

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

**JUDGE ANNA M. LOFTUS**  
**STANDING ORDER**

**General Chancery Calendar 15**

Richard J. Daley Center, Courtroom 2410, Chicago, IL 60602  
Effective December 19, 2022

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This Standing Order is applicable to all proceedings on cases assigned to Calendar 15. The purpose of this Standing Order is to establish general procedures to aid in the timely resolution of cases assigned to this calendar. Failure to comply with the provisions of this Order may result in sanctions, matters not being heard, motions being stricken, default or dismissal, or other appropriate sanctions or consequences.

These procedures are of general applicability. If a specific matter before the Court presents circumstances that warrant modification of these general provisions, the case will be handled according to the specific need presented.

**Unless otherwise indicated via Court Order, all matters will be heard remotely, via Zoom.  
Until further notice, all Motions must be noticed with the Calendar 15 hearing link.**

All Calendar 15 hearings may be joined at the following link:

<https://circuitcourtofcookcounty.zoom.us/j/95535573920>

The Meeting ID is **955 3557 3920**. No password is required. Alt. dial-in number is 312-626-6799.

Further information about remote hearings, how to operate the Zoom software, and alternative methods to access the hearings is available in the Remote Hearing Supplement to this Standing Order, available online at [www.cookcountycourt.org/JudgesPages/Loftus,AnnaM.aspx](http://www.cookcountycourt.org/JudgesPages/Loftus,AnnaM.aspx).

All court hearings are open to the public. In accordance with GAO 2020-05, every effort is to be made to ensure uninterrupted public access to court proceedings in these unusual times. This Standing Order has been revised in light of the Covid-19 pandemic and its effects on judicial operations. It supplements the broader directives issued by Chief Judge Evans, applicable County-wide, and Interim Acting Presiding Judge Hall, applicable to the Chancery Division. Review the most recent General Administrative Orders for the most current information about court operations.

Portions of this Standing Order have been tailored to hybrid operations. For inquiries outside the scope of the Standing Order, please email chambers staff.

## 1. COURT SCHEDULE

Matters are heard daily, on the following schedule:

9:15 a.m. Routine Motions  
9:30 a.m. Motions  
10:00 a.m. Status, Clerk's Status, Case Management  
10:30 a.m. Hearings  
10:45 a.m. Emergency Motions  
1:30 p.m. Trials, Settlement Conferences

Initial motion dates are set by the Clerk of Court at 9:30 a.m. when a matter is spindled. Emergency motions are set by chambers as described below. The Court may set other contested or unusual matters at various other times, as scheduling permits.

## 2. COMMUNICATION WITH CHAMBERS

All litigation must take place through filed documents, be they pleadings, motions, memoranda, and so forth. Litigation by mail will not be tolerated.

Chambers staff is available to communicate regarding administrative and scheduling matters. Whenever possible (e.g., if communicating via email) such communication should include all parties to a case. Note that law clerks cannot give legal advice.

Email communication is strongly preferred, *copying all parties on the email*:

Chambers email: [calendar15.chancery@cookcountyil.gov](mailto:calendar15.chancery@cookcountyil.gov)

Chambers phone: 312 603 6025

## 3. MOTION PRACTICE

All motions must be filed and noticed for hearing, except as described below.

### 3.0. Motion Practice During Remote Judicial Proceedings

Until further notice, all matters are being held via Zoom, and chambers staff is working remotely, unless otherwise requested by the parties. Please note these additional notice requirements carefully.

All Notices of Motion must contain the Calendar 15 Zoom hearing link and Meeting ID (<https://circuitcourtofcookcounty.zoom.us/j/95535573920> and 955 3557 3920, respectively), in addition to complying with local notice rules. *See* General Administrative Order 2021-05, Part II.B. Because hearings are remote, a Notice of Motion that identifies the courtroom alone is not sufficient to give the recipient notice of how to join the hearing.

All Motions must be sent to chambers staff at [calendar15.chancery@cookcountyil.gov](mailto:calendar15.chancery@cookcountyil.gov) at least five court days before their presentment date. **If a matter is set for briefing, copies of all briefs and the Complaint, are due at the time the Reply is filed**

The only exceptions are routine, emergency, and agreed orders as described below. This is because chambers staff has limited access to the Clerk of Court's electronic docket. **Unless a party informs the Court of the pendency of a Motion, it will not be called** Consider this extra incentive to conform to the Court's five-day courtesy copy requirement.

### 3.1. Routine Motions & Agreed Orders

Routine motions should be filed, but not spindled, and emailed to chambers at [calendar15.chancery@cookcountyil.gov](mailto:calendar15.chancery@cookcountyil.gov), copying all participating parties to a case as appropriate, and including a draft order in **Word format by 4:30pm CT**. Please remember that routine motions will not be entered without proper notice to all participating parties. If all parties consent to a motion, or if the motion is not opposed, consider sending an agreed order instead, for faster turnaround. When emailing chambers please indicate whether the order is an agreed or unopposed order.

The following motions are considered routine:

- Motions to appoint a special process server;
- Motions for entry of stipulated protective orders;
- Motions to vacate technical defaults and for leave to file an Appearance or responsive pleading;
- Motions for leave to file any responsive overdue pleading;
- Motions for leave to file an amended Complaint;
- Motions for leave to appear as additional counsel, or to substitute counsel by agreement; and
- Motions to amend deadlines in a briefing schedule, where such amendments do not affect the ultimate hearing date.

