

IN THE CIRCUIT COURT OF COOK COUNTY  
COUNTY DEPARTMENT – CHANCERY DIVISION



**STANDING ORDER**  
**JUDGE THADDEUS L. WILSON**  
**GENERAL CHANCERY CALENDAR 1**

**Calendar:** 1  
**Courtroom:** 2307  
**Inquiries:** (312) 603-6840  
**Email:** [ccc.chancerycalendar1@cookcountvil.gov](mailto:ccc.chancerycalendar1@cookcountvil.gov)

**Law Clerks:**  
- Grace Hodges (312) 603-6840  
- Virgil Robertson (312) 603-6078

**Court Clerk:** Sonal P. Joshi  
**Clerk’s Office:** 312-603-5133

**Judicial Webpage:** <https://www.cookcountycourt.org/Judges-Pages/Wilson-Thaddeus-L>

**QR Code:**



**Zoom Information:** Meeting ID: 876 8729 8501 / Passcode: 926987  
**Zoom Link:** [Chancery Calendar 1 Zoom Link](#)



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## I. Daily Court Schedule

### COURT SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30 AM	<ul style="list-style-type: none"><li>• Clerk Status</li><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Clerk Status</li><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Clerk Status</li><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Clerk Status</li><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Set Matters</li></ul>
10:00 AM	<ul style="list-style-type: none"><li>• Motion Call</li><li>• Case Management</li><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Motion Call</li><li>• Case Management</li><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Motion Call</li><li>• Case Management</li><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Motion Call</li><li>• Case Management</li><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Set Matters</li></ul>
11:00 AM	<ul style="list-style-type: none"><li>• Status Hearings</li><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Status Hearings</li><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Status Hearings</li><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Status Hearings</li><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Set Matters</li></ul>
2:00 PM	<ul style="list-style-type: none"><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Set Matters</li></ul>	<ul style="list-style-type: none"><li>• Set Matters</li></ul>

## II. Court Appearances

### A. Hybrid Court Proceedings

**Effective March 1, 2022, unless otherwise ordered by the Court, all cases on Calendar 1 will be heard in person in Courtroom 2307 and simultaneously via Zoom (also known as a Hybrid Court Proceeding).**

**At the discretion of the Court, some matters may be set for fully in-person, fully remote, or hybrid court appearances.** Some parties may be ordered to appear in-person only while others for the same proceeding are allowed to appear via Zoom.

### B. In-Person Court Proceedings

General Chancery Calendar 1 matters are heard in Courtroom 2307 of the Richard J. Daley Center, 69 W. Washington Street, Chicago, Illinois. Attorneys, litigants, and spectators should be seated quietly in the courtroom gallery until their case is called. There is no need to check in with the court clerk.

**Please be mindful that the court camera and audio system transmit the video and audio of all occupants in the courtroom to those participating on Zoom or watching via YouTube live stream.**

### C. Remote Court Hearings

#### 1. Zoom Appearances

To join the Calendar 1 Zoom hearings, please use the link [Chancery Calendar 1 Zoom Link](#) or enter the following Zoom credentials: **Meeting ID: 876 8729 8501 / Passcode: 926987.**

## 2. Identifying Yourself on Zoom

- Telephonic appearances will not be allowed unless an exception is made by the Court for extenuating circumstances. All Zoom participants must have audio and video capabilities.
- When signing into Zoom, please type in your appearance using the following nomenclature:
  - Atty Last Name - P - Party Name
  - Atty Last Name - D - Party Name
  - P - Party Name
  - D - Party Name
  - Atty Last Name - Intervenor Party Name
  - Intervenor Party Name
  - CrtRptr Last Name – Case Name
  - Observer Last Name
  - Interpreter Last Name
- You must enter your name information PRIOR TO joining the Zoom session. Parties not properly identified will not be admitted into the Zoom session.
- **Please have both your audio and video turned off until your case is called.**

## 3. Livestream

Occasionally, court proceedings may be live streamed via YouTube when public access is necessitated. This is not the same as Extended Media Coverage, which requires specific requests and procedures under Supreme Court Rules.

## 4. Use of Webinar Format

On rare occasions, the public interest may be great, but the livestream option is inappropriate. In those instances, the Court may utilize Zoom's webinar format to allow litigants to directly participate while observers watch in a closed-circuit-type environment. This is not the same as Extended Media Coverage, which requires specific requests and procedures under Supreme Court Rules.

