

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

**JUDGE NEIL H. COHEN
CALENDAR 5 – ROOM 2308
Telephone: 312-603-6052
Email: ccc.chancerycalendar5@cookcountyil.gov**

ZOOM INFORMATION:

**Meeting ID: 940 2402 4757
Password: 739301
Dial In Number: 312-626-6799**

STANDING ORDER

I. GENERAL INFORMATION

A. Questions Regarding Court Procedures. Litigants should first review the Standing Order to determine whether their question is addressed by the standing order. For further questions, the court can be contacted by email or telephone.

B. Courtesy Copies. Litigants must provide courtesy copies of any motions or filings they wish the court to consider at least 48 hours prior to presentment.

Courtesy copies should be submitted to the court in .pdf format to ccc.chancerycalendar5@cookcountyil.gov. Paper courtesy copies are not required unless specifically requested by the court.

C. Remote Proceedings. The court's regularly scheduled Status and Motion Calls are conducted remotely via Zoom. Parties will be notified if a proceeding will be conducted in person.

Following a remote proceeding, the parties should promptly submit a proposed order in to ccc.chancerycalendar5@cookcountyil.gov. Orders must be received no later than 3:00 p.m. of the day of the proceeding.

II. MOTIONS

A. Routine Motions

The following motions are considered "routine":

- a. Motions to Vacate Technical Defaults;
- b. Motions relating to appearance as counsel, appearance as additional counsel, admission of out-of-state attorney *pro hac vice*, and agreed substitutions of counsel;

c. Motions to issue an alias summons;

Motions to appoint a special process server are NOT routine.

Routine motions should be noticed for 8:30 a.m. and do not require a court appearance. Prior to the noticed date, the movant must provide the court with electronic courtesy copies of the Notice of Motion, Routine Motion, and a Proposed Order.

Routine motions will be granted unless an objection is received. A party may object by contacting the court by email or telephone by 4:00 p.m. on the day prior to presentation. If an objection is received, no order will be entered and the movant must schedule the motion on the court's regular motion call.

B. Agreed Orders

Parties may reschedule dates through an agreed order, but must first contact the court to confirm the date is available. Trial dates cannot be rescheduled by agreement.

The court strongly encourages parties to resolve matters through agreed orders if possible (e.g., dismissal orders, protective orders, non-compete orders, etc.). If a matter can be resolved by an agreed order, a motion is not necessary.

C. Regular Motion Call

The court's regular Motion Call is conducted at 10: a.m. daily. Motions must be scheduled through the Clerk of the Circuit Court of Cook County's Odyssey online system.

Litigants may notice presentment of contested motions on the next available 10:00 a.m. Motion Call or "piggy-back" motions onto existing status dates. Courtesy copies should be provided in accordance with Section I (B) of this order.

1. Emergency Motions

Emergency motions, including motions for temporary restraining orders, are scheduled by the court. Parties may contact the court by email including electronic courtesy copies of the motion and all necessary supporting papers. If the court determines that the matter constitutes a true emergency, the court will provide the movant with the earliest available hearing date. The movant must provide notice to the opposing party and their counsel. If the court determines that the motion does not constitute a true emergency, the movant will be instructed to place the motion on the court's regular motion call.

2. Motions to Appoint a Special Process Server

Motions to appoint a special process server must include the license number of the process server to be appointed. Where service is sought in Cook County, the motion must include a statement that service was attempted through the Sherriff's Office.

3. Motions for Default

For motions for default, notice must be served on all parties regardless of whether an appearance has been filed. A motion for default must include proof of service and the required affidavit regarding military service. Proof of service must be established by the actual affidavit of the Deputy Cook County Sheriff or Special Process Service attesting to the facts of how service was achieved. A photocopy of the Cook County Sheriff's website noting that service has been effectuated is insufficient proof.

4. Contested Motions

The court will set a briefing schedule on presented contested motions. Oral argument will not be set unless requested by a party and agreed to by the court.

The briefing schedule order will set a clerk status date. All clerk status dates are scheduled for Mondays at 9:00 a.m. If the Monday is a court holiday, the clerk status date will be set for the following Tuesday.

