

**CIRCUIT COURT OF COOK COUNTY, ILLINOIS
FIRST MUNICIPAL DISTRICT, CIVIL DIVISION
POST-JUDGMENT and MISCELLANEOUS REMEDIES SECTION, ROOM 1401**

STANDING ORDER

Considering the current world pandemic caused by the COVID-19 virus, the Court recognizes the continuing need to create as safe of an environment as possible for parties and counsel to conduct their business before the Court. The terms of this Order are designed to (a) allow litigants to advance their cases without having to physically appear in court to conduct some of that business, (b) facilitate the conduct of contested hearings remotely, and (c) continue to provide court access, information, and court services to all parties, particularly pro se litigants.

Notwithstanding anything in this Standing Order to the contrary, any self-represented litigant may, if they so choose, appear in-person in Room 1401 at any otherwise telephonic or Zoom hearing scheduled by the Court (while the other participants may appear remotely).

The Effective Date of this Order is March 17, 2021, and the Order will remain in place until further Order of the Court. This Order supersedes the Standing Order of June 24, 2020.

The following constitutes the Standing Order for the Post Judgment & Miscellaneous Remedies Section of the First Municipal Division.

I. MOTIONS and PROPOSED ORDERS

1. These matters are “Routine Matters” that will be handled by an in Chambers review of proposed Orders submitted to Room1401Hearings@gmail.com without the need for a motion. The party submitting the proposed Order shall copy all parties on the email or, if any parties’ email address is not known, the submitting party must send a copy of the proposed Order to such other party by regular U.S. mail. All proposed Agreed Orders must contain the signature of each party or its counsel to reflect that party’s agreement to the entry of the Order. Electronic signatures and side letters or emails will suffice.
 - Agreed scheduling or dismissal Orders
 - Judgment creditor’s dismissal of a wage garnishment, a non-wage garnishment, a citation to discover assets, or a third-party citation to discover assets
 - Judgment creditor’s dismissal of a rule to show cause
 - Judgment creditor’s dismissal of a body attachment order (and related quash and recall orders)
 - Orders granting defendant/judgment debtor’s exemption claim

- Memorandum of Judgment submitted by the judgment creditor (with proof of the entry or revival of the judgment)
- Judgment creditor's request to vacate or dismiss a memorandum of judgment
- Satisfaction (Release) of Judgment filed by the judgment creditor
- Order appointing a special process server

2. The protocol for the presentation of any Motion is as follows:

- a. The moving party must e-file and serve the motion in the usual and customary manner prescribed by statute and court rules. **Redact or black-out all references to a Court time on the e-filed papers.**
- b. Instead of a traditional Notice of Motion indicating a presentment date and time, the moving party shall serve a Notice of Motion in the form attached as Appendix B – 2. The Notice advises adverse parties of their right to request a hearing on the Motion and the procedure for doing so. The Notice shall provide the date by which the respondent may request a hearing, and that date must be at least seven business days after the date the Notice is mailed, excluding the date of mailing.
 - (i) If a request for hearing is made, the Court will set the date and time for the hearing and advise the parties. The moving party shall be responsible for submitting an Order reflecting the date and time the Court set for the hearing.
 - (ii) If no hearing request has been made by the date specified in the Notice of Motion the moving party must then email a copy of the motion and supporting materials, which must include the Certification in the form attached as Appendix D (together in a single pdf file) and the proposed order (in a separate, stand-alone pdf file) to the Court at Room1401Hearings@gmail.com. The subject line of the email must include the title of the motion and case number. If Court concludes that the relief requested is adequately supported and appropriate, (a) the Court will sign the Order, (b) the Clerk will enter the Order, and (c) the Court will transmit a copy of the signed and entered Order by email to all counsel and parties at the email addresses provided by the moving party.
- c. If the moving party believes its Motion needs to be presented on an emergency basis, it must email (with copies to all parties or their counsel) the Motion and supporting materials (in a single pdf file) to Room1401Hearings@gmail.com. The Court will determine if the matter

should be heard as an emergency or on a more typical schedule and set a hearing date and time accordingly.