## 5. Warning

Recording, photographing, videotaping, or other reproducing or saving Zoom or Livestreamed court proceedings is strictly prohibited and could subject you to contempt of court and/or other penalties. Additionally, live-streamed YouTube and Zoom hearings are unavailable for use as transcripts or bystander reports. If you wish to have an official report of proceedings, please retain the services of a court reporter.

## D. Using an Interpreter

To request an interpreter, contact [ccc.chancerycalendar1@cookcountyil.gov](mailto:ccc.chancerycalendar1@cookcountyil.gov) at least two (2) days before the hearing. The Court will enable the Zoom language interpretation functionality when an interpreter is designated for the proceeding. The language interpreters must identify themselves for the record.

#### **E. Court Reporter**

The court does not provide official court reporters for matters heard in the Chancery Division. Court proceedings utilizing Zoom are also not recorded. The party or parties desirous of the services of a court reporter will need to retain and pay for such services directly.

### **III. Motions and Other Hearings**

#### **A. Routine Motions**

1. Routine Motions and accompanying Orders may be presented “Off Call” directly to chambers via the Calendar 1 email: [ccc.chancerycalendar1@cookcountyil.gov](mailto:ccc.chancerycalendar1@cookcountyil.gov). Only the following four matters will be considered by the court as routine or “off-call,” unless otherwise authorized:
  - a. Special Process Servers
  - b. Rescheduling Orders
  - c. Voluntary Dismissals
  - d. Substitution of Judge as of Right
2. Alternatively, Routine Motions may be spindled for presentment Monday through Thursday at 10:00 a.m. through the Clerk of the Circuit Court’s e-filing system.
3. **Appointment of Special Process Server.** Motions for the appointment of a special process server should be filed and presented at 9:30 a.m. Notice to the opposing side is required if an appearance has been filed. Such notice is not required when no appearance has been filed and if no one has been served with summons.
4. **Rescheduling Orders.** Agreed Orders to modify briefing schedules and/or reset Case Management Conferences and Motion Hearings must be coordinated with the Law Clerks by either calling chambers or writing to the Calendar 1 email address. The court may, from time to time, notify the parties and/or counsel prior to a pre-set court date of a scheduling conflict and request that the parties collaborate in the drafting of an Agreed Order striking the previously set date and setting a new one according to specifications provided by the Law Clerks.
5. **Voluntary Dismissals.** Agreed Orders to dismiss cases in their entirety should be accompanied by a Stipulation to Dismiss signed by all parties and/or their counsel. Voluntary Dismissals of entire cases will also be accepted as routine motions. Agreed voluntary dismissal orders must also strike all future dates by specific reference. Partial dismissals, disposing of only part of a case or dismissing selected parties, must be spindled for presentment.
6. **Substitution of Judge as of Right.** Unopposed Motions for Substitution of Judge filed pursuant to 735 ILCS 5/2-1001(a)(2) may be presented “Off Call” directly to chambers to the Calendar 1 email address, with notice to all parties. The motion must be filed with the Clerk’s Office and appear of record. If contested, however, the motion must be spindled for presentment as a regular motion. The motion must be accompanied by the appropriate form order, as well as a draft order striking any future dates.

7. Routine Motions with corresponding proposed orders must be submitted to the Calendar 1 email address, [ccc.chancerycalendar1@cookcountyil.gov](mailto:ccc.chancerycalendar1@cookcountyil.gov), and include the case name and number in the subject line of the email.

**B. Regular Motions**

1. **Generally.** The Court will hear Regular Motions at 10:00 a.m. Monday through Thursday. The motion must first be scheduled using the Clerk’s Office e-filing system or filed manually in Room 802 for those with an e-filing exemption.
2. **Courtesy Copy Rule.** A courtesy copy of the motion (and notice of motion) may be sent to [ccc.chancerycalendar1@cookcountyil.gov](mailto:ccc.chancerycalendar1@cookcountyil.gov) upon filing. **Courtesy copies will only be accepted via email unless otherwise requested or authorized by the Court.**
3. **Notice.** The movant must give notice of the motion to all other parties in accordance with Circuit Court Rule 2.1 and any applicable Supreme Court rule.

