

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
COUNTY DEPARTMENT - COUNTY DIVISION

**ADMINISTRATIVE ORDER: 2020-4**

SUBJECT: COVID-19 PROCEDURES FOR TAX VALUATION OBJECTION CASES

- A. In light of the coronavirus pandemic and to protect the health and safety of the public and consistent with the General Administrative Order 2020-01 (amended May28, 2020) entered by Chief Judge Timothy C. Evans directing that all matters be conducted by videoconference subject to the limitations imposed by the Constitution of The United States and the State of Illinois and that all judges and employees of the court, except essential for essential court operations work remotely and conduct business telephonically or via videoconference; and
- B. In order to accommodate activation of cases scheduled for the April, May and June, 2020 Case Management Calls, and to promote continuing remote discussion, negotiation and settlement of Tax Objection Complaints, and to avoid submission of numerous orders at a time when the Clerk of the Court's staff is remote and limited in its capacity to process orders, etc.:

**IT IS HEREBY ORDERED:**

**I. Case Management.**

1. The Office of the Cook County State's Attorney ("CCSAO") shall prepare and publish suggested calendar assignments for Small Claims Cases for the April 7, May 5, and June 2, 2020 Case Management Calls, and Objector's/Plaintiff's Counsel ("Counsel") shall:
  - i. Electronically send lists of their small claims and regular track cases to Laura Martinez at [sao.tax@cookcountyil.gov](mailto:sao.tax@cookcountyil.gov). The list should identify the cases as small claims or regular track and the month for case management; and
  - ii. The CCSAO will assign the cases to the Assistant State's Attorney (ASA) who handled the previous year when possible, and randomly assign any new cases and those where the ASA has left the office; and
  - iii. The CCSAO will email the list back to Counsel with ASA's names and corresponding calendar assignment, and Counsel can draft their case management order for the calendar which corresponds to the ASA;

2. For matters originally scheduled for activation on the April 7, 2020 Case Management Call, one of the following orders shall be submitted to the Court on or before July 14, 2020 (all small claims orders previously entered for the April Case Management Call are hereby vacated). If a matter was settled and proved-up remotely in accordance with Section IV herein, it is not necessary to submit any order on or before July 14, 2020:

- i. Small Claim Assignment Order
- ii. Case Management Call Order (dates to remain the same as in April schedule)
- iii. Agreed Judgment Order (see template, Attachment B)
- iv. Dismissal Order

3. For matters originally scheduled for activation on the May 5, 2020 Case Management Call, one of the following orders shall be submitted to the Court on or before July 21, 2020. If a matter was settled and proved-up remotely in accordance with Section IV herein, it is not necessary to submit any order on or before July 21, 2020:

- i. Small Claim Assignment Order
- ii. Case Management Call Order (dates to remain the same as in May schedule)
- iii. Agreed Judgment Order (see template, Attachment B)
- iv. Dismissal Order

4. For matters scheduled for activation on the June 2, 2020 Case Management Call, one of the following orders shall be submitted to the Court on or before July 28, 2020. If a matter was settled and proved-up remotely in accordance with Section IV herein, it is not necessary to submit any order on or before July 28, 2020:

- i. Small Claim Assignment Order
- ii. Case Management Call Order
- iii. Agreed Judgment Order (see template, Attachment B).
- iv. Dismissal Order

5. *All dates contained or referenced herein are subject to change as the Court deems appropriate or necessary.*

## **II. Trial Management, Pre-Trial Hearings, Status Hearings and Prove-Ups.**

- 1. All previously entered dates for Pre-Trial Hearings and Status are hereby continued in accordance with the schedule attached hereto as Attachment A.
- 2. All settled matters shall be proved-up remotely during the coronavirus pandemic in accordance with Section IV herein.

### **III. Trial Assignment.**

1. All matters scheduled for Trial Assignment in May, June, July or August, 2020 are hereby continued until September 15, 2020.
2. All discovery for matters proceeding as regular track cases may continue as per previously entered orders. However, no penalty shall attach for failure to complete or comply with discovery dates, and any unresolved discovery issues are set for status on September 15, 2020, including issues involving opinion witness dates, discovery initiation dates, and discovery cutoff dates.