II. **Specific Matters Handled by the Post Judgment & Miscellaneous Remedies Section**

1. **Citations to Discover Assets Served on Judgment Debtors**

Citations to Discover Assets conducted under 735 ILCS 5/2-1402 were formerly handled in person on Monday through Friday at 9:30 a.m. in Courtroom 1401 in the Daley Center. During the period when this Standing Order is in force, citation examinations of judgment debtors **will not be conducted in person** but instead will be conducted remotely via either telephonic conference or Zoom video conference. There will be a limit of ten Citation examinations permitted per half-hour slot (because third-party Citations do not involve a court appearance in the first instance, those Citations do not count towards that limit).

The following procedures will apply under this Standing Order:

- a. Along with the citation summons, **the judgment creditor must serve** as a cover page a “Notice of Remotely Conducted Proceedings” and “Remote Court Instructions for Participants” on the judgment debtor, using the approved forms attached as Appendix A and E, respectively.
- b. The plaintiff’s Notice of Remotely Conducted Proceedings must communicate the following information to the defendant and any other respondent:
 - (i) The citation examination **will not be conducted in person in Courtroom 1401 in the Daley Center on the date and time stated in the summons**. Instead, the matter will be handled remotely, through either a telephonic conference call or a Zoom video conference. **The defendant or other respondent must not physically appear in Courtroom 1401 in the Daley Center on the date and time noted in the summons**.
 - (ii) Rather, on the “Return Date” noted in the citation, summons, or notice the judgment debtor must appear by Zoom (either by computer or telephone), using the instructions set out in the “Remote Court Instructions for Participants” attached as Appendix E.
 - (iii) Citation Examinations in even-numbered cases will be heard daily by Zoom at 9:00 a.m. and in odd-numbered cases at 9:30 a.m. regardless of the time shown on the citation, summons, or notice served.

- (iv) If the judgment debtor or other respondent fails to appear during the remotely conducted conference hearing, an order may be entered against the judgment debtor or other respondent that adversely affects their interest.
- c. If a judgment debtor does not appear in the manner outlined above, and the judgment creditor seeks the entry of an order of relief in its favor, the judgment creditor must submit to the Court by email at Room1401Hearings@gmail.com proof of service of the citation (and such other materials as may be necessary to grant the relief sought) as well as a certification (in the form attached as Appendix D) detailing its compliance with this Standing Order (in a single .pdf file) and their proposed order (in a separate, stand-alone .pdf file) before any such relief will be considered.
- d. Until such time as the Clerk of the Court can effect a change in its e-file system to differentiate between judgment debtor Citations and third-party citations, a judgment creditor must clear their desired examination date with the Court or its Courtroom Clerk (so that the Court can manage the number of Zoom citation examinations occurring within any half hour time slot).

2. Third-Party Citations and Garnishment (Wage and Non-Wage) Proceedings

Third-Party Citations and Garnishments (Wage and Non-Wage) will not be heard absent a request for a hearing made by the judgment debtor or third-party respondent. **The Return Date issued by the Clerk of the Court on a third-party Citation is an answer date only for the respondent. Redact or black-out all references to a Court time on the e-filed papers.**

The following procedures will apply under this Standing Order:

- a. Along with the citation summons or garnishment summons or corresponding notice, **the judgment creditor must serve** a “Notice of Remotely Conducted Proceedings” on (a) the judgment debtor and (b) any other respondent to the citation or garnishment summons, using the approved form attached as Appendix B - 1.
- b. The plaintiff’s Notice of Remotely Conducted Proceedings must communicate the following information to the defendant and any other respondent:
 - (i) The citation or garnishment proceeding **will not be conducted in person in Courtroom 1401 in the Daley Center on the date and time stated in the summons.**

