

STANDING ORDER IN PARENTAGE CASES
PENDING BEFORE JUDGE COLLEEN REARDON DALY, CALENDAR 83
CIRCUIT COURT OF COOK COUNTY, ILLINOIS
THIRD MUNICIPAL DISTRICT

This Standing Order supersedes all other Standing Orders issued by this court, and this Order shall govern all proceedings before Calendar 83. The court asks that all litigants and attorneys with cases on this call review the entirety of this Standing Order to ensure just and expeditious proceedings.

TABLE OF CONTENTS

A.	COURT LOCATION, ZOOM INFORMATION, AND SCHEDULE.....	2
B.	MOTIONS, PETITIONS, PLEADINGS, AND ORDERS.....	3
C.	RESOURCES FOR SELF-REPRESENTED LITIGANTS.....	5
D.	EMAILS AND OTHER COMMUNICATIONS.....	7
E.	CONCLUSION.....	7

A. COURT LOCATION, ZOOM INFORMATION, AND SCHEDULE

1. Court location and Zoom Link

The Parentage call sits in Room 208 of the Circuit Court of Cook County, Third Municipal District and currently hears cases both in-person and remotely.

IN-PERSON APPEARANCES AT:
2121 Euclid Ave., Room 208, Rolling Meadows, IL 60008

ZOOM COURT APPEARANCES AT:
Meeting ID: 965 2506 2629 | Password: 034177

Attached is amended Administrative Order 2020D21, which governs participation in remote court proceedings. Please review this order. Also attached are instructions for joining Zoom meetings from either a phone or computer.

2. General Schedule

This court hears cases every **Monday, Wednesday, and Thursday**. Cases are heard beginning at 9:00 A.M., and in the afternoon beginning at 1:30 P.M. (Tuesdays and Fridays may at times be utilized and scheduled by the court for parentage matters depending on the court's assignment to other courtrooms.)

Thursdays are usually dedicated to self-represented litigants. On two Thursdays of every month the Cook County State's Attorney's Office (on behalf of the Illinois Department of Healthcare and Family Services) will appear on child support cases. Generally, the volume of cases on Thursdays is quite heavy; the court thanks all parties and attorneys in advance for their patience.

The court's daily schedule is:

9:00 A.M. – 10:30 A.M.	Remote Status Call
10:30 A.M.	Hearings, Pretrial conferences, and Trials
11:00 A.M.	Hearings, Pretrial conferences, and Trials
1:30 P.M.	Hearings, Pretrial conferences, and Trials

Depending on the nature of a case, any of the above-listed events may be heard via Zoom or in-person as this is currently a hybrid courtroom.

B. MOTIONS, PETITIONS, PLEADINGS, AND ORDERS

1. Content Requirements

Every written motion, petition, or pleading shall:

- a. Specify the relief sought. For example: child support modification.
- b. Include a notice of motion and notice of service.
- c. Include a copy of any order that the movant wishes to be enforced or modified. If you have tried to obtain a copy of that order but have been unable to do so, please identify order as specifically as possible. For example: "Order of June 5, 2017 Granting Child Care Expenses."
- d. With Petitions for Rules to Show Cause, the allegedly violated order should be attached to the pleading.
- e. Be as specific as possible about the date, time, place, and events causing you to seek relief so that the opposing party knows what they need to specifically respond to. It is also essential for the court to fully understand the requested relief.
- f. Identify the statute or other authority (i.e., caselaw) under which you are asking the court to act. For example: Establishment of a parent-child relationship (750 ILCS 46/201); Temporary Order (750 ILCS 5/501); Child support (750 ILCS 5/505); Modification of child support (750 ILCS 5/602.7); Request for a representative for a child (a Guardian *ad Litem*) (750 ILCS 5/506).

2. Motions *in Limine*

Motions *in limine* which should be in writing and filed before trial, if practical.

3. Emergency Filings

Please see the attached Administrative Order 2021-03, which governs all emergency motions, petitions, and pleadings in parentage cases.