To facilitate remote operations, the Court is accepting agreed orders via email. If the parties have reached an agreement on certain matters, they are encouraged to email chambers staff at [calendar15.chancery@cookcountyil.gov](mailto:calendar15.chancery@cookcountyil.gov) by **4:30 PM CT**, copying all other parties to the case. Such communication must include a courtesy copy of any relevant underlying motions, and include a proposed agreed order in **Word format**.

The Court encourages parties to communicate regarding motions prior to spindling them. Agreed orders rescheduling an upcoming status or presentment date must be submitted to the Court for approval at least forty-eight (48) hours prior to the status/presentment date.

Please note that regardless of whether the parties have all agreed to the language of the order, final approval is reserved to the Judge only.

### 3.2. Emergency Motions

Emergency motions are motions where the movant seeks immediate relief, bypassing some combination of the regular motion call, the Clerk of Court's spindling procedures, the notice and timing requirements of the Illinois Supreme Court Rules, or applicable Cook County Local Rules. Emergencies arise in situations that (a) are not reasonably foreseeable, and (b) threaten irreparable harm if unaddressed prior to the next available court date. Emergencies are not created by a party's failure to seek timely relief.

A party seeking to present an emergency motion must email chambers staff at [calendar15.chancery@cookcountyil.gov](mailto:calendar15.chancery@cookcountyil.gov) by **2:00 p.m. the day before the matter is sought to be heard**. Motions emailed to chambers after 2:00 p.m. are generally ineligible for hearing on the following court day.

Movant must email file-stamped copies of the Motion and any relevant pleadings. The Motion must set forth the emergency basis for the matter. Movant must be prepared to explain the nature of the emergency, the basis for emergency relief, the relief sought, and the party's plans to notice the other parties, or good cause to not do so.

If a matter is deemed to be an emergency, a presentment date will be set. Movant will be required to notice the matter as directed.

### 3.3. Regular Motions

Motions in all cases are heard starting at 9:30 a.m. Motions must be spindled through the Clerk of Court. Courtesy copies of all motions must be emailed to chambers staff at [calendar15.chancery@cookcountyil.gov](mailto:calendar15.chancery@cookcountyil.gov) at least five court days before the matter is set to be heard. If a motion has been set for a hearing, courtesy copies are due on the date the Reply is filed. Failure to tender courtesy copies may result in the matter not being heard.

Motions may be freely piggybacked to existing court dates. Piggybacked motions must be noticed, as any other motion would be. Courtesy copies must be delivered five court days in advance, as described below, or with as much notice as possible. The Court may decline to address a piggybacked matter for insufficient notice or failure to timely deliver courtesy copies.

### 3.4. Briefs and Memoranda

All opening and response briefs are limited to fifteen double-spaced pages. **Reply briefs are limited to ten double-spaced pages.** The ten-page limit on Reply briefs is applicable to all briefing schedules entered into on or after September 1, 2021.

Leave is required to exceed the page limit. An agreement of the parties to exceed the page limit is useless. The final decision is up to the Court.

Litigants are advised that court personnel only have access to Lexis, and as such Lexis citations are preferred. If cited authority is available on Lexis (e.g. out-of-state cases), separate reference copies of that authority are not required.

**If a motion is set for briefing, courtesy copies on the briefing are required at the time the Reply is filed.**

## 4. COURTESY COPIES

The Clerk of Court's e-filing system does not tender courtesy copies to chambers. Do not include the Court's email address on an automated service list.

The Court requires that parties email courtesy copies to chambers staff at [calendar15.chancery@cookcountyil.gov](mailto:calendar15.chancery@cookcountyil.gov). The court may request additional physical copies from the parties when necessary. A complete set of courtesy copies should include all filings relevant to the motion. For instance, courtesy copies on a Motion to Dismiss must include the targeted pleading, in addition to all briefs filed.

For **presentments** or **statutes**, courtesy copies are required no later than five court days before the hearing date.

For **hearings**, courtesy copies are due when the last brief is filed, regardless of when the hearing date may be.

For **case management**, courtesy copies of the Complaint are required no later than five days before the case management date.

If courtesy copies are tendered fewer than five (5) court days in advance, the matter may not be heard, at the Court's discretion.

## **5. COURTROOM PROCEDURE**

There is no court reporter assigned to Calendar 15. If a party wants court proceedings transcribed, the party must provide a court reporter.

Where possible, parties are expected to provide their own interpreters. If an interpreter is required, please contact chambers staff as soon as the need is known.

Parties are expected to have their mics muted and cameras turned off until their case is called.

Please arrive five to ten minutes early to check in with the Clerk prior to the Call starting. When you arrive/log on please check in with the Clerk whenever possible.

Orders are due on the same day as the hearing unless otherwise indicated by the Court. All proposed orders must be submitted to chambers at [calendar15.chancery@cookcountyil.gov](mailto:calendar15.chancery@cookcountyil.gov) by **4:30 PM CT** on the day of your hearing. Failure to submit a timely order may result in your case being dismissed for want of prosecution.