- (ii) Instead, if a defendant/judgment debtor or other respondent wishes to have a court hearing on the citation or garnishment, they must make a request for a hearing on or before the later of (a) the scheduled Return date in the summons or notice (or any continued court date whether due to the lack of an answer or other good cause) and (b) seven business days, excluding the date of mailing, after the date of the notice required to be provided under section II.2, above.
- (iii) When requesting a hearing, the defendant/judgment debtor or other respondent is directed to contact both the plaintiff/judgment creditor and the Court by email or through phone as follows:
- **Plaintiff/Judgment Creditor:** At the email address or phone number stated in the summons or other Notice
 - **Court:** Email address: Room1401Hearings@gmail.com or phone number: (312) 603-4372 (Courtroom 1401 Clerk)
- (iv) The defendant/judgment creditor must communicate the following information to the plaintiff/judgment creditor and to the Court:
- The case name and number
 - The Return Date listed on the summons or other Notice
 - The defendant/judgment debtor's or other respondent's name
 - The best email address where the defendant/judgment debtor or other respondent may be reached
 - The best phone number where the defendant/judgment debtor or other respondent may be reached
 - Any need for a translator to be present for the hearing (specifying the native language of the defendant/judgment debtor).
- (v) Once the defendant/judgment debtor or other respondent contacts the plaintiff/judgment creditor and the Court and supplies the above information, the Court, in turn, will provide the parties with a date and time for either a telephonic conference call or a video conference.
- (vi) The matter will be handled remotely during the telephonic or Zoom video conference hearing.

- (vii) If the defendant/judgment debtor or other respondent fails to appear during the remotely conducted hearing they requested, an order may be entered against the defendant or other respondent that adversely affects their interest.
- c. If a defendant/judgment debtor or other respondent does not contact the plaintiff and the Court in the manner outlined above, and the plaintiff/judgment creditor seeks the entry of an order of relief in its favor, the plaintiff must submit to the Court by email at Room1401Hearings@gmail.com proof of service of the citation or garnishment (and such other materials as may be necessary to grant the relief sought) and a certification detailing its compliance with this Standing Order in the form attached as Appendix D (in a single .pdf file) and their proposed order (in a separate, stand-alone .pdf file) before any such relief will be considered.
- d. If the Court concludes that the relief requested is adequately supported and appropriate, (a) the Court will sign the Order, (b) the Clerk will enter the Order, and (c) the Court will transmit a copy of the signed and entered Order by email to all counsel and parties at the email addresses provided by the moving party.
- e. Nothing in this Standing Order or the procedures set out for requesting a hearing precludes a defendant/judgment debtor from filing a motion to invoke an exemption or for other relief. See section I.2 (c), above, for the process for seeking a hearing on an emergency motion.

3. Replevin and Detinue Cases

Replevin and Detinue case were formerly handled in person on Monday and Tuesday at 2:00 p.m. in Courtroom 1401 in the Daley Center. During the period this Standing Order is in force, all proceedings in Replevin and Detinue matters **will not be conducted in person** but instead will be conducted remotely via either telephonic conference or Zoom video conference.

The following procedures will apply under this Standing Order:

- a. Along with the summons or any notice of motion, **the plaintiff or movant must serve** a “Notice of Remotely Conducted Proceedings” and “Remote Court Instructions for Participants” on all parties using the approved forms attached as Appendix C and E, respectively.
- b. The plaintiff’s Notice of Remotely Conducted Proceedings must communicate the following information to all parties:

- (i) The proceedings **will not be conducted in person in Courtroom 1401 in the Daley Center on the date and time stated in the summons.** Instead, the matter will be handled remotely, through either a telephonic conference call or a Zoom video conference. **The defendant or other respondent must not physically appear in Courtroom 1401 in the Daley Center on the date and time noted in the summons.**
 - (ii) Rather, on the “Return Date” noted in the summons or notice of motion the parties must appear by Zoom (either by computer or telephone), using the instructions set out in the “Remote Court Instructions for Participants.”
 - (iii) Replevin and Detinue matters in even-numbered cases will be heard daily by Zoom at 1:30 p.m. and in odd-numbered cases at 2:00 p.m. regardless of the time shown on the summons or notice served.
 - (iv) If the defendant or respondent fails to appear during the remotely conducted conference hearing, an order may be entered against the defendant that adversely affects their interest.
- c. If a defendant or respondent does not appear in the manner outlined above, and the plaintiff or movant seeks the entry of an order of relief in its favor, the plaintiff or movant must submit to the Court by email at Room1401Hearings@gmail.com proof of service (and such other materials as may be necessary to grant the relief sought) as well as the certification detailing its compliance this Standing Order in the form attached as Appendix D, in a single .pdf file and their proposed order in a separate, stand-alone .pdf file, before any such relief will be considered.

III. Court Calendar

The daily Court Call schedule for Room 1401 is attached as Appendix F.