All emergency motions and emergency petitions shall be noticed for 9:00 A.M. and must be properly served on the opposing side. Previously scheduled matters may be given preference over emergency motions and emergency petitions. Parties

and counsel should appear at 9:00 A.M. to be given instruction as to when the matter can be heard. A copy of the emergency motion must also include a certificate of service and a notice of motion.

4. Motions to Appoint a Special Process Server

Motions to appoint a special process server may be presented to the court via email at: d3crt208orders@cookcountycourt.com. These motions can also be walked in at any time that court is in session.

5. Petitions to Waive Court Fees Under Illinois Supreme Court Rule 298

Application for Waiver of Court Fees must be filed with the Clerk of the Circuit Court of Cook County before they can be presented to the court. Once the application has been filed with the Clerk, it can be submitted to the court via email at d3crt208orders@cookcountycourt.com, or it can be walked in and presented to the court at any time that the court is in session. Whether you submit the Petition via email or in person, you must include a corresponding requested order. A current email address must be provided by the person requesting a waiver of court fees at the time of remote filings. The court may require a person who files a Rule 298 Petition to appear and present testimony.

6. Courtesy Copy Policy

There are three options for the delivery of courtesy copies to the court.

First, courtesy copies may be dropped off in-person in the Presiding Judge's Office, room 205L of the Rolling Meadows Courthouse.

Second, courtesy copies can be mailed to:

Judge Colleen Reardon Daly
Third Municipal District – Rolling Meadows Courthouse
2121 Euclid Avenue, Room 205L
Rolling Meadows, IL 60008

Third and finally, courtesy copies can be emailed to the court at ccc.d3parentage@cookcountyl.gov and Barbara.Mikula@cookcountyl.gov. All attorneys and self-represented litigants for that particular matter must be copied on any and all emails sent to the court at any time inclusive of courtesy copies.

For in person trials and contested motions and hearings, the court may order hard copies of all exhibits and pleadings in advance. This will be specified in each particular matter.

7. Pre-trial Conferences

The parties shall each provide the court with a Pre-Trial Memorandum and all relevant documents at least 5 days before the date of the pre-trial conference, unless the court determines that written memos are unnecessary in that matter.

8. Remotely Submitted Proposed Orders

If a case is currently active on the court's call, the court will accept agreed orders sent via electronic means in advance of that case's next scheduled court date. These agreed orders must be sent via email to d3crt208orders@cookcountycourt.com. Counsel and self-represented litigants for all parties must be cc'd on remotely submitted proposed agreed order.

9. All Remote Orders Submitted Electronically Following a Remote Status Hearing

Remote orders prepared and submitted after a remote status hearing must be emailed to the court at d3crt208orders@cookcountycourt.com in a timely, prompt fashion after the matter concludes that day, so that the clerk's office can enter the order that same business day.

10. Cook County Circuit Court General and Administrative Orders and Local Rules

All local rules and orders can be found on the right-hand side of the court's website at: <https://www.cookcountycourt.org/FOR-ATTORNEYS-LITIGANTS>.

C. RESOURCES FOR SELF-REPRESENTED LITIGANTS

1. Family Mediation Services and Center for Conflict Resolution

These resources and programs are provided at no cost to litigants via court referral:

Family Mediation Services: (312) 603-1540;
DRD.family@cookcountyl.gov;

English and Spanish and interpreter services can be arranged for parents speaking other languages.

Center for Conflict Resolution: (312) 922-6464 (Spanish speaking mediation available); newcase@ccrchicago.org

2. Other Resources

Within Courtroom 208, there are various written court navigation guides and packets available for all litigants. These documents detail court proceedings and contain phone numbers, online resources and locations to contact legal aid agencies, pro bono attorneys, and limited scope attorneys for assistance and for court navigation.