### **IV. Settlement Prove-Ups/Agreed Judgment Orders.**

A remote process for proving up settled Tax Objection (valuation) cases has been instituted until further notice, comprised of the following steps:

1. Counsel will email Settlement Memoranda and Agreed Judgment Orders (AJO's) to the respective ASA for review and signature (any form of signature by the ASA will suffice, e.g. actual signature, Adobe sign, etc.), in a single PDF in groups of no more than 20 cases;
2. Upon receipt of the signed AJO's and Settlement Memoranda from the ASA, Counsel will e-file the executed Settlement Memoranda individually with the Clerk of the Circuit Court via Odyssey;
3. Once the Settlement Memoranda are filed and marked as accepted, Counsel shall send the proposed AJO's and Settlement Memoranda to the Court via an email to **ccc.countytaxo@cookcountyil.gov**. The Subject or "re:" line of the email shall identify the calendar to which the matters are assigned. No more than 20 cases may be included in any email and all cases in a single email must be assigned to the same calendar. The email will be forwarded to the calendar judge for review and entry. The body of the email shall contain a list of the cases. The email must have the following attachments:
  - i. A single PDF attachment with all the e-filed Settlement Memoranda (in the same order as the list of cases contained in the body of the email); and
  - ii. A single PDF attachment with all ASA-signed AJO's (in the same order as the list of cases contained in the body of the email).
4. When sending AJO's to the Judges for signature and Court entry, remember to cc the assigned ASA on the email correspondence.
5. The Judge will sign the AJO's and forward them to a clerk for Court entry;
6. After entering the orders, the clerk will email the stamped AJO's back to Counsel at the email address on the AJO;

7. Entered AJO's can be emailed to the Treasurer's Office at the following email address: **specificobjections@cookcountytreasurer.com**
8. Copies of all of Court-filed Memos and AJO's must be sent to the CCSAO at the following email address: **sao.tax@cookcountyil.gov**. The Case number must be clearly identified in the subject line. The CCSAO requests a separate email for each case that has completed the remote prove-up process.

Dated this 1<sup>st</sup> day of June, 2020, and effective immediately.

ENTER:

---

Judge Sharon M. Sullivan  
Presiding Judge, County Division

**County Division Continuance Schedule** updated thru June 3, 2020\*

		<b>CONTINUANCE DATE</b>
April 6, 2020		May 18, 2020
April 7, 2002		May 19, 2020
April 8, 2020		May 20, 2020
April 9, 2020		May 21, 2020
April 10, 2020		May 22, 2020
	Monday May 25, 2020 Memorial Day	
April 13, 2020		<b>June 1, 2020</b>
April 14, 2020		May 26, 2020
April 15, 2020		May 27, 2020
April 16, 2020		May 28, 2020
April 17, 2020		May 29, 2020
April 20, 2020		June 1, 2020
April 21, 2020		June 2, 2020
April 22, 2020		June 3, 2020
April 23, 2020		June 4, 2020
April 24, 2020		June 5, 2020
April 27, 2020		June 8, 2020
April 28, 2020		June 9, 2020
April 29, 2020		June 10, 2020
April 30, 2020		June 11, 2020
May 1, 2020		June 12, 2020

May 4, 2020		June 15, 2020
May 5, 2020		June 16, 2020
May 6, 2020		June 17, 2020
May 7, 2020		June 18, 2020
May 8, 2002		June 19, 2020
May 11, 2020		June 22, 2020
May 12, 2020		June 23, 2020
May 13, 2020		June 24, 2020
May 14, 2020		June 25, 2020
May 15, 2020		June 26, 2020
May 18, 2020		June 29, 2020
May 19, 2020		June 30, 2020
May 20, 2020		July 1, 2020
May 21, 2020		July 2, 2020
May 22, 2020		July 10, 2020
	Monday May 25, 2020 Memorial Day	
May 26, 2020		July 7, 2020
May 27, 2020		July 8, 2020
May 28, 2020		July 9, 2020
May 29, 2020		July 17, 2020
June 1, 2020		July 20, 2020
June 2, 2020		July 21, 2020
June 3, 2020		July 22, 2020
June 4, 2020		July 23, 2020
June 5, 2020		July 24, 2020