IV. Orders, Supporting Materials, and Mandatory File-Naming Convention

No later than 24 hours prior to any court hearing, the party seeking relief must submit to Room1401hearings@gmail.com two pdf files, one containing the supporting materials and one containing only the proposed Order.

All proposed Orders shall be submitted in a single, stand-alone .pdf file titled beginning with the case number (e.g., 20 M1 xxxxxx Order) followed by any other identifying information relevant to the party submitting the proposed Order.

All materials supporting entry of any proposed Order shall contained in a single .pdf file and titled beginning with the case number (e.g., 20 M1 xxxxxx Docs) followed by any other identifying information relevant to the party submitting the proposed Order.

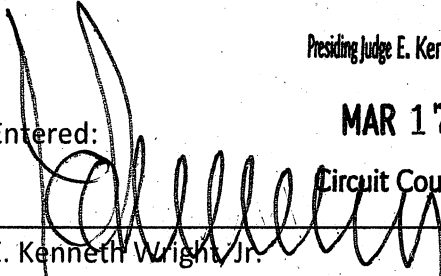
DATED: March 17, 2021

Presiding Judge E. Kenneth Wright, Jr.

Entered:

MAR 17 2021

Circuit Court - 1624



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

APPENDIX A

Notice of Remotely Conducted Proceedings-Citation Examination

On the date indicated in the court documents served on you, do not come to the courtroom. You must instead appear in court using Zoom video or telephone conferencing. This is to protect your safety, and the safety of others.

- (i) The citation examination **will not be conducted in person in Courtroom 1401 in the Daley Center on the date and time stated in the Citation or Summons.** Instead, the matter will be handled remotely, through either a telephonic conference call or a Zoom video conference. **You must not physically appear in Courtroom 1401 in the Daley Center on the date and time noted in the Citation.**
- (ii) Rather, on the “Return Date” noted in the Citation, you must appear by Zoom (either by computer or telephone), using the instructions set out in the “Remote Court Instructions for Participants” (attached).
- (iii) Citation Examinations in even-numbered cases will be heard daily by Zoom at 9:00 a.m. and in odd-numbered cases at 9:30 a.m. regardless of the time shown on the citation, summons, or notice served.
- (iv) If you fail to appear during the remotely conducted conference hearing, an order may be entered against you that adversely affects your interests.

Additional information about this process, your rights in this process, and sources of legal aid assistance are available at the Room 1401 page of the Court’s website: <https://bit.ly/Room1401DaleyCenter>

APPENDIX B - 1

Notice of Remotely Conducted Proceedings-Citation or Garnishments

On the date indicated in the court documents served on you, **DO NOT come to the courtroom, either in person or via Zoom**. The court date listed in the papers you received is only a date by which you must take certain action. Read below for more information:

- (i) The citation or garnishment proceeding will not be conducted in person in Courtroom 1401 in the Daley Center on the date and time stated in the summons or notice you received. **Instead, the matter will be handled remotely, through either a telephonic conference call or a Zoom video conference and ONLY if you request a hearing as provided below. You will then be notified on the hearing date and time.**
- (ii) If you wish to have a court hearing on the citation or garnishment, you must make a request for a hearing on or before the later of (a) the court date set forth in the summons or notice you received (or any continued court date whether due to the lack of an answer or other good cause) and (b) seven business days after the date of the notice you received. To request a hearing, you must contact both the plaintiff and the Court by email or through phone as follows:
 - **Plaintiff/Judgment Creditor:** At the email address or phone number stated in the court documents
 - **Court:** Email address: Room1401Hearings@gmail.com or phone number: (312) 603-4372 (Courtroom 1401 Clerk)
- (iii) You must communicate the following information to the plaintiff/judgment creditor and to the Court:
 - The case name and number;
 - The Court or Return Date listed on the summons or other notice;
 - Your name;
 - The best email address where you may be reached;
 - The best phone number where you may be reached;
 - Any need for a translator to be present for the hearing (specifying the native language of the person needing the translator).
- (iv) Once you contact the plaintiff/judgment creditor and the Court and supply the above information, the Court, in turn, will provide the parties with a date and time for either a telephonic conference call or a Zoom video conference.
- (v) The matter will be handled remotely by telephone or Zoom video conference hearing.
- (vi) If the person who requested the hearing fails to appear during the remotely conducted hearing set by the Court, an order may be entered against you that adversely affects your interests.