The Illinois Supreme Court's Access to Justice Commission at <https://atjil.org/> has links to standardized legal forms and resources for self-represented litigants. Other Illinois Supreme Court resources can be found at <https://www.illinoiscourts.gov/public/resources>.

The Illinois Department of Healthcare and Family Services website (<https://www2.illinois.gov/hfs/ChildSupport/parents/Pages/ChildSupportEstimator.aspx>) has a calculator to help estimate child support figures which may be required to be presented to the court.

The Chicago Bar Foundation and the AmeriCorps Justice Corps have compiled a guide and court navigation tool. The guide is titled "Family Law: Resources for Legal Help (COVID-19 version)," and it is available physically in Courtroom 208, and also at <https://chicagobarfoundation.org/resources/courts/referral-pads/>.

Attached is the Rolling Meadows Domestic Relations Help Desk flier. This Help Desk offers free legal advice for self-represented litigants. Please call (312) 986-4105 with questions or to schedule an appointment. You can also see the attached flier with contact information, Zoom information, and schedule.

Some additional resources include:

Domestic Relations Self-Represented Advice Desk:	(312) 726-2938 www.GCLCLaw.org
CARPLS Hotline:	(312) 738-9200
Remote Order or Protection Assistance Project:	(312) 229-6020
Illinois State Disbursement Unit:	(877) 225-7077 www.ilsdu.com
Illinois Department of Healthcare and Family Services:	(800) 447-4278

3.

EMAILS AND OTHER COMMUNICATION WITH THE COURT

Please only use the listed emails for the only permitted uses listed below.

Email Address:	Use:
<u>D3crt208orders@cookcountycourt.com</u>	1. For all proposed agreed orders 2. For all orders submitted following a remote status or hearing
<u>ccc.d3parentage@cookcountyl.gov</u> <u>Barbara.Mikula@cookcountyl.gov</u>	1. Both email addresses to be used for sending the court courtesy copies of pleadings, memorandums, and exhibits. Please send in pdf format. 2. <u>Barbara.Mikula@cookcountyl.gov</u> is the court coordinator for the parentage courtroom.

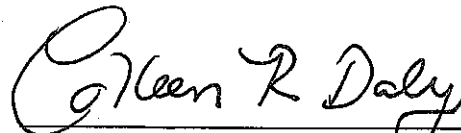
All attorneys and self-represented litigants must be cc'd on every email sent to the court for the allowable purposes of proposed agreed orders, orders and courtesy copies of filed pleadings and pretrial memorandums. Otherwise, email communication to court personnel and judges shall be limited to scheduling and administrative purposes and shall not include information relating to the substantive matters or the issues on the merits.

4. CONCLUSION

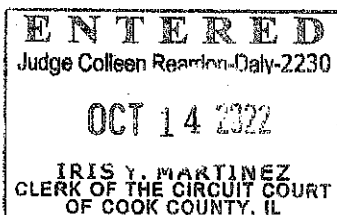
Thank you for your review of this Standing Order. This Order may be amended or supplemented in the future. It is my pleasure and honor to preside over the Parentage Courtroom.

Dated: October 14, 2022.

By:



Hon. Colleen Reardon Daly
Circuit Court of Cook County, Illinois
Third Municipal District



**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
DOMESTIC RELATIONS DIVISION**

ADMINISTRATIVE ORDER: 2020 D 21 Amended

SUBJECT: Participation in Remote Court Proceedings

EFFECTIVE IMMEDIATELY, IT IS HEREBY ORDERED THAT:

Presiding Judge
Grace G. Dickler

AUG 19 2020

Circuit Court -- 1521

All attorneys, litigants, witnesses, and other remote court proceeding participants shall adhere to the following unless the judge presiding over the proceeding grants specific, temporary permission to behave otherwise:

