

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

COUNTY DIVISION ADMINISTRATIVE ORDER: 2023-02

SUBJECT: PROCEDURES FOR COUNTY DIVISION

This County Division Administrative Order is entered in response to the resolution of the COVID-19 pandemic. It shall supersede any inconsistent provision in any prior County Division COVID-19 pandemic administrative order, including all iterations of 2020-07.

The bar and litigants are hereby notified that: Effective July 11, 2023 Judges in the County Division may hold hearings both virtually via zoom, and/or in-person. In addition, the procedures daily schedules for each judge assigned to the County Division is reflected in each judge's standing order as set forth on the Circuit Court of Cook County's website.

IT IS HEREBY ORDERED:

The following procedures shall apply to the County Division and, unless otherwise stated, are effective immediately.

I. HEARINGS

All matters in the County Division may be heard remotely or in-person. However, consistent with the Illinois Supreme Court's policy favoring remote hearings to promote access to justice and the efficient disposition of cases, the Court anticipates that most cases will continue to be heard remotely in the near future, particularly for lawyers and litigants that prefer to do so. The Court will make its best efforts to accommodate hybrid hearings where one party appears in-person and the other appears virtually, but due to hardware limits at this time the parties may not be able to see each other, and the Judge may elect not to do so.

A. In-Person Hearings

Judges will be available for in-person hearings as and when requested by the parties and counsel.

B. Remote Hearings

Remote hearings shall be heard over the Zoom application. The Zoom meeting ID numbers and passwords are reflected in attachment A of this order as well as in each Judge's standing orders. Judges may continue to attend remote hearings from outside the courthouse with the approval of the Presiding Judge if doing so would better further the administration of justice.

CALENDAR	JUDGE	ZOOM MEETING ID	ZOOM MEETING PASSWORD
Calendar 3	Presiding Judge Rena M. Van Tine	953 7031 0834	310046
Calendar 4	Hon. James Carroll (Swing Judge)	845 8557 4545	001707
Calendar 5	Hon. Patrick Stanton	970 3250 0245	895226
Calendar 6	Hon. Marcia Conway	923 0250 9713	709022
Calendar 7	Hon. Paul Karkula	986 9592 1385	539505
Calendar 8	Hon. Kathleen Burke	965 2561 6475	553663
Calendar 9	Hon. Tracie Porter	963 9239 3803	043502
Calendar 10	Hon. Maureen Ward Kirby	977 2570 0908	821555
Calendar 11	Hon. Araceli De La Cruz	914 0410 9299	407193
Calendar 12	Hon. Mary Trew	958 9492 1843	226532
Calendar 13	Civil Asset Forfeiture	986 6174 6735	760510
Calendar 14	Hon. Viviana Martinez	922 8284 2526	201676

1. Remote Hearings in Mental Health Cases

a. Mental Health Case Management and Evidentiary Hearings.

All mental health case management call and evidentiary hearings proceeding remotely will be heard in the Zoom room or courtroom of the judge presiding over the case. The judge presiding over the hearing, or the Court's staff shall control who may enter the hearing as by law these hearings are not open to the public.

b. Emergency Mental Health Writs. Counsel shall email

gloria.contreras@cookcountyil.gov, with a copy to kelly.wright@cookcountyil.gov, or call 312-603-6194.

c. Public Access. Any member of the general public or press may request Zoom information for a mental health proceeding by emailing gloria.contreras@cookcountyil.gov, with a copy to kelly.wright@cookcountyil.gov, in advance of the hearing, preferably prior to the case management conference. All motions to close a mental health proceeding pursuant to 405 ILCS 5/3-800, and any other applicable law, shall be presented at the case management conference and not on the hearing date, so that the judge has adequate time to hear from the parties and decide whether such access should be granted.

2. Hearings in Adoption Cases

Effective July 11, 2023, all adoption hearings will be heard in the Zoom room or courtroom of the judge presiding over the matter. The judge presiding over the matter or the Court's staff shall control who may enter the remote or in-person hearing as these hearings are not open to the general public. Adoption consent proceedings shall be heard at 12:00PM

and 12:30PM, on Monday through Thursday. Additional procedures for adoption matters are set forth in Administrative Order 2020-06

3. Hearings in Land Bank Cases

Effective June 12, 2023, all Cook County Land Bank tax deed cases proceeding remotely will be heard in Calendar 14's zoom room or in the assigned judge's courtroom.

C. Additional Scheduling Information

1. Standing Orders

Effective July 17, 2023, each judge's standing order will be posted on the court's website or available by emailing kelly.wright@cookcountyil.gov. Each judge will determine whether parties must appear in person or over zoom before the judge in any given proceeding.

2. Name Changes

Petitioners shall include their preferred email address on their Name Change Petition so that the Court may contact them. Motions relating to name changes are to be scheduled and heard during a judge's name change call. Petitioners may contact countydivision.inquiries@cookcountyil.gov to inquire about what documents need to be presented to the Court at the hearing. For more information on remote name change hearings, please see the COVID-19 Procedures For Remote Name Change Hearings on the County Division homepage.

