

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

Per Judge Evans General Administrative Order: 2020-07 as amended October 22, 2021

**GENERAL ADMINISTRATIVE ORDER 2021-04**

**SUBJECT: THIRD DISTRICT COURT OPERATIONS – CIVIL DEPARTMENT**

**IT IS HEREBY ORDERED** that except as otherwise mandated by the General Administrative Order, the Third District will be hearing all civil matters on zoom or in person as designated by the judge presiding.

The Civil Courtrooms are: 204 (Judge Martin Agran), 205 (Judge James Pieczonka) and 206 (Judge Martin Kelley).

**Juries will be conducted in person and to begin at 9:30 a.m.  
Juries are picked on Monday, Tuesday and Wednesday**

**Judge Agran** (Courtroom 204) presides over Law and Municipal cases on M/T/W and F.

Judge Agran's Clerk's email: [d3crt204orders@cookcountycourt.com](mailto:d3crt204orders@cookcountycourt.com)  
Room 204 Zoom ID: 967 0125 5353 Password: 680014

**Judge Pieczonka** (Courtroom 205) presides over Municipal, limited Law cases and is supervising judge of the Mandatory Arbitration call on M/T/W/and F.

Judge Pieczonka's Clerk's email: [d3crt205orders@cookcountycourt.com](mailto:d3crt205orders@cookcountycourt.com)  
Room 205 Zoom ID: 984 0874 5677 Password: 154544

Every Thursday, Judges Agran and Pieczonka hear evictions in the morning and post judgment/collection cases in the afternoon.

**Judge Martin Kelley** (Courtroom 206) presides over non-jury municipal cases M/T/W; Collections all day on Thursdays and Pro-se small claims on Fridays.

Judge Kelley's Clerk's email: [d3crt206orders@cookcountycourt.com](mailto:d3crt206orders@cookcountycourt.com)  
Room 206 Zoom ID: 988 2593 4540 Password: 659357

**Clerk's General Email:** [rmeadowsd3orders@cookcountycourt.com](mailto:rmeadowsd3orders@cookcountycourt.com)

The following new court schedules are to promote social distancing in view of the Covid-19 pandemic:

1. All civil room Judges will accept agreed orders of dismissal by email to the assigned Judge's clerk's email.

2. Agreed mandatory Arbitration Orders may be presented by email to the Judge's clerk in Room 205. Agreed motions to dismiss and reset arbitrations may be presented by email to the Judge's clerk in Room 205 **AT LEAST 48 HOURS PRIOR TO THE ARBITRATION.**
3. Routine motions for appointment of special process server may be presented by email to the clerk in Rooms 204, 205, and 206. Appointment of a special process server will be valid for one (1) year. *Previously, at least one summons must be placed with the Sheriff before an Alias is issued. See attached order.*
4. Motions for Publication or Special 203.1 service may be presented in court or by Zoom to the assigned Judge provided the proper affidavits are attached to the motion, with paper copies delivered to the assigned judge at least two (2) business days before the scheduled court date.
5. All status calls and presentation of motion are to be conducted via Zoom whenever possible. Plaintiffs are to provide Zoom information to Defendants at least three (3) days prior to the court date.
6. Paper copies of all motions, whether contested or routine, must be received by the Court at least 2 business days prior to presentment.

#### **Courtroom 204**

Unless scheduled for another time of day, Judge Agran will open the call via Zoom at the times designated below. The cases for that day will be available on the Clerk's website. In order to access via Zoom open [www.zoom.us](http://www.zoom.us) and "Join a Meeting" by typing the Meeting ID 967-0125-5353, Password 680014. You will be admitted to a "waiting room" and the court will admit you when the call begins. Alternatively, you may telephonically dial, (312) 626-6799, then when prompted by Zoom, enter the same Meeting ID#. After entering the Meeting ID#, you will be admitted by the court in the order in which your case appears on the Clerk's court call.

#### **Courtroom 205**

Unless scheduled for another time of day, Judge Pieczonka will open the call via Zoom at the times designated below. The cases for that day will be available on the Clerk's website. In order to access via Zoom open [www.zoom.us](http://www.zoom.us) and "Join a Meeting" by typing the Meeting ID 984-0874-5677, Password 154544. You will be admitted to a "waiting room" and the court will admit you when the call

begins. Alternatively, you may telephonically dial, (312) 626-6799, then when prompted by Zoom, enter the same Meeting ID#. After entering the Meeting ID#, you will be admitted by the court in the order in which your case appears on the Clerk's court call.