1. Email communication to court personnel and judges shall be limited to scheduling and administrative purposes and shall not include information relating to the substantive matters or the issues on the merits. If email communication includes any language that could be construed as impermissible *ex parte* communication, neither court personnel nor judges will respond to the email.
2. No one other than the judge, court personnel, or a certified court reporter shall take screenshots, record, broadcast, or otherwise make an audio or visual record of the proceeding. Litigants and their attorneys are permitted to take notes of the proceeding as they would if the proceeding were conducted in person.
3. Only the judge or court personnel shall be the designated host of any remote court proceeding. If someone other than the judge or court personnel has set-up the remote court proceeding, he or she shall transfer the host capabilities of the remote proceeding to the judge or to court personnel at the start of the proceeding.
4. At all times, the judge or court personnel shall be in total control of the means of recording, regardless of platform, and may not delegate that control to any attorney, party or witness to the proceeding. If the hearing is recorded electronically by the judge, court personnel or a certified court reporter, all participants will be notified at the outset of the hearing that it is being recorded and the procedure for accessing the recording or the official record.
5. No minor child is permitted to be present during any portion of the proceeding (e.g. in the room or within earshot of the device used by the participant) unless the court finds it is impracticable to enforce this Paragraph and no reasonable alternative can be utilized.
6. At the commencement of every hearing, each participant shall identify every person in their presence as well as if/when anyone enters or leaves the room in which the participant is located.
7. If an Order to exclude witnesses has been entered, it is each party's obligation to ensure the Order is obeyed. The sanction for failure to do so may include, but not be limited to, barring the testimony of the witness and exercise of the Court's contempt power.

8. In light of the inherent difficulties in conducting hearings remotely, every participant shall use their best efforts to be courteous to one another, including but not limited to the following:
- i. Not speak over one another;
 - ii. Insure to the best of their ability that they are in camera range at all times;
 - iii. Minimize background noise; and
 - iv. Silence their phones during the hearing.
9. No communication of any kind is permitted between a witness, including a party, during his testimony (from the time the witness takes the stand until the witness is excused) and any other person by any means (e.g. verbally, texts, email, use of private chat functions, etc.).

Dated the ____ day of August 2020. This Order shall be spread upon the records of this Court and be published. This Order replaces Administrative Order 2020 D 21 Amended which was entered on July 2, 2020.

ENTERED:

S/Grace G. Dickler, #1521

HON. GRACE G. DICKLER
Presiding Judge
Domestic Relations Division

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

ADMINISTRATIVE ORDER 2021-03

SUBJECT: EMERGENCY PLEADINGS IN ALL PARENTAGE CASES

EFFECTIVE IMMEDIATELY, IT IS HEREBY ORDERED THAT:

1. **Filing:** Any emergency pleading or motion ("Emergency Motion") brought pursuant to Cook County Court Rule 13.4(a)(ii) shall be filed with the Clerk of the Circuit Court of Cook County. Emergency Motions shall include an affidavit or verification stating facts that identify the nature of the sudden or unforeseen circumstances which give rise to the emergency and the reason why the matter should take precedence.
2. **Emergency Defined:** An emergency is defined as a sudden and unforeseen circumstance that may cause injury, loss of life, or damage to property and that requires an urgent response and remedial action.

Absent the risk of imminent harm or severe prejudice, the following matters will generally not be heard as an emergency:

- Motions to establish or modify custody, set child support, paternity, or visitation, unless risk of imminent harm to child
- Motions seeking execution of documents (e.g. tax returns, quit claim deeds)
- Rules to show cause
- Motions to Vacate an Order entered by the judge assigned to the case unless it involves an issue of endangerment to child

3. **Notice:**
 - a. Except for good cause shown, the movant shall provide a minimum of 24 hours notice to the opposing side. All Emergency Motions shall be noticed for 9:00 a.m. before the regularly assigned calendar judge.
 - b. The notice shall also contain the Zoom information for the calendar judge regularly assigned to the case.
 - c. If an Emergency Motion is presented on an *ex parte* basis without notice to the opposing side, and the applicable statute does not specifically provide for an *ex parte* hearing, then the motion must set forth those facts that support the reason why the matter should be heard without notice.