Additional information about this process, your rights in this process, and sources of legal aid assistance are available at the Room 1401 page of the Court's website: <https://bit.ly/Room1401DaleyCenter>

APPENDIX B - 2

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

Case caption

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Notice of Motion and Right to Request Remote Hearing Via Zoom

The attached [insert title of Motion] has been filed with the Court. Under the current Standing Order of the Court, there will not be hearing on the attached Motion unless you request one by [insert the date that is at least 7 business days after the date the Notice is mailed, excluding the date of mailing]. If you do not request a hearing, the Court may rule upon the motion without your input. To request a hearing, you must contact both counsel for [the movant] and the Court by email or through phone as follows:

- a. Attorney for [Plaintiff/Defendant]: At the following email address (_____) or phone number (____-____-____).
- b. Court: Email address: Room1401Hearings@gmail.com or phone number: (312) 603-4372 (Courtroom 1401 Clerk)
- c. You must communicate the following information to the [plaintiff/defendant] and to the Court:
 - i. The case name and number;
 - ii. The Court or Return Date listed on the summons or other notice;
 - iii. Your name;
 - iv. The best email address where you may be reached;
 - v. The best phone number where you may be reached; and
 - vi. Any need for a translator to be present for the hearing (specifying the native language of the defendant/judgment debtor).
- d. Once you contact the [plaintiff/defendant] and the Court and supply the above information, the Court, in turn, will provide the parties with a date and time for either a telephonic conference call or a video conference.

- e. The matter will be handled remotely during the telephonic or Zoom video conference hearing.
- f. If you fail to appear during the remotely conducted hearing you requested, an order may be entered against you that adversely affects your interest.
- g. Similarly, if you do not request a hearing by [insert the date that is at least 7 business days after the date the Notice is mailed, excluding the date of mailing] – an order may be entered that adversely affects your interest.

Additional information about this process, your rights in this process, and sources of legal aid assistance are available at the Room 1401 page of the Court's website: <https://bit.ly/Room1401DaleyCenter>

Dated:

Respectfully submitted,

By: _____
One of its attorneys

APPENDIX C

Notice of Remotely Conducted Proceedings-Replevin and Detinue

On the date indicated in the court documents served on you, do not come to the courtroom. You must instead appear in court using Zoom video or telephone conferencing. This is to protect your safety, and the safety of others.

- (i) The proceedings **will not be conducted in person in Courtroom 1401 in the Daley Center on the date and time stated in the Summons.** Instead, the matter will be handled remotely, through either a telephonic conference call or a Zoom video conference. **You must not physically appear in Courtroom 1401 in the Daley Center on the date and time noted in the Summons.**
- (ii) Rather, on the “Return Date” noted in the Summons or notice of motion the parties must appear by Zoom (either by computer or telephone), using the instructions set out in the “Remote Court Instructions for Participants” (attached).
- (iii) If you fail to appear during the remotely conducted conference hearing, an order may be entered against the defendant that adversely affects your interests.

APPENDIX D

Certificate of Compliance with Room 1401 Standing Order dated March 17, 2021

[template only—customize to your situation]

1. In addition to causing the [Summons, Citation, Garnishment, Notice of Motion] to be served on [the defendant/judgment debtor/respondent] in accordance with the Affidavit of Service, I also mailed to [the defendant/judgment debtor/respondent] at that same address a copy of the **Notice of Remotely Conducted Proceedings** [and the **Remote Court Instructions for Participants**] required by the Room 1401 General Order dated March 17, 2021, on [date].
2. I have not received a request for hearing from the [defendant/judgment debtor or respondent].
3. [For third-party citations:] I have not received a request to honor an exemption from the judgment debtor.