**C. “Piggy-Backed” Motions**

With proper notice to all parties who have appeared, motions may be brought before the Court, or “piggy-backed,” at any regularly set Case Management Conference, Motion Hearing, or Pre-Trial Conference. The Court must be provided with courtesy copies of all “piggy-backed” motions at least two (2) days prior to the presentation date of the motion. “Piggy-backed” motions must be filed and noticed as a regular document filing without selecting a date and time.

**D. Emergency Motions**

1. **Generally.** True emergencies are rare. All emergency motions must state the basis for the movant’s claim of an emergency. The movant must demonstrate that the situation was not reasonably foreseeable and could lead to irreparable harm, if relief is not obtained prior to the time that the motion can be heard on the Court’s regular motion call. Matters that have become urgent by reason of a party’s failure to seek timely relief do not constitute emergencies.
2. **Procedure.** Matters determined by the Court to require emergency scheduling will be heard daily as scheduled by the Court. Only the Court can set an emergency motion for hearing. A courtesy copy marked “Emergency Motion” with all supporting papers must be submitted to the Court via email at [ccc.chancerycalendar1@cookcountyil.gov](mailto:ccc.chancerycalendar1@cookcountyil.gov). The movant may also contact chambers to confirm receipt. Chambers staff will contact the parties to inform them whether the Court will hear the matter on an emergency basis and, provide an order with the date and time for the hearing. The movant shall then immediately file the motion through the e-filing system and serve notice on the opposing side.
3. **Temporary Restraining Orders (TRO).** Motions for TRO shall be presented according to the emergency motion procedures. Except in extremely rare and compelling circumstances, demonstrated clearly and convincingly by the movant, the movant is required to notify all other parties of the date and time of the hearing.

**E. Case Management Conferences**

1. Under Illinois Supreme Court Rule 201(c)(2) the Court has the ability to supervise all or any part of any discovery. The Court has a preferred case management order form available online on the Calendar 1 webpage.
2. An Initial Case Management Conference is held approximately one hundred twenty (120) days after the initial filing date of each case. Notice of the Initial Case Management Conference will be set by the Clerk of the Court, and sent provided electronically. Typically, the Initial Case Management Conference date can be found in the top left-hand corner of the initial pleading/complaint.
3. At the parties' first case management conference, the Court will commence its supervision of service of process upon all named parties, the discovery process, settlement, and other litigation matters.
4. Counsel familiar with the case and any *pro se* litigants must appear. A plaintiff's failure to attend the Initial Case Management may result in dismissal of the case for want of prosecution.
5. All parties must be prepared to inform the Court of all contemplated discovery, both written and oral, and the length of time that each party estimates will be necessary for the completion of discovery. The parties should also be prepared to report the status of the pleadings, any pending or contemplated pre-trial motions, and other matters mandated by Supreme Court Rule 218.
6. If not done prior, the Court will enter a case management order setting a discovery schedule and dispositive motion deadline.
7. If the parties appear before the Court prior to the Initial Case Management Conference date, then the date set for initial case management may be superseded by a new date set by the Court unless otherwise ordered.
8. Cases will be continued from time to time for further case management conferences to (1) afford the court an opportunity to monitor the status of all matters, (2) enable the court to enter such orders as it deems appropriate, and (3) facilitate proper discovery and pre-trial motion practice with a view to the expeditious and reasonable preparation of cases for trial or for other disposition.

**F. Clerk Status**

The parties must email complete copies of the contested motion briefs, pleadings, and exhibits either by the deadline set by the Court or within two days of the last filed brief if no deadline was set by the Court.

1. At the Clerk's Status, the Court's law clerk will confirm receipt of all pleadings. Additionally, a hearing/ruling date will be set, unless previously set by the Court. On occasion, the previously set ruling date may need to be reset at the Clerk's Status.
2. Counsel for movant(s) and respondent(s) and any *pro se* party must be present for the Clerk Status unless notified that their appearance is not required. If the movant fails to appear, the motion may be stricken with prejudice.
3. **The movant is responsible for submitting courtesy copies of the motion, and all briefs, pleadings, and exhibits relevant to the motion (including those of the respondent) via email, prior to the Clerk's Status.** This includes any briefs

- or other materials incorporated by reference. For motions to dismiss, judgment on the pleadings, and summary judgment, this also includes a copy of the operative complaint, answer, affirmative defense, or counterclaim.
4. The parties shall review the courtesy copies at the Clerk's Status and confirm that the Court has all required materials. **If the Movant fails to provide any of the required materials, the Court may reschedule the Clerk's Status, as well as the hearing date originally set.** Courtesy copies **will not** be accepted after the Clerk's Status without leave of Court.
  5. Unless notified otherwise, all courtesy copies shall be in electronic format. **DO NOT SUBMIT PAPER COPIES UNLESS SPECIFICALLY ORDERED OR REQUESTED BY THE COURT.**
  6. No motions or other matters may be scheduled or piggybacked for the Clerk's Status. All such matters will be stricken and not heard.