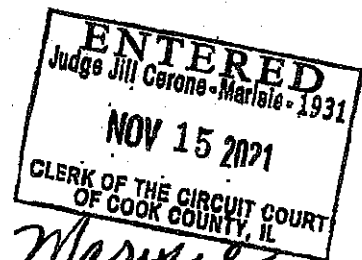
4. **Scheduling:**
 - a. A courtesy copy of the Emergency Motion, along with a representation that the movant filed the Emergency Motion, the e-filing envelope number, if applicable, and a verification of notice shall be submitted via e-mail in PDF format, with all counsel of record and self-represented parties included as recipients, to d3crt208orders@cookcountycourt.com prior to 9:00 a.m.

- b. If the Court timely receives the courtesy copies, it will hear the Emergency Motion via Zoom at 9:00 a.m. to determine whether the matter presented is a valid emergency. NOTE: For Mondays, Wednesdays and Thursdays file in Room 208 where cases will be heard. For Tuesdays and Fridays file in Room 208 however, emergency cases will be first heard in Courtroom 103 to then be transferred to the Parentage Judge.
- c. If the Court determines that the matter presented is a valid emergency, the Court will instruct the parties with the next steps.
- d. If it is determined that the matter presented is not a valid emergency, the movant will be directed to place the matter on the Court's regular motion call and to notify all parties that the motion will not be heard as an emergency.
- e. The Court retains the discretion to determine, based on the pleadings, whether the matter is a valid emergency prior to 9:00 a.m. If the Court determines whether a matter is an emergency before the start of the 9:00 a.m. call, the Court shall enter an order and notify the parties whether they shall still appear at 9:00 a.m.
5. **Sanctions:** The Emergency Motion procedure set forth in this Administrative Order shall not be used as a vehicle to circumvent the non-emergency motion procedures. If the court determines that the matter presented is not a valid emergency, the Court may issue sanctions against the movant. A party and/or their counsel who appeared for or responded to a Motion submitted as, but found not to be, an emergency may be entitled to reimbursement by the movant of actual expenses, fees and costs incurred, under the discretion of the Court.
6. Nothing in this Order shall limit the ability of the Emergency Judge scheduled pursuant to Cook County Local Rule 13.2(f) to hear cases.
7. This Order shall not apply to Emergency Orders of Protection.

This order, signed November 15, 2021 by Presiding Judge Jill C. Marisie, effective immediately and shall be spread upon the records of the Third Municipal District, Circuit Court of Cook County.

DATED: November 15, 2021

ENTERED:



Jill C. Marisie
JILL C. MARISIE

Presiding Judge
Third Municipal District

ROLLING MEADOWS
DOMESTIC RELATIONS
HELP DESK

**Free legal advice for
self represented litigants**

Divorce | Parentage | Orders of Protection

Every 1st & 3rd Thursday

By appointment only

Please call: 312-986-4105

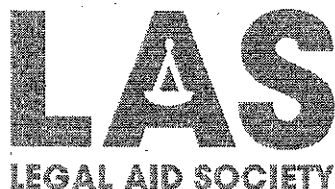
Every 2nd & 4th Thursday

8:30am - 3:00pm

First come/first serve via Zoom

ID: 981 4015 6303 | Passcode: RMHD

All services are remote via phone or Zoom



ROLLING MEADOWS
ASISTENCIA LEGAL
DE RELACIONES DOMESTICAS

**Asesoramiento legal gratuito para
litigantes autorepresentados**
Divorcio | Custodia | Órdenes de Protección

Cada primer y tercer jueves

Solo por cita

Favor de llamar: 312-986-4105

Cada segundo y cuarto jueves

8:30am - 3:00pm

Se sirve en orden de llegada por Zoom

ID: 981 4015 6303 | Contraseña: RMHD

Todos los servicios son por teléfono o Zoom



ZOOM FROM YOUR COMPUTER

How to use Zoom on your computer or laptop (with a webcam) for your remote court hearing

1

GO TO zoom.us/join

If the court gave you a link, click the link and follow the instructions.



