

Judge Levander Smith, Jr.'s Child Protection Division **AMENDED** Judicial Standing Orders as of **September 20, 2021** (Zoom Court, Calendar 10J)

**FEE PETITIONS MUST ADHERE TO THE FOLLOWING OR THEY MAY BE STRICKEN FROM THE CALL:**

1. All Fee Petitions (and Motions) must be scheduled with the Court Coordinator for Cal. 10J, regardless of when the case is scheduled to be heard.
2. The Attorney presenting the Petition must NOTICE the Office of the State's Attorney with at least one courtesy copy to the Court Coordinator who will provide it (or a copy) to the court. (The attorney will not email any copies directly to the judge without direct approval from court.)
3. Compliance (at minimum) with the following, prior to filing:
  - a. IL Sup. Ct. Rule 299 (Hourly Rates/Maximum Amounts)
  - b. General Order No. 26 (filing deadlines)
  - c. 750 ILCS 5/508 (Affidavit)
4. This court does **NOT** approve **out of court** billing time for actual preparation of a fee petition or time for matters that, in this court's view, do NOT pertain to direct representation of the attorney's client—in or out of court. **The court will approve appropriate time spent in court presenting the fee petition, if any.**
5. This court immediately enforces the Acting Presiding Judge's Administrative Order 21-1, regardless of the date it was entered and regardless of any other effective date otherwise provided or enforced.

**MOTIONS TO WITHDRAW MUST ADHERE TO THE FOLLOWING OR RISK BEING STRICKEN FROM THE CALL:**

1. They must ALL be scheduled with the Court Coordinator for Cal. 10J, regardless of when the case is scheduled to be heard.
2. With exception, this court will generally NOT approve such motions EXCEPT after Disposition and before the filing of any Supplemental Petition or Motion to Terminate Parental Rights.

**NON-EMERGENCY MOTIONS MUST ADHERE TO THE FOLLOWING OR RISK BEING STRICKEN FROM THE CALL:**

1. They must be scheduled with the Court Coordinator for Cal. 10J, regardless of when the case is otherwise scheduled to be heard.
2. Motions must state, with particularity, the supporting facts AND cite legal authority with a copy of all cited case authority.
3. The Motion must state in the caption (upon information and belief) whether the motion will be contested or uncontested (based on attorney's information from all parties).
4. Motions for RETURN HOME, CASE CLOSURE, and UNSUPERVISED VISITS of any kind (with or without agency discretion) are NOT required to be IN WRITING, UNLESS they are, on information and/or belief (after conferring with parties outside of a court hearing), contested; then, they MUST be in writing and MUST comply with the above requirements.
5. If a motion for RETURN HOME, CASE CLOSURE, or UNSUPERVISED VISITS of any kind is ORAL, the motion is to be, on information and belief, after conferring with the parties outside of the hearing, uncontested, and it must be orally made at the Permanency Hearing (PH) or Progress Report/Status after the pertinent testimony by witnesses has been given.

**EMERGENCY MOTIONS MUST ADHERE TO THE FOLLOWING:**

1. They must be scheduled with the Court Coordinator for Cal. 10J for a date as soon as possible.
2. As per Cook County Court Rule 13.4 (a)(ii) b: *Facts identifying the nature of the sudden or unforeseen circumstances which give rise to the emergency and the reason why the matter should take precedence shall be stated with particularity in an affidavit or verification in support of the emergency motion.*

**ORDERS DRAFTED BY PARTIES FOR ANY ONE COURT DAY** are to comport with the court's findings and rulings and are to be proofread before submission to the Court Coordinator who will forward them in one group email to the Court. All draft orders that are not approved will be returned to the Court Coordinator who will return them (with the court's notes for changes) to the appropriate part(ies) as soon as possible to make the change(s) specified by the court. The revised draft orders are to be returned to the Court Coordinator by the following court day. *NOTE: Court days are days and hours that the Child Protection Division is officially open, regardless of "duty days" or other days that calendar 10 J may not have a docket.*

**THE COURT DATE IS TO BE PROVIDED TO THE COURT FOR EXHIBITS TENDERED TO THE COURT .**