

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT, CHANCERY DIVISION
MORTGAGE FORECLOSURE/MECHANICS LIEN SECTION
STANDING ORDER**

**CALENDAR 54 - COURTROOM 1504
JUDGE DANIEL PATRICK BRENNAN**

LAW CLERK: (312) 603-3086

SECRETARY: (312) 603-4812

COURT EMAIL: CCC.MFMLCALENDAR54@COOKCOUNTYIL.GOV

This Standing Order supersedes all prior Standing Orders regarding pending cases assigned to Calendar 54 in Room 1504 of the Richard J. Daley Center, Chicago. All prior Standing Orders of this Calendar are hereby vacated. This Standing Order serves as a supplement to the General Standing Orders of the Mortgage Foreclosure/Mechanic's Lien Section. Parties should obtain a copy of the General Orders of the Mortgage Foreclosure/Mechanics Lien Section which address matters not covered in this supplemental standing order. This order is not intended to conflict with Illinois Supreme Court Rules 45 and 241 in any way.

1. Appearance Required.

Except for a petition to intervene, no motion, including emergency motions, may be presented unless the movant has filed an Appearance with the Clerk of the Court in Room 802. *See* Ill. Sup. Ct. R., 13(c)(1); Ill. R. Cir. Ct. Cook Co., R 1.4(a).

2. Full Caption Required.

All notices of motion, motions, and orders submitted for the Court's review must include a full caption that includes the names of all parties.

3. Scheduling and Agreed Orders.

- All motions, excluding emergency motions, must be spindled and filed with the Clerk's Office in Room 802 of the Daley Center or via Odyssey E-filing at <https://illinois.tylerhost.net/OfsWeb/>
- The **Motion Call** and **Case Management Call** are heard Tuesday, Wednesday, and Thursday at 9:30 a.m.
- Status Dates and Hearings are scheduled Monday through Friday as ordered by the Court.
- **Parties may not unilaterally schedule Zoom appearances for motions or hearings when picking a court date on Odyssey.**
- The Court may, in its discretion, enter agreed orders off-call.

4. Case Management Dates.

If a case in Room 1504 of the Daley Center has been set for an initial case management conference, the case will be heard in person as scheduled by the Clerk of the Circuit Court, unless otherwise ordered by the Court.

5. Motions.

******NOTE: WHEN PARTIES FILE MOTIONS WITH THE CLERK'S OFFICE, THE COURT IS NOT NOTIFIED OF SUCH. IT IS THE PARTIES' RESPONSIBILITY TO SEND THE COURT PAPER COURTESY COPIES OF THE MOTIONS FILED.******

THE FOLLOWING MOTIONS MUST BE SCHEDULED TO BE PRESENTED IN-PERSON IN COURTROOM 1504 OF THE DALEY CENTER, UNLESS THE COURT APPROVES PRESENTMENT VIA ZOOM:

- **Motion to Compel**
- **Motion for Sanctions**
- **Motion to Strike**
- **Motion for Default**
- **Motion to Dismiss**
- **Motion for Summary Judgment**
- **Motion to Reconsider**
- **Motion for Fees**
- **Motion for Judgment on the Pleadings**
- **Motion to Disqualify**
- **Motion to Vacate and/or Quash**
- **Motion for a More Definite Statement**
- **Motion to Amend and/or Extend**
- **Motion to Withdraw**

All motions presented to the Court, excluding emergency motions, must be filed with the Clerk of the Circuit Court and spindled on the Court's motion call. Paper courtesy copies of all motions must be provided to the Court, at least **seven (7) days** prior to presentment with the case caption and case number in the email's subject line.

A. Emergency Motions.

Emergency motions must involve some circumstance which could lead to irreparable damage to a party if relief is not obtained before the party can be heard on the regular motion call. *See Nagel v. Gerald Dennen & Co.*, 272 Ill. App. 3d 516, 519-20, 650 N.E.2d 547, 550 (1st Dist. 1995), defining emergencies.

Movant must have an appearance on file before presenting the emergency motion. Movant must contact the Judge's law clerk **either by telephone, e-mail or in-person** to obtain a date to hear the emergency motion, or the motion will not be heard. If the motion is placed on the

Court's call as an emergency, the moving party must then file the motion **with the Clerk of the Circuit Court** (Odyssey E-filing at <https://illinois.tylerhost.net/OfsWeb/>) and a file stamped copy must be **sent via email (ccc.mfmlcalendar54@cookcountyil.gov) or in-person to the Court staff in courtroom 1504**. Further, a notice of motion, listing the presentment time and date, and the motion itself must be sent to the opposing attorney/party the day before presentment by means reasonably calculated to reach the opposing party in time for the opposing party to attend the scheduled time, such as **e-mail** or hand-delivery.