#### **G. Final Pretrial Conferences**

Prior to trial, the court will set the matter for a final pretrial conference. Each side shall **prepare and exchange, but not file**, a Pretrial Memorandum. The parties may agree to prepare a joint document and label it: JOINT PRETRIAL MEMORANDUM.

1. The Pretrial Memorandum shall contain the following component parts:
  - i. Agreed statement of facts.
  - ii. Statement of disputed facts.
  - iii. A list of all claims, counterclaims and/or affirmative defenses dismissed or withdrawn prior to the start of trial.
  - iv. A list of all claims, counterclaims and/or affirmative defenses that will be adjudicated at trial.
  - v. Stipulations of the parties. Please note that the Court requires all stipulations to be in writing and signed. The Court will not enforce stipulations that are not in writing and signed by both sides.
  - vi. A complete list of the names of prospective witnesses.
  - vii. A list of proposed exhibits with an indication of whether the exhibit is stipulated/objected to (include legal basis for any objections).
  - viii. Statement of disputed legal issues, including but not limited to, evidentiary issues (i.e., privilege, immunity, etc.) and/or procedural issues.
  - ix. A list of witnesses who require a language interpreter or other special needs service and, if so, the language or service sought.
  - x. The estimated length of trial.
  - xi. If applicable, a list of proposed jury voir dire questions or jury questionnaire.
  - xii. If applicable, a copy of all proposed jury instructions;
  - xiii. List of audio/visual equipment to be used (including vendor/source providing the equipment, digital format, and software).
2. The Pretrial Memorandum (including all of its component parts) along with any

Motions In Limine shall be emailed, as well as, placed in a three-ring binder and delivered to the Court.

3. At that final pretrial conference, the Court will rule upon all motions in limine and objections to exhibits and witnesses.

#### H. Set Matters

The Court will specially set matters for hearing/argument/trial. The parties should not schedule matters on the Set Matters call unless specifically authorized by the Court.

Pursuant to [Rule 7.2 – Chancery Set Matters](#), all motions to continue a matter on the Set Matters call must be presented to the Judge no later than two days prior to the date on which the matter is set for hearing.

#### IV. Draft Orders

##### A. File Format

Proposed Orders are to be submitted, in Word format only, except for approved pdf form orders.

##### B. Naming Convention for Draft Orders

1. The file name of all draft orders must be formatted as follows:

**CaseNumber.NameOfLeadLitigant.OrderSubject**

Examples:

2021CH98765.XYZInsurance.OrderApptSpclProcSvr.docx

2019CH99123.RivalLLC.StatusHearingOrder.doc

2018CH99999.RefuseIISettle.FinalPretrialConfOrder.pdf

2. The case number portion of the order should include all 11 characters (that includes all zeros).
3. If a case has multiple orders for the day, each order must be submitted as a separate file following the naming convention above. The failure of parties to properly name a Proposed Order may result in the Order being rejected.

##### C. Special Calendar 1 Form Orders

Several form court orders can be found on the Court’s webpage at:

<https://www.cookcountycourt.org/Judges-Pages/Wilson-Thaddeus-L>. You can access the webpage using the link indicated or by going to [www.cookcountycourt.org](http://www.cookcountycourt.org), selecting the “**Judges Information**” tab from the side menu, selecting “**Chancery Division**,” and then scrolling down and selecting “**Judge Thaddeus L. Wilson**.”