2

TYPE YOUR INFORMATION AND CLICK "JOIN"

Type in the Meeting ID the court gives you in the box labeled A and click "Join."

Join a Meeting

Meeting ID or Personal Link Name **A**

3

CLICK "OPEN ZOOM MEETINGS"

If you don't have Zoom installed on your computer, click on "download and run Zoom" and open the .exe file to install Zoom.

Open Zoom Meetings?

How do you want to open the application?

Always allow zoom.us to open links of this type in the associated app

Open Zoom Meetings

4

TYPE YOUR INFORMATION AND CLICK "JOIN"

Type in the Meeting ID the court gives you in the box labeled B. Type in your full name in the box labeled C.

Join Meeting

Meeting ID or Personal Link Name **B**

Full Name **C**

Remember my name for future meetings

Don't connect to audio

Turn off my video

5

TYPE THE ZOOM MEETING PASSWORD

Type in the Zoom Meeting Password the court gives you in the box labeled D and click "Join Meeting."

Enter meeting password

Meeting Password **D**

6

CLICK "JOIN WITH VIDEO"

You will see a video preview before you join with video. If you do not want to appear with video, click "Join without Video."

Join without Video

Join with Video

7

CLICK "JOIN WITH COMPUTER AUDIO"

You can test your speaker and microphone by clicking the words under "Join with Computer Audio."

Click this if the audio conference opens

Phone Call

Computer Audio

Test Speaker and Microphone

Getting Ready for Your Remote Hearing:

- Check your internet or phone connection.
- Charge your computer or phone. Make sure you have enough minutes.
- Use earbuds or headphones if you can. This makes it easier to hear you speak.
- Look for the microphone symbol to mute and un-mute yourself.
- Keep yourself on mute when your case is not before the judge.
- Use an empty, quiet space where no one will interrupt you and with no background noise.
- Set the camera at eye level. If using a phone, prop it up so your hands are free.
- Pause before speaking in case there is audio/video lag.
- Even if you are at home, remember that a remote hearing is still an official court hearing and you should dress and behave appropriately.

ZOOM FROM YOUR PHONE

How to use Zoom on your smart phone
for your remote court hearing

1

GO TO YOUR APP STORE

On iPhones, it is called the App Store. On Androids, it is called Google Play. If the court gave you a link, click the link and follow the instructions.



Google Play

2

DOWNLOAD THE ZOOM APP

Search for the Zoom Cloud Meetings app in the search bar and download the FREE app called "ZOOM Cloud Meetings."



ZOOM Cloud Meetings
4.1 (1.1M)
★★★★★



3

OPEN THE ZOOM APP

You can open the Zoom app immediately after downloading it by clicking the "Open" button in your App Store or you can open the Zoom app that is now on your phone.

OPEN



4

CLICK "JOIN A MEETING"

You do not need to "Sign Up" or "Sign In" to join a meeting.

Join a Meeting

5

TYPE YOUR INFORMATION AND CLICK "JOIN"

Type in the Meeting ID the court gives you in the box labeled A.
Type in your full name in the box labeled B.

Cancel Join a Meeting



Join with a personal link name



6

TYPE THE ZOOM MEETING PASSWORD

Type in the Zoom Meeting Password the court gives you in the box labeled C and click "Continue."

Please enter your meeting password



Cancel

Continue

7

CLICK "JOIN WITH VIDEO"

You will be automatically asked to connect to video. If you are not asked, look for the camera symbol and click "Start Video."

Join with Video

8

CLICK "JOIN AUDIO" AND CHOOSE "CALL OVER INTERNET" OR "DIAL IN"

You will be automatically asked to connect to audio. If you are not asked, look for the headphones symbol, click "Join Audio," and select "Call Over Internet." "Dial in" requires the phone number the court gives you.



To hear others please join audio

Call Over Internet

Dial In

Cancel