B. Motions for Special Process Server or Alternate Service.

Ex-parte Motions for Special Process Server and Alternate Service should be e-filed with the appropriate supporting documentation, a court date chosen on Odyssey, and file stamped copies with a proposed order sent to the Court.

C. Motions for Default.

Motions for Default **must** be accompanied by an Affidavit of Service that has been e-filed. Prove-up documents of damages must be provided to the Court for a default judgment to be entered.

D. Motions to Withdraw.

Motions to Withdraw should be e-filed with the appropriate supporting documentation, a court date chosen on Odyssey, and file stamped paper copies sent to the Court with a proposed order and all applicable proof of service and confirmation of service (i.e., signature green card from the USPS).

E. Contested Motions.

- Page limits for briefs shall be strictly adhered to. Briefs in support of and in response to a motion shall not exceed fifteen (15) pages. Reply briefs shall not exceed eight (8) pages.
- The Court, at its discretion, will allow the parties to proceed to oral argument on their motion.
- The Court must receive courtesy paper copies seven (7) days prior to the date of presentment and/or hearing date.

F. Motions to Consolidate.

Motions to Consolidate must be e-filed, and noticed-up with the Presiding Judge of the Chancery Division for consideration.

6. Hearings.

All hearings on motions shall be conducted **in-person**, unless otherwise instructed by Court Order.

7. Courtesy Copy Requirement.

The moving party must provide paper copies of all motions and/or briefs to Courtroom 1504 **seven (7) days prior to presentation of the motion or the hearing of the motion** for the Court's review. Voluminous exhibits may be provided via email. ¹ If courtesy copies are not provided to the Court in the manner requested, the Court in its discretion may not call the case, or refuse to hear the motion or may strike the motion.

8. Obtaining Court Orders (If Not In-Person).

The Clerk of the Circuit Court of Cook County sends the entered court orders out to the respective parties via the email provided when an appearance is filed. In the event the parties do not receive an email from the Clerk of the Circuit Court of Cook County with their order attached, they may obtain the order by registering with the Clerk of the Circuit Court of Cook County at: <http://cccportal.cookcountyclerkofcourt.org/CCCPortal>.

For Self-Represented ("Pro Se") Litigants: Copies of court orders can be obtained by sending an email to: ChanceryDivservices@cookcountycourt.com, calling (312) 603-5133 or visiting the Chancery Division at the Daley Center, 50 W. Washington St., Room 802, Chicago, IL 60602.

9. Courtesy Call to Chambers When a Fully Briefed Motion Will Not Be Heard.

As a courtesy to the Court, please contact the Judge's law clerk or his secretary, if any scheduled fully briefed matter has been resolved and will not be heard.

10. Self-Represented ("Pro Se") Litigants.

A party who participates in the case without an attorney must comply with established rules of Court procedure, including the rules on how to prepare pleadings found in the Illinois Code of Civil Procedure and Illinois Supreme Court Rules in the same manner as required of licensed attorneys.

These rules are on the internet at www.state.il.us/Court/SupremeCourt/Rules and www.ilga.gov and are available in book form in the Cook County Law Library on the 29th floor of the Daley Center. The Chancery Division Help Desk in room CL 18 of the Daley Center also provides advice to self-represented parties. Note that a "pro se" litigant classification provides no special legal status.

¹ The Court may in its discretion require the parties to print and present their exhibits via hard copy.

11. Additional Requirements for Motions for Order Approving Sale Where Plaintiff is Seeking a Personal Deficiency and the Defendant Has Not Filed an Appearance

- Proof of service on the defendant of whom the deficiency is being sought
- Copy of the Complaint
- Copy of the Judgment of Foreclosure Order
- BPO/ Recent Appraisal

12. Court Reporters.

Parties are responsible for Court reporting services.

13. Pre-trial / Settlement Conferences.

At the parties' request, the Court will engage in a pre-trial/settlement conference. Pre-trial/settlement conferences are conducted **in-person**, unless the Court approves conducting the conference via Zoom. **Party representatives with authority to settle and who have knowledge of the case must be present with their attorneys.**

14. Zoom.

The Court, in its discretion, may order parties to appear via Zoom for status updates. Contested hearings, pre-trial/settlement conferences, and trials shall be conducted in-person, unless otherwise instructed by court order.

Parties must indicate the case number followed by their full name when signing into a scheduled Zoom meeting: e.g. 21CH1234: John Doe.

The Court's Zoom information is as follows:

- Meeting ID: 949 8385 1497
- Passcode: 707493
- Dial-In: (312) 626-6799

15. Additional Information.

- Administrative Orders provide additional guidance with respect to other issues that may arise.
- Dismissal Orders may be sent to the Calendar 54 email address and handled at any time.
- Counsel for all parties of record or any *pro se* litigants **must** be carbon copied ("CC'd") on any email or communication to the Court.