Unless otherwise necessary and ordered by the court, all Clerk Statuses shall be conducted by email. Any submission made to this court pursuant to a clerk status date is required to be sent to every other party to the litigation in the same manner and form as it is submitted to the court. **All submissions shall be made by the clerk status date, at or before 9:00 a.m.**

Each party shall submit his/her/its submissions, and all exhibits thereto, to the court by emailing same in .PDF format to: **ccc.chancerycalendar5@cookcountyil.gov**

Note: Submission to **ccc.chancerycalendar5@cookcountyil.gov** is **NOT** a substitute for electronic filing. Litigants **MUST** electronically file their materials with the Clerk of the Court before submitting them to **ccc.chancerycalendar5@cookcountyil.gov**.

All motions must be accompanied by a .PDF copy of the most recent complaint and any other relevant pleadings.

If depositions are cited in support of, or in opposition to a motion, a copy of the entire transcript must be provided in .PDF format.

For administrative review cases, a copy of the Administrative Record in .PDF format must be submitted to the court.

Any .PDF submission containing multiple exhibits must include a navigable table of contents.

Following the parties' electronic submission of their materials, the court will take the matter under advisement and contact the parties regarding a ruling date.

If the pending motion will not be fully briefed by the Clerk Status date, the parties may email a proposed agreed order extending the briefing schedule to **ccc.chancerycalendar5@cookcountyil.gov**. If the parties cannot agree on an extension, the party seeking the extension shall file a motion in the usual manner and email a copy of the motion to the court.

5. Page Limits and Format for Briefs

All briefs are required to be:

- 1) double-spaced;
- 2) typed in 12 point Times New Roman font; and
- 3) set with 1-inch margins

Page Limitations:

- 1) Motions and Responses are limited to 15 pages;
- 2) Reply briefs are limited to 8 pages.

III. CASE MANAGEMENT CONFERENCES

Case management conferences are conducted daily at 9:30 a.m. An initial case management conference is set by the Clerk's office approximately 180 days after the filing of the complaint and notice will be sent by the Clerk's office. Subsequent case management conferences will be set by the court. At the first case management conference, parties should submit courtesy copies of their pleadings.

Counsel with authority to commit to all scheduling orders must appear and be prepared to inform the court as to: the status of service of process upon each defendant; the complexity and nature of the litigation; the status of pleadings; pending or contemplated motions; and all contemplated discovery.

IV. SETTLEMENT CONFERENCES

Upon agreement of all of the parties to participate in good faith settlement discussions, a settlement conference will be set by order.

The parties will be asked to submit and exchange pre-trial memoranda setting forth the nature of the case, issues, damages, status of settlement negotiations, the parties' current

positions concerning settlement and any other information the parties believe may be helpful to the court regarding the law and equities presented by the litigation.

Submissions are due seven (7) days prior to the scheduled settlement conference.

Attorneys for the parties must attend the settlement conference with their clients and with authority to settle.

V. FINAL PRE-TRIAL SUBMISSIONS AND CONFERENCES

All trials will be preceded by pre-trial submissions by the parties and a pre-trial conference with the court.

A. Pre-Trial Submissions: General

- 1) Pre-trial submissions will be due on a date certain prior to trial.
- 2) Each party will prepare its own pre-trial submission.
- 3) Each party will exchange its own pre-trial submission with the other side prior to the pre-trial conference.

B. Content: The pre-trial submissions shall consist of the following:

- 1) A joint short statement of the nature of the case;
- 2) A joint statement and stipulation to facts, if any;
- 3) A separate binder from each party with an exhibit list for that party. The exhibits shall be listed by the number that the party offering it intends to use at trial.
- 4) A list of each party's witnesses;
- 5) A statement of disputes regarding requests to produce individuals or items at trial, per Illinois Supreme Court Rule 237;
- 6) A copy of all applicable Rule 213 disclosure if opinion witnesses are to be presented;
- 7) Motions in limine; and
- 8) Copies of evidence depositions if there are objections requiring rulings.

C. Conference

At the final pre-trial conference, the court will rule on evidentiary issues, discuss trial scheduling and may conduct settlement discussions.

VI. TRIALS

Trial dates are firm. Trial begins at 11:00 a.m. each day and will end at the appropriate time between 4:00 p.m. and 6:00 p.m. as necessary.

Parties are responsible for engaging interpreters and court reporters.

The court invites opening and closing statements.

The court is open to hearing from the parties as to the manner and order in which they wish to conduct the trial and will accommodate those wishes, within reason.

VII. REMOVAL

If a case is removed to federal court, please submit a proposed order to the court at ccc.chancerycalendar5@cookcountyil.gov which “strikes the future court date of [date] for the reason that the case has been removed to the [e.g. Federal District Court for the Northern District of Illinois.]”

Amended 8/29//2023.