CIRCUIT COURT OF COOK COUNTY – CHANCERY DIVISION
CALENDAR 14
JUDGE CLARE J. QUISH
Richard J. Daley Center, Courtroom 2301, Telephone (312) 603-3733
ccc.chancerycalendar14@cookcountyil.gov
Zoom Meeting ID: 953 7174 9534; Zoom Password: 253498

STANDING ORDER

In light of COVID-19, Judge Quish has promulgated the following procedures to reduce person-to-person contact, while still adhering to the public nature of all court proceedings. We appreciate your cooperation.

All motions and briefs are to be emailed to Calendar 14 at ccc.chancerycalendar14@cookcountyil.gov after being filed with the Clerk of the Court.

Unless otherwise instructed, parties must submit proposed Orders following Court appearances to the Calendar email at ccc.chancerycalendar14@cookcountyil.gov. Only one Order is needed per appearance. Please send proposed Orders in Word format.

Copies of signed orders are sent to parties by the Clerk of the Court through an automated process. If parties would like a copy of an order sooner, they may request it from the Clerk's Office directly at courtesyorders2@cookcountycourt.com.

9:15 Emergency Motions REMOTE

1. Prior to presenting Emergency Motions, parties must email their motions to ccc.chancerycalendar14@cookcountyil.gov to receive a date from Judge Quish's staff.
2. Emergency Motions must be filed and noticed for 9:15.
3. Emergency Motions are presented at 9:30.

9:30 Agreed Orders, Status Hearings, and Clerk Status REMOTE

1. Agreed Orders are presented at 9:30.
2. Status Hearings and Clerk Status are held at 9:30.

10:00 Routine Motions REMOTE

1. A Routine Motion is one that a party wishes to file, but that has not been given a presentment date by Judge Quish.
2. Presentments of Routine Motions are held at 10:00. The date is given by the Clerk of the Court.
3. Prior to the 10:00 call, parties must email their motions to ccc.chancerycalendar14@cookcountyil.gov.
   - Provide the case name and number in the subject line of the email.
4. Motions for the Appointment of a Special Process Server are filed and presented at 10:00.
   - Notice to opposing side is required if an appearance has been filed.

- No notice is required if no appearance has been filed and if no one has been served with summons.

5. If a further briefing schedule, an Oral Argument date, and/or a continuance date for any other reason is needed for a Routine Motion, Judge Quish will discuss those matters with the parties during the 10:00 call.

10:30 Oral Arguments REMOTE

1. Oral Arguments are held at 10:30. The arguments are held REMOTELY, unless otherwise ordered.
   - If parties desire a court reporter, they must make their own arrangements.
2. Prior to Oral Argument, the parties will appear at a Clerk Status date set by the Court.
   - When presenting a motion, parties will receive both a 9:30 Clerk Status date and an Oral Argument date.
3. Prior to the date of the Clerk Status, the parties must provide both electronic and paper copies of briefs. Electronic copies must be emailed to the Calendar email at ccc.chancerycalendar14@cookcountyil.gov. Paper copies may be delivered via postal mail or left in the bin outside Courtroom 2301 at the Daley Center.
   - Briefs must be double-spaced, single-sided, and in 12-point font.
   - Briefs must be no more than 15 pages. The "Statement of Facts" in a Motion for Summary Judgment, Administrative Review brief, or Section 2-619 Motion to Dismiss does not count toward the page limit.
   - In the event of cross-motions for summary judgment on the same issue, briefing typically includes: (1) a motion, (2) a response to motion and cross-motion, (3) a response to cross-motion and reply in support of motion, and (4) a reply in support of cross-motion.
   - Paper copies of exhibits are not required, and electronic copies of exhibits will suffice. However, please deliver both electronic and paper copies of a Table of Contents for exhibits.

11:30 Trials REMOTE OR IN-PERSON

FURTHER PROCEDURES

1. In-Person or Remote Hearings

If the parties wish a designated hearing to be heard by a different means than ordered, they must request a change, either at the time the Court sets the hearing, or by a Routine Motion filed and presented prior to the hearing.

2. Remote Hearings

Remote Court proceedings occur through **Zoom** at 953 7174 9534, password 253498, and are open to the public. Instructions and information about how to access the Zoom meetings may be found in our **Virtual Courtroom Instructions**, a document located on our website.

If a hearing with witnesses is held remotely, attorneys must ensure that witnesses have an internet connection and are alone in a room with no notes or cell phones.

3. In-Person Hearings

In-Person Hearings are open to the public. All parties and attendees must wear masks. There must be at least <u>three feet</u> of social distancing in the Courtroom at all times. For further details, see General Administrative Order No. 2020-07 (amended), entered by Chief Judge Timothy C. Evans on August 20, 2021 at [8_20_21 GAO 2020-07 (amended) COVID-19 Emergency Measures, Modification of Operations.pdf (cookcountycourt.org)](#).

4. Drop-Off Orders OFF-CALL
- For Agreed Orders that <u>do not</u> require setting or striking a Court date, the parties do not need to appear on the 9:30 Agreed Order call. Instead, they may drop-off an off-call Agreed Order by emailing the Order to the Calendar email. The Order must be signed by all of the parties and/or attorneys. The signatures may be electronic signatures.
- If the parties have a <u>Final Order</u> disposing of the case, they may either:
  - Present it on the Agreed Order call, or
  - Submit a drop-off off-call Order, including the language, "This is a Final Order," and striking any future dates. Email the Order to the Calendar email. The Order, if appropriate, must be signed by all of the parties and/or attorneys. The signature(s) may be electronic signatures.
- When emailing <u>any</u> type of drop-off Order off-call, parties must indicate in the subject line of the email that it is a "Drop-Off Order."