### **Courtroom 206**

Unless scheduled for another time of day, Judge Kelley will open the call via Zoom at the times designated below. The cases for that day will be available on the Clerk's website. In order to access via Zoom open [www.zoom.us](http://www.zoom.us) and "Join a Meeting" by typing the Meeting ID 988-2593-4540, Password 659357. You will be admitted to a "waiting room" and the court will admit you when the call begins. Alternatively, you may telephonically dial, (312) 626-6799, then when prompted by Zoom, enter the same Meeting ID#. After entering the Meeting ID#, you will be admitted by the court in the order in which your case appears on the Clerk's court call.

7. Presentation of new motions shall be delivered (paper copy) to the assigned Judge at least three (3) days prior to the presentment date. The attorneys may appear in court on the presentment date, or if by prior agreement, by Zoom. The Court must be notified by email, at least three (3) days in advance as to whether the motion will be presented in court or by Zoom. If by Zoom, the court will send the proper link.
8. For contested motions that require a hearing date; the attorneys may appear in court or proceed by Zoom to set a briefing schedule, hearing date and time. The court must be notified by email at least three (3) days in advance as to whether the motion will be presented in court or by Zoom. If by Zoom, the court will send the proper link. Oral arguments may be made in person or by Zoom, the choice of which shall be designated on the briefing order.
9. Any case with a pro-se party who does not have access to Zoom will require an appearance in court.

10. ***The call in rooms 204 shall be as follows:***

<b>M/T/W/F</b>	9:00	Status or presentment of motions
	9:30	Hearings set by judge
	10:00	Hearings set by judge
	10:30	Hearings set by judge

**Every Thursday:**

9:00	Evictions to be set by the Clerk
1:00	Post-judgment/collection

11. ***The call in room 205 shall be as follows:***

<b>M/T/W/F</b>	9:00	Status or presentment of motions
	10:30	Hearings set by judge
	11:00	Hearings set by judge
	11:30	Hearings set by judge

**Every Thursday:**

	9:00	Evictions to be set by the Clerk
	1:30	Post-judgment/collection

12. ***The calls in room 206 shall be as follows:***

<b>M/T/W</b>	9:00	Status or presentment of motions
	10:30	Hearings set by Judge
	11:00	Hearings set by Judge
	11:30	Hearings set by Judge
	1:30	Trials set by Judge

<b>Thursday</b>	9:00	Status on collection cases/Early Resolution Program (ERP)
	10:00	Default call
	11:00	Default call
	1:00	Status on collection cases
	1:30	Status on collection cases
	2:00	Status on collection cases
	3:00	Status on collection cases

<b>Friday</b>	9:00	Pro-se call
	10:00	Trials set by Judge
	10:30	Trials set by Judge
	11:00	Trials set by Judge
	1:30	Trials set by Judge

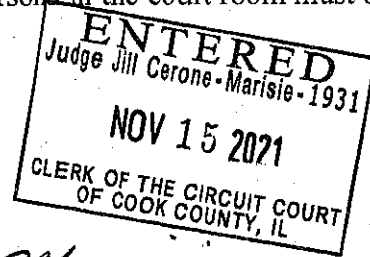
Mediators shall be available during the 9:00 a.m. calls. All parties must appear.

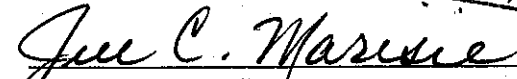
13. Pre-trial conferences before trial or settlement shall be set by the Judge and conducted in court or by Zoom if the parties agree and notify the Judge by email the day before with one attorney of record and only one party/representative for each party. All persons in the court room must be at least 3 feet apart at all times.

14. All bench trials shall be set by the Judge and conducted in the courtroom. All parties must appear. Trial shall be limited to the parties, their attorneys, and all witnesses must remain in the hallway until requested to testify. All persons in the court room must be at least 6 feet apart at all times.

DATED: November 15, 2021

ENTERED:



  
JILL C. MARISIE  
Presiding Judge  
Third Municipal District