June 8, 2020		July 27, 2020
June 9, 2020		July 28, 2020
June 10, 2020		July 29, 2020
June 11, 2020		July 30, 2020
June 12, 2020		July 31, 2020
June 15, 2020		August 3, 2020
June 16, 2020		August 4, 2020
June 17, 2020		August 5, 2020
June 18, 2020		August 6, 2020
June 19, 2020		August 7, 2020
June 22, 2020		August 10, 2020
June 23, 2020		August 11, 2020
June 24, 2020		August 12, 2020
June 25, 2020		August 13, 2020
June 26, 2020		August 14, 2020
June 29, 2020		August 17, 2020
June 30, 2020		August 18, 2020
July 1, 2020		August 19, 2020
July 2, 2020		August 20, 2020
July 3, 2020		August 21, 2020

\*Judges are reviewing all cases and may schedule cases on different dates. 5/29/20

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

\_\_\_\_\_ )  
**Plaintiff,** )  
 )  
 vs. )  
 )  
**MARIA PAPPAS,** )  
**Cook County Treasurer and** )  
**Ex Officio County Collector** )  
**Defendant.** )

(20\_\_) \_\_ COTO \_\_\_\_\_

THIS MATTER IS ASSIGNED TO  CALENDAR: _____
---

**AGREED JUDGMENT ORDER**

THIS CAUSE coming on to be heard on the application of the County Treasurer and Ex-Officio County Collector of Cook County, Illinois, Defendant, appearing by her attorney, Kimberly M. Foxx, State’s Attorney of Cook County, Illinois, and on the Objection of \_\_\_\_\_, Plaintiff, appearing by her attorneys, \_\_\_\_\_, and both parties having agreed to settle this objection pursuant to 35 ILCS 200/23 et seq. based upon the following:

1. Pursuant to County Division Administrative Order No. 2020- 4, dated June 1, 2020 this case is hereby assigned to calendar \_\_\_\_\_. (4282)
2. The 201\_\_ assessed valuation of \_\_\_\_\_, before equalization is excessive. The correct 201\_\_ assessed valuation, before equalization, is \_\_\_\_\_.
3. Applying the applicable equalization factor of \_\_\_\_\_ and the applicable tax rate of \_\_\_\_\_% to the correct assessed valuation of \_\_\_\_\_ results in an equalized assessed valuation of \_\_\_\_\_ and a correct tax of \$\_\_\_\_\_.

Applying the same equalization factor and tax rate to the excessive assessed valuation in the amount of \_\_\_\_\_ results in an equalized assessed valuation of \_\_\_\_\_ and an excess payment of taxes in the amount of \$\_\_\_\_\_.



4. The Defendant shall refund to the Plaintiff the sum of \$\_\_\_\_\_, plus statutory interest, constituting the excess amount of taxes paid under protest for the year 201\_\_\_.
5. The Defendant shall make appropriate notations of this order in the proper real estate tax warrant book, and the County Clerk shall make appropriate notations of this order in the proper property tax judgment, sale forfeiture and redemption record.
6. Pursuant to 35 ILCS 200/23 et seq. of the Property Tax Code, a Memorandum of Settlement which supports this compromise is being filed with the court as well as documents supporting the settlement.
7. Any and all future dates are hereby stricken from the record.

ENTER:

\_\_\_\_\_

APPROVED AS TO FORM:  
KIMBERLY M. FOXX  
State's Attorney for Cook County

By: \_\_\_\_\_

ADDRESS OF SUBJECT PROPERTY: \_\_\_\_\_

PERMANENT INDEX NUMBER (S): \_\_\_/00-00-000-000-0000

*Attorney Name*  
*Firm, Attorney Code*  
*Attorneys for Plaintiff*  
*Firm address*  
*Firm phone number*  
*Attorney Email Address*