**D. Submission of Draft Orders**

**1. Morning Call**

All draft orders from this Court's morning calls must be circulated and then submitted to the Court's Calendar 1 email address ([ccc.chancerycalendar1@cookcountyil.gov](mailto:ccc.chancerycalendar1@cookcountyil.gov)) in Microsoft Word format no later than 1:00 p.m. today on the day of the hearing. **The failure to timely submit draft orders could result in the issuance of sanctions against all counsel appearing.**

**2. Afternoon Call**

All draft orders for cases heard on this Court's 2:00 p.m. call must be circulated and then submitted to the Court's Calendar 1 email address ([ccc.chancerycalendar1@cookcountyil.gov](mailto:ccc.chancerycalendar1@cookcountyil.gov)) in Microsoft Word format (except for approved pdf form orders) by no later than 5:00 p.m. that day, or within two hours after the conclusion of the hearing (whichever is later). **The failure to timely submit draft orders could result in the issuance of sanctions against all counsel appearing.**

**E. Obtaining Copies of Entered Orders & Case Docket Information**

**1. Obtaining Copies of Entered Orders.**

Copies of entered court orders may be obtained from the Clerk of the Circuit Court's online filing system or through the Clerk's courtesy copy email notification system. **DO NOT CALL/CONTACT CHAMBERS.**

To receive copies of entered orders through the Clerk Office's automated system, you must have an individual appearance and valid email address on file for each case. The automated notification is usually sent from the email address: [courtesyorders2@cookcountycourt.com](mailto:courtesyorders2@cookcountycourt.com) or a similarly named account.

If you are not receiving the automated courtesy copies of entered orders:

- a. Check your spam folder if you don't see them in your inbox.
- b. Verify that you have an appearance and valid email address on file for each case.
- c. Contact the Clerk of the Circuit Court's Office directly for further assistance.

**CLERK OF CIRCUIT COURT**  
**Chancery Division Services**  
**50 West Washington St., Room 802, Chicago, IL 60602**  
**[ChanceryDivServices@cookcountycourt.com](mailto:ChanceryDivServices@cookcountycourt.com)**  
**312-603-5133**  
**Monday - Friday: 8:30 am-4:30 pm**

## 2. Obtaining Case Docket Information

### a. Efile Illinois

<http://efile.illinoiscourts.gov/service-providers.htm>

The Illinois Supreme Court mandated Cook County to Utilize the Statewide Electronic Filing System (eFileIL) for Civil Case Filings in Cook County - Illinois Supreme Court Order M.R. 18368. The initial implementation of the ResearchIL application promotes the use of electronic court documents and prepares for a remote public access application, which will provide attorneys and the public a central location to access all court documents. ResearchIL is the cross-jurisdictional portal that allows remote access to documents filed in the other counties with the State.

### b. reSearchIL

<https://researchil.tylerhost.net/>

1. Access the re:SearchIL website:  
<https://researchil.tylerhost.net/>
2. Click Sign in to sign in with your eFileIL credentials, or click Register if you do not have an eFileIL account already.  
If you need help registering or signing in, you can reach us by email or phone:
  - Email: [research.support@tylertech.com](mailto:research.support@tylertech.com)
  - Phone: 844.307.8720After you sign in, click the Help icon ( ) for additional support options.

### c. Clerk of Circuit Court Portal (CCC Portal)

<https://cccportal.cookcountyclerkofcourt.org/CCCPortal>

Please note that the registration system on the portal is for justice partners and Illinois-licensed attorneys' use only. Justice partners include, but are not limited to, the State Attorney's Office, Public Defender, Law Enforcement, Department of Social Services, and other authorized agencies. Attorneys must have an active license to practice in the State of Illinois.

### d. Public Online Information System

<https://casearch.cookcountyclerkofcourt.org/>

The Clerk of the Circuit Court of Cook County provides on-line case information as a public service. This service is intended to be used as a resource to determine the general status of historical and active court cases. The information is not the official record of the court.

Based on the procedures used to update the electronic docket search databases, it may sometimes take a few days before updated information is available through the on-line electronic docket search function.

**Please use the official Odyssey e-filing system to obtain up-to-date case information and orders. DO NOT USE THE PUBLIC PORTAL AND DO NOT CALL CHAMBERS.**

**V. Presentment of Motions and Briefing**

**A. Agreed Orders**

Parties must contact chambers prior to submitting any Proposed Agreed Order, by emailing [ccc.chancerycalendar1@cookcountyil.gov](mailto:ccc.chancerycalendar1@cookcountyil.gov) with the Proposed Agreed Order in Word format with all parties carbon copied on the email.