3. Tax Deed Cases

Prove-ups may be scheduled for a remote proceeding using the Zoom meeting information set forth in Attachment A for the Calendar to which the case is assigned. The Petitioner shall hand-deliver copies of the Application for Tax Deed and all exhibits to be presented at the prove-up to the Calendar judge two to five days prior to the prove-up, unless otherwise directed by the Calendar judge or put forth in the judge's standing order. Check each judge's standing order and make sure you are scheduling dates for when the assigned judge hears tax deed cases.

4. Tax Objections Cases

The remote procedures for tax cases as reflected in the assigned judge's standing order shall continue unless otherwise directed by the judge.

5. Civil Asset Forfeiture Cases

Monday and Wednesday court dates are solely reserved for preliminary hearings, return dates, and case management. Trials are heard on Tuesday and Thursday. To confirm your Zoom hearing, you may contact the State's Attorney's Office at (312) 603-6462. The Zoom meeting information is set forth in Attachment A.

6. Adoption Cases

Check each judge's standing order for the assigned calendar's procedure on adoption cases.

7. Election Law Cases

The Clerk's Office shall place all Election Law cases on Calendar 3. The Presiding Judge through random assignment will equally divide up the number of cases per election cycle and assign them randomly.

II. 298 FEE WAIVER PETITIONS

Fee waiver petitions will be forwarded to the assigned Calendar judge for ruling based on the written Application. After reviewing the Application, the Court may require the Petitioner to appear remotely or in-person.

III. COURTESY COPIES, PROPOSED ORDERS, AND COMMUNICATION WITH THE COURT

A. Courtesy Copies and Proposed Orders

Unless otherwise specified by the judge, courtesy copies and proposed orders shall be deposited in the mail slot for the assigned judge in Room 1701. *All draft orders provided to the Court by attorneys or pro se litigants for all case types shall include an email address to which signed, stamped and entered orders can be delivered electronically via Odyssey. The Clerk will not email an order unless an email address is included in the draft order.*

B. Court Contact Information

Inquiries regarding a County Division matter may be made as follows:

Adoption Matters	cj.cal3@cookcountyil.gov	(312) 603-2492
Name Changes	countydivision.inquiries@cookcountyil.gov	(312) 603-6194

Nothing in this General Administrative Order should be read as conflicting with any current order in effect entered by the Chief Judge. To the extent any provision might conflict, the Chief Judge's order will supersede any provision in the instant order.

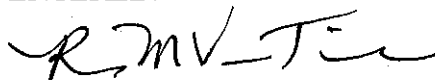
Dated this 17th day of July, 2023.

ENTERED
Judge Rena Van-Tine-1834

JUL 12 2023

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

ENTERED:



Judge Rena Marie Van Tine
Presiding Judge, County Division

Attachment A

Judge James Carroll – Calendar 4

(Swing Judge)

Room 1707

Swing judge for special assignments and coverage of various Division calendars as determined by the Presiding Judge of the County Division.

Judge Patrick T. Stanton – Calendar 5

Room 1706

Monday	Tuesday	Wednesday	Thursday	Friday
10:00 Set Matters 11:00 Mental Health CMC	Mental Health Trials (set by order)	Adoptions 8:45 Routine Motions 9:00 Motions/Status 10:00 Initial Presentment 10:30 Initial Presentment 11:00 Initial Presentment 11:30 Initial Presentment	9:30 Motions 10:30 Tax Objections Status/Prove Up 11:00 Name Changes	10:00 Motions 11:00 Set Matters
1:30 Motions 2:30 Tax Deed Prove-Up	Mental Health Trials (set by order)	Adoptions 12:00 Consents 12:30 Consents 1:30 Initial Presentment	1:30 Tax Deed Prove-Up 2:00 Tax Deed Prove-Up 2:30 Set Matters	1:30 Set Matters

Set Matters, including Pre-trial Settlement Conferences, Trials and Hearings, and Tax Deed Prove-Up set by Court Order. All other matters must be scheduled through Odyssey.

**Judge Marcia Conway – Calendar 6
Room 1707**

Monday	Tuesday	Wednesday	Thursday	Friday
10:30 Motions 10:30 Tax Deed Prove-Up	10:30 Motions 10:30 Tax Deed Prove-Up 10:30 Tax Objections	10:30 Motions 10:30 Name Change 10:30 Tax Deed Prove-Up	10:30 Motions 10:30 Name Changes 11:00 Mental Health CMC	Mental Health Trials (set by order)
1:30 Civil Asset Forfeiture CMC	1:30 Forfeiture Trials		*Emergency Judge (alternating weeks)	Mental Health Trials (set by order) *Emergency Judge (alternating weeks)

Set Matters, including Pre-trial Settlement Conferences, Trials and Hearings, and Tax Deed Prove-Up set by Court Order. All other matters must be scheduled through Odyssey.

**Judge Paul Karkula – Calendar 7
Room 1702**

Monday	Tuesday	Wednesday	Thursday	Friday
10:30 Motions 10:30 Tax Deed Prove-Up	10:30 Motions 10:30 Tax Deed Prove-Up	10:30 Motions	10:00 Name Changes 10:30 Motions 10:45 Tax Objections 11:00 Mental Health CMC	Mental Health Trials (set by order)
