initial Status, Progress Call and Stayed Matter Calls**. These calls are "paper calls" and matters on these calls are ruled upon without appearance on Zoom based upon the content of the report. The attached forms should be used for these reports, which should be filed prior to being emailed to the court. The report and a proposed order must be emailed to the court at least three business days prior to the call date to: [ccc.firstmunicr1501@cookcountyil.gov](mailto:ccc.firstmunicr1501@cookcountyil.gov). The email must be copied to all parties of record and must include in the subject line: 1) the case number with a space before and a space after the last six digits; 2) the date and time of the call; and 3) the word "Report." All parties of record should be copied on the email attaching the report and proposed order. The plaintiff has the burden to ensure that the report and proposed order are timely emailed to the court to avoid having the case dismissed for want of prosecution. The defendant may take the initiative to file the JOA report and proposed order, provided defendant first notifies plaintiff. The court will make an exception to this email requirement for a self-represented litigant without regular access to email.

Parties may not schedule motions to be heard on the Initial Status, Progress Call, and Judgement on Award or Stayed Matters Call.

Questions regarding the Initial Status, Progress Call, Judgment On Award, and Stayed Matters Call may be directed to the Courtroom 1501 Case Coordinator at (312) 603-4854.

#### **IV. MOTIONS**

**All motions** must be scheduled on the court docket with the Clerk of Court, filed and properly noticed, although emergency motions need not be scheduled on the docket when time constraints do not allow it. Courtesy copies of all motions and a proposed order must be emailed to the court at least three business days prior to the date of presentment to:

ccc.firstmunicr1501@cookcountyil.gov. The email must be copied to all parties of record and must include in the subject line: 1) the case number with a space before and a space after the last six digits; 2) the date and time of presentment; and 3) the word "Routine Motion", "Motion" or "Emergency Motion" as the case may be. The court will make an exception to this email requirement in the case of a self-represented litigant without regular access to email.

**Routine Motions** are handled as a "paper call" and are not called on Zoom. Routine motions must be scheduled on the docket at 8:45 am Monday-Friday, filed and noticed. Movant must email a copy of the routine motion and proposed order to the court at least three business days prior to the date of presentment to: ccc.firstmunicr1501@cookcountyil.gov as provided above. The email must be copied to all parties of record and must include in the subject line: 1) the case number with a space before and a space after the last six digits; 2) the date and time of presentment; and 3) the word "Routine Motion." The court will make an exception to this email requirement in the case of a self-represented litigant without regular access to email. Routine motions are only: i) a motion for the appointment of a special process server, ii) a motion for entry of a HIPAA qualified protective order, iii) a motion for substitution of counsel with a signed stipulation, iv) an agreed motion to dismiss with a signed stipulation, v) a motion for voluntary dismissal, vi) a release and satisfaction of judgment, vii) a motion to amend the complaint to correct a misnomer, and viii) a motion to enter an installment agreement and dismissal order signed by all parties. A motion for default is no longer routine motion in

Courtroom 1501. This provision of this Standing Order supersedes the contrary provision in the 2016 Amended Standing Order. A motion for default must be scheduled on the Motions of Course Call, with notice to the party to be defaulted even if no appearance has been filed, and must attach a military affidavit along with proof of service.

Emergency motions are called on Zoom at 9:00 am Monday-Friday. Appearance of the movant on Zoom is required for all emergency motions. In the case of an emergency motion where the nature of the emergency does not allow three days advance notice, a courtesy copy of the emergency motion and a proposed order must be emailed to the court to:

ccc.firstmunicr1501@cookcountyil.gov with as much notice as the circumstances allow. The email must be copied to all parties of record and must include in the subject line: 1) the case number with a space before and a space after the last six digits; 2) the date and time of presentment; and 3) the words "Emergency Motion." A motion to strike and reset an arbitration hearing is heard as an emergency motion. Any motion which is not an emergency will not be heard on the Emergency Motion Call.

Motions of Course are called on Zoom at 10:00 am<sup>5</sup> and at 11:00 am Monday-Friday. The requirement that the motion be schedule on the docket, filed, properly noticed and emailed to the court with a proposed order at least three business day in advance of the date of presentment to ccc.firstmunicr1501@cookcountyil.gov set forth above applies to all Motions of Course. The email must be copied to all parties of record and must include in the subject line: 1) the case number with a space before and a space after the last six digits; 2) the date and time of presentment; and 3) the word "Motion." The court will make an exception to this email

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<sup>5</sup> Please Note: The first Motions of Course Call will begin each day Monday-Friday at 10:00 am instead of 10:30 am. The 10:00 am time for the first Motions of Course Call provided in this Standing Order supersedes the provision in the 2016 Standing Order setting the time for 10:30. The second Motions of Course Call time of 11:00 am Monday-Friday remains unchanged.

requirement in the case of a self-represented litigant without regular access to email.