**B. Status Hearings**

Cases may be set on the 11:00 a.m. Status Call Monday through Thursday by order of the Court only. Status review may relate to progression of the case toward a trial or other disposition, or to motions pending. On any status date, Counsel familiar with the case and any *pro se* litigants must appear. Failure to attend a status date may result in the case being dismissed for want of prosecution, entry of a default, or other appropriate order. Motions may be presented at a status date, but the procedures for notice and courtesy copies as set forth for “piggy-backed” motions (above) shall be followed.

**C. Motions for Default Judgment**

1. **Notice.** All parties who have been served shall be given notice of the motion for default, regardless of whether an appearance has been filed.
2. **Materials.** The following materials are required to be attached to the motion:
  - a. Copy of notice of motion and motion.
  - b. Copy of summons and complaint.
  - c. Copy of affidavit of service.
  - d. Note: A photocopy of the Cook County Sheriff’s website which notes that service has been effectuated is insufficient to prove the same.
  - e. Attorney or *pro se* litigant’s certificate certifying that both the court file and the computer register have been checked for any appearance or answer by the defendant(s). The certificate must be dated no more than ten (10) days before the date selected for presentation of the motion.
  - f. If defaulting an individual, a military affidavit as required by federal law (Form CCG 004).
3. Entry of Order of Default. Upon entry of the order for default judgment, the movant shall be required to serve the defaulted party(ies) with a copy of the order via Regular and Certified U.S. Mail (as well as via email

when available) within 5 days of entry of the order, unless otherwise ordered by the Court. A copy of the default order shall also be provided to any counsel for the defaulted party(ies) who have served a lien or correspondence regarding representation in a related or underlying matter.

**D. Petitions for Turnover of Surplus Funds**

Petitions for Turnover are generally treated as Regular Motions (see above). The specific procedures for Petitions for Turnover are set forth in [Chancery Division General Administrative Order 2019-01](#), available on the website of the Circuit Court of Cook County. Note that a single petition on behalf of multiple parties is not permitted. Each petitioner must file their own separate petition. **Please carefully read and follow all requirements as set forth in [Chancery Division General Administrative Order 2019-01](#).** All petitions are to be scheduled through the e-filing system.

**E. Motions for Consolidation or Transfer**

All motions to consolidate or designate two Chancery cases as related shall be heard by the Presiding Judge of the Chancery Division. Such motions are administrative in nature and concern only whether two or more cases should be heard together by the same Judge; if allowed, the cases each still maintain their own identities and do not substantively become one unified case. The Regular Motion procedures should be followed, and notice provided to all parties upon whom service has been obtained or who have an appearance on file in each case sought to be consolidated or designated as related. In addition to a courtesy copy of the motion, the **movant must provide copies of the operative complaint in each case** (it is not necessary to include exhibits). The motion to consolidate or transfer as related shall be scheduled before the Presiding Judge through the e-filing system and the Court will inform the parties whether an appearance on the motion for consolidation or to transfer as related is necessary. While the Supplemental Standing Order is in effect, any party objecting to the motion shall submit filed objections in writing to [ccc.chancerycalendar1@cookcountyil.gov](mailto:ccc.chancerycalendar1@cookcountyil.gov) by the deadline given by the Court upon receipt of the motion.

The following General Orders, available on the website of the Circuit Court of Cook County, provide further information and procedures with respect to the consolidation with or transfer of a case as related to another case:

[General Order 3.1 – Consolidation of Cases](#)

[General Order 3.4 – Foreclosure Suits](#)

[General Order 12.1 – Any Action in County Department](#)

[General Order 13 – Transfer of Previously Assigned Cases](#)

[General Order 22.1 – Related Cases](#)

[General Order 22.2 – Related Cases](#)

[General Order 22.3 – Related Cases](#)

[General Order 22.4 – Transferred Cases](#)

Note that motions for consolidation of cases from different divisions are heard by the Presiding Judge of the Law Division, in accordance with General Order 12.1.

The Presiding Judge will rule only on the merits on the motions to consolidate or transfer. Any other pending or filed motions in cases sought to be transferred or consolidated must be brought before the judge assigned to the case.