Dated: _____

Counsel for [Judgment Creditor/Movant]

APPENDIX E

REMOTE COURT HEARING INSTRUCTIONS for PARTICIPANTS

All proceedings in Room 1401 of the Richard J. Daley Center, 50 West Washington Street, Chicago, IL 60602, will be conducted via Zoom until further notice. Zoom is free and can be used with a laptop with a webcam, a phone with a camera, or a landline. Instructions are below:

Room 1401 Meeting ID: 930 9949 4868

Password: 544388

The meeting ID and password are the same for all Zoom hearings conducted in Room 1401

<p>Procedure for attorneys and self-represented litigants using a computer with a camera & microphone:</p> <ol style="list-style-type: none">1. Create a Zoom account by going to Zoom.us and click “sign-up, it’s free” and follow the prompts from there.2. Once Zoom opens, click “join a meeting” on the upper right.3. Message box will appear asking for meeting ID number. Input 930 9949 4868.4. Message box will appear. Click “open Zoom.”5. Message box may ask for the password. Input “544388”6. Screen should load, showing your face or name. Click “join with video”7. Message box will appear, click “join with computer audio.” Make sure the volume on your computer is turned up.8. You will appear in the “waiting room.” Wait there until the Court brings you into the hearing room.	<p>Procedure for using Zoom on cell phone:</p> <ol style="list-style-type: none">1. Download the Zoom cloud meeting on your cell phone.2. Open the app and tap “Sign Up.” Follow the prompts.3. Tap “Join”4. Input the meeting number: 930 9949 48685. Message box may ask for the password. Input “544388”6. Tap “Join with video.”7. Tap “call using Internet audio”8. Tap anywhere on the screen to make the header bars appear.	<p>Procedure for using Zoom on a landline phone without the Zoom app:</p> <ol style="list-style-type: none">1. Dial one of the US dial in numbers below: +1 312 626 6799 +1 646 876 9923 +1 301 715 8592 +1 669 900 6833 +1 253 215 8782 +1 346 248 7799 +1 408 638 09682. When prompted, input the meeting number: 930 9949 4868 followed by the pound key (#)3. When prompted, input the password: 544388, followed by the pound key (#)
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The Judge may mute all participants until their case is called by being brought into the hearing room.

APPENDIX F

Room 1401 Daily Calendar					
Time	Event (Monday)	Event (Tuesday)	Event (Wednesday)	Event (Thursday)	Event (Friday)
9:00 AM	Citation Examinations of Judgment Debtors in Even-Numbered Cases (limit of ten)	Citation Examinations of Judgment Debtors in Even-Numbered Cases (limit of ten)	Citation Examinations of Judgment Debtors in Even-Numbered Cases (limit of ten)	Citation Examinations of Judgment Debtors in Even-Numbered Cases (limit of ten)	Citation Examinations of Judgment Debtors in Even-Numbered Cases (limit of ten)
9:30 AM	Citation Examinations of Judgment Debtors in Odd-Numbered Cases (limit of ten)	Citation Examinations of Judgment Debtors in Odd-Numbered Cases (limit of ten)	Citation Examinations of Judgment Debtors in Odd-Numbered Cases (limit of ten)	Citation Examinations of Judgment Debtors in Odd-Numbered Cases (limit of ten)	Citation Examinations of Judgment Debtors in Odd-Numbered Cases (limit of ten)
10:00 AM	Set Matters	Set Matters	Set Matters	Set Matters	Set Matters
10:30 AM	Set Matters	Set Matters	Set Matters	Set Matters	Set Matters
11:00 AM	Set Matters	Set Matters	Set Matters	Set Matters	Set Matters
11:30 AM	Set Matters	Set Matters	Set Matters	Set Matters	Set Matters
1:30 PM	Replevins & Detinue in Even-Numbered Cases (limit of 10)	Replevins & Detinue in Even-Numbered Cases (limit of 10)	City & County Citation Examinations of Judgment Debtors in Even-Numbered Cases (limit of 10 per Counsel)	City & County Citation Examinations of Judgment Debtors in Even-Numbered Cases (limit of 10 per Counsel)	Pretrial Conferences and set matters
2:00 PM	Replevins & Detinue in Odd-Numbered Cases (limit of 10)	Replevins & Detinue in Odd-Numbered Cases (limit of 10)	City & County Citation Examinations of Judgment Debtors in Odd-Numbered Cases (limit of 10 per Counsel)	City & County Citation Examinations of Judgment Debtors in Odd-Numbered Cases (limit of 10 per Counsel)	
2:30 PM	Replevin & Detinue Set Matters	Replevin & Detinue Set Matters	City & County Set Matters	City & County Set Matters	