IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT, CHANCERY DIVISION

_____,	)	
Plaintiff(s),	)	
v.	)	**Case No.**
_____,	)	
Defendant(s).	)	

ORDER ON MOTION SET FOR PRESENTMENT

This matter coming to be heard on the motion of ☐ Plaintiff ☐ Defendant ☐ Other _____ for _____ _____,

IT IS HEREBY ORDERED:

1. CORRESPONDENCE WITH COURT: The preferred method of communication with the Court is by email through the following email address: [select email address] . Any email correspondence to the court must notice/copy all parties who have appeared in the case. Emails containing courtesy copies must have PDF attachments that are clearly labeled with identifying names and are digitally tabbed for exhibits and documents. If email is not available for any litigant, any party may call the court at the phone listed on this order for further instruction on how to proceed.

2. RESPONSE: Respondent may file a written response on or before **28 days from the date of this order**.

3. REPLY: The moving party may file a written reply on or before **42 days from the date of this order**.

4. COURTESY COPIES: On or before **49 days from the date of this order**, movant must email courtesy copies of all parties' briefs (including the motion, response and reply, and all exhibits included with any brief) and draft orders, if appropriate, to the above email address. If email is not available for any litigant, any party may call the court at the phone listed on this order for further instruction on how to proceed. **Failure to provide timely courtesy copies may result in the striking of your motion.**

5. ORAL ARGUMENT & RULING: The Court will rule on the motion and send the parties a written order by email or by regular mail if a party does not have access to email. Any party may request remote hearing **within two (2) court days of email delivery** of courtesy copies. If the Court determines a remote hearing is appropriate, the remote hearing will be set by separate order.

6. NOTICE OF THIS ORDER: **Within three (3) days of entry of this order**, Plaintiff must send notice of this order by U.S. Mail and any other method reasonably calculated to reach defendants to all defendants at: 1) the subject property address; 2) the address where any defendant was served with process; and 3) any other address where plaintiff reasonably believes defendant may receive notice. Plaintiff must maintain evidence of such mailing and other forms of notification for review by the Court upon request.

7. The court date of _____ is hereby stricken (4331).

COURT CONTACT INFORMATION

Email: [select email address]

Phone:

ENTERED:

_____
Judge Judge's No.