**F. Motions for Summary Judgment**

1. Unless a specific date is set therefore by the Court, motions for summary judgment must be filed sufficiently in advance of the set trial date (in most cases at least 90 days prior to trial) in order to accommodate a briefing schedule and ruling. Otherwise, the motion will be stricken as untimely, or at the discretion of the Court, taken contemporaneously with the trial.
2. Except for good cause shown, the Court will only entertain one round of motions for summary judgment per party, no matter how many counterclaims or cross claims are involved in the case(s).

**G. Contested Motions & Briefs**

1. **Generally.** At the time the motions are presented or by Agreed Order, the Court will enter a briefing schedule on contested motions, including a date for the parties to submit all courtesy copies.
2. **Citations.** All Illinois case citations should be made to the official Illinois Reports where available (Ill., Ill. App., etc.), not to the North Eastern Reporter (N.E.2d) or Illinois Decisions (Ill. Dec.). All online legal research service citations must be to LEXIS.
3. **Format and Length.** All briefs are to be double-spaced, typed in 12-point Times New Roman font, and set with 1-inch margins. **All exhibits should be tabbed, page-numbered and bookmarked.** Briefs shall not exceed twenty-five (25) double-spaced pages (exclusive of exhibits). **Motions requesting leave to exceed the page limit will be routinely denied. Any brief exceeding the page limit will be stricken and not considered.**
4. **Briefing Deadlines and Extensions.** Unless otherwise ordered by the Court, any brief filed after a briefing deadline may be stricken.
5. **Supplemental Briefing.** The parties will be permitted to file a Sur-Response and Sur-Reply only if a request is made by written motion and the Court deems additional briefing necessary. Further, the Court may ask the parties to prepare and file additional briefing on specific and contentious issues not fully or satisfactorily addressed in the parties' previously filed briefs. In such case, the parties are restricted to discussing only the questions posited by the Court.
6. **Additional Materials.** If depositions are cited in support of or in opposition to a motion, a copy of the entire transcript must be provided to the Court. A copy of the Administrative Record must be submitted to the Court for administrative review cases.

7. **Hearings.** Hearings on contested motions will be scheduled if deemed necessary by the Court.

#### **H. Courtesy Copies**

2. The movant of a contested motion is responsible for providing courtesy copies of ALL briefs and accompanying exhibits.
3. With respect to dispositive motions, courtesy copies should also include copies of the complaint at issue, as well as, any answer thereto, affirmative defenses and/or counterclaims.
3. **Courtesy copies will *only* be accepted via email, unless otherwise requested or authorized by the Court.** This requirement exists notwithstanding the e-filing of motions by parties and/or their counsel.
4. Courtesy copies must be sent to [ccc.chancerycalendar1@cookcountyil.gov](mailto:ccc.chancerycalendar1@cookcountyil.gov).
5. Courtesy copies should be received at least 3 days prior to the set Clerk Status or at least 14 days prior to the scheduled hearing date, if no Clerk Status was set by the Court.
6. **Do not send paper copies (hard copies) to chambers unless specifically requested by the Court.**
7. **In the event courtesy copies are not tendered to the Court on time, the Court may strike the motion or enter another appropriate order in the matter.**

#### **VI. Settlement Conference**

1. **Generally.** The Court encourages all parties to explore and negotiate settlements of their cases. If the Court can assist parties in their settlement negotiations at any stage, it stands ready to do so.
2. **Procedure.** Requests for a Settlement Conference may be made by contacting a Law Clerk to schedule a date and time, at [ccc.chancerycalendar1@cookcountyil.gov](mailto:ccc.chancerycalendar1@cookcountyil.gov). Both parties should agree to participate in settlement discussions in good faith. Clients or other persons with authority are expected to attend unless excused by the Court. All parties must agree that anything said or done at the Settlement Conference shall not serve as the basis for a substitution of judge.
3. **Settlement Conference Memoranda.** Each party shall serve on the other a Settlement Memorandum no later than three (3) days prior to the Settlement Conference. A courtesy copy shall also be provided to the Court (by emailing the copy to the Calendar 1 email address, [ccc.chancerycalendar1@cookcountyil.gov](mailto:ccc.chancerycalendar1@cookcountyil.gov), if the Supplemental Standing Order is in effect) on the same date. A Joint Settlement Memorandum is also acceptable if the parties are in agreement as to the content. The Settlement Memorandum should include: (1) a statement of the case; (2) an outline of the causes of action, defenses, and counterclaims; (3) a statement of the legal and factual issues presented; (4) the relief sought, including damages, and the basis therefore; and (5) the status of any settlement negotiations to date.