Appearance by the movant on Zoom is required for all motions on the Motions of Course Calls.

**Contested Motions** are called on Zoom at 1:30 pm and at 2:00 pm Monday-Thursday.

Parties may not schedule matters on the Contested Motions Call. Contested Motions are set by the court when the motion is presented and the parties' request briefing and hearing on the motion. Movant and respondent must appear on Zoom for the Contested Motion Call hearing.

The movant must deliver courtesy copies of all briefs and relevant pleadings to Courtroom 1501 at least five business days before the hearing for all matters set on the Contested Motions Call.

When multiple motions by multiple movants are to be heard in the same case on the same

Contested Motion Call, the parties must select one movant to deliver one set of courtesy copies to the court for all motions.

Questions regarding motions may be directed to the Courtroom 1501 Clerk at (312) 603-4827.

## V. ORDERS

**Orders for all motions.** In most instances, the court will use the proposed order submitted in advance of the Zoom hearing, and no resubmission of the proposed order will be necessary.

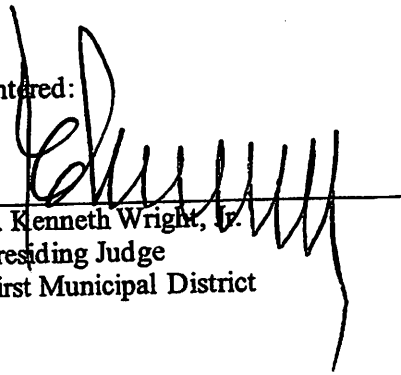
However, in those instances where counsel failed to timely email a proposed order to the court in advance of the Zoom call or when the court's ruling necessitates entry of an order different from what was previously submitted, counsel must draft an order and email it to the court to:

[ccc.firstmunicr1501@cookcountyilgov](mailto:ccc.firstmunicr1501@cookcountyilgov) before leaving the Zoom courtroom. Counsel will recall that they always drafted an order, showed it to opposing counsel and handed it to the clerk before leaving the physical courtroom when court hearings were in-person. The same rule applies to remote Zoom court appearances. Tracking down proposed orders hours after the Zoom hearing

is not feasible in Courtroom 1501, given the number of orders entered each day. Accordingly, counsel must adhere to this requirement to avoid having their motion stricken.

Dated this 1st day of November, 2021.

Entered:



A handwritten signature in black ink, appearing to read 'E. Kenneth Wright, Jr.', is written over a horizontal line. The signature is stylized and extends below the line.

E. Kenneth Wright, Jr.  
Presiding Judge  
First Municipal District

Presiding Judge E. Kenneth Wright, Jr.

NOV 01 2021

Circuit Court - 1624



**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
MUNICIPAL DEPARTMENT, FIRST MUNICIPAL DISTRICT**

V.

Plaintiff,

Defendant,

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)  
)  
)

Case No. \_\_\_\_\_

**INITIAL STATUS REPORT**

The parties report the status of this matter as follows:

Nature of the case: \_\_\_\_\_

Name each Plaintiff: \_\_\_\_\_

Name and email of  
counsel for each Plaintiff: \_\_\_\_\_

Name each Defendant: \_\_\_\_\_

Name and email of  
counsel for each Defendant: \_\_\_\_\_

Have all parties been  
served? If not who remains  
to be served? \_\_\_\_\_

Amount of damages  
sought by complaint  
(ad damnum amount): \_\_\_\_\_

Are amended pleadings  
and/or additional parties  
anticipated? \_\_\_\_\_

Status of discovery: \_\_\_\_\_

Date and time of any motion  
set for presentment or hearing: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Counsel's Signature

\_\_\_\_\_  
Defendant/Counsel's Signature





**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
MUNICIPAL DEPARTMENT, FIRST MUNICIPAL DISTRICT**

Plaintiff, )  
                  )                   Case No. \_\_\_\_\_  
v.                    )  
                  )  
                  )  
Defendant,        )

**STAYED MATTER REPORT**

The parties report the status of this stayed matter as follows:

Nature of the case: \_\_\_\_\_

Name each Plaintiff: \_\_\_\_\_

Name and email of  
counsel for each Plaintiff: \_\_\_\_\_

Name each Defendant: \_\_\_\_\_

Name and email of  
counsel for each Defendant: \_\_\_\_\_

What was/is the basis for  
the stay? \_\_\_\_\_

Insert the next stay call date  
if the parties wish to  
continue the stay: \_\_\_\_\_

Stayed Matter Call is 1:30 pm the 3<sup>rd</sup> Wed. of Apr, Aug, and Dec.

How should the case  
proceed if the case should  
no longer be stayed? \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Counsel's Signature

\_\_\_\_\_  
Defendant/Counsel's Signature