## VII. Trial

Trial dates are firm. Once set, trial dates will not be rescheduled absent compelling circumstances. Any motion to continue a trial must be supported by a specific, detailed affidavit, and must be made in writing no less than five (5) days prior to the date set for commencement of the trial, unless emergency circumstances doesn't permit.

### A. Final Pretrial Conference

At the time the Court sets a trial date, a Final Pretrial Conference hearing may also be set, generally three (3) weeks before the trial is to commence. Counsel must exchange exhibits prior to the Final Pretrial Conference. At the Final Pretrial Conference, the Court will rule on any motions *in limine* and discuss trial scheduling and logistics, including any technology the parties wish to utilize. Failure to appear at the Final Pretrial Conference may result in dismissal for want of prosecution, the entry of an order of default, or the entry of any other appropriate order. All attorneys who intend to act as trial counsel at the trial shall be present unless leave of the Court is obtained prior to the Final Pretrial Conference date.

### B. Trial Materials

The parties' trial materials must be exchanged between the parties and delivered to chambers five (5) days prior to the Pretrial Case Management Conference, or, if no Pretrial Case Management Conference has been set, fourteen (14) days prior to the trial date. The parties shall contact chambers at [ccc.chancerycalendar1@cookcountyil.gov](mailto:ccc.chancerycalendar1@cookcountyil.gov) to determine how to deliver copies to the Court seven (7) days in advance of any Pretrial Case Management Conference or twenty-one (21) days prior to the trial date. Failure to comply with this requirement may result in dismissal, default, or other appropriate order. The parties are strongly encouraged to submit joint or agreed trial materials to the extent possible. Any separate trial materials submitted must be accompanied by a statement detailing the good faith efforts of the parties to agree on a joint submission. Trial Materials shall include:

- a. A short joint statement of the case.
- b. A joint statement of agreed and/or uncontested facts.
- c. A joint statement of contested facts.
- d. A list of all potential witnesses, indicating who will be called and who may be called and by whom.
- e. A complete list of all exhibits each party intends to use, including objections raised by any party to the admission of such exhibits. Exhibits as to which no objection is raised should be marked "Stipulated into Evidence" and will be admitted without foundation at trial and made a part of the evidentiary record as if full foundation had been laid.
- f. Copies of any Supreme Court Rule 216 requests to admit and responses thereto which any party anticipates utilizing at trial.
- g. Copies of all motions *in limine* with supporting and opposing memoranda. Motions *in limine* must be discussed between counsel in advance of the Pretrial Case Management Conference to ensure that the motions



remaining are those that the parties cannot in good faith resolve amongst themselves prior to trial.

- h. An affidavit of compliance with all Supreme Court Rule 237 Notices and a statement of all outstanding disputes regarding such notices, if any.
- i. Supreme Court Rule 213 interrogatories and depositions may be considered hearsay. The parties may object to tendering them to the Court. To the extent that any party expects to offer opinion testimony, that party shall be prepared to provide responses to Supreme Court Rule 213 interrogatories, including any supplements, as well as any deposition testimony that will support the opinion testimony to be offered at trial. Such materials need not be tendered unless the Court requests tender. If opinion testimony is challenged at trial as being non-compliant with Supreme Court Rule 213, the proponent will be expected to promptly produce such materials demonstrating compliance with Supreme Court Rule 213.
- j. To the extent that any objections have been made, complete copies of evidence depositions with designations (if any) clearly marked.

**VIII. Attorney Conduct**

Zealous advocacy is the lawyer’s professional obligation. Incivility has no place in a respected and credible judicial system. The Court expects counsel to conduct themselves professionally and with civility at all times, which includes any written and oral communications among counsel, at depositions, and with the Court and its staff.

**IX. Modification**

The court may modify this Standing Order at any time. Copies of the most recent Standing Order are available online at: <https://www.cookcountycourt.org/Judges-Pages/Wilson-Thaddeus-L>

ENTERED:



Hon. Thaddeus L. Wilson  
Chancery Division  
Calendar 1

**ENTERED**  
**Judge Thaddeus L. Wilson – 1976**

**January 2, 2024**

IRIS Y. MARTINEZ  
CLERK OF THE CIRCUIT COURT  
OF COOK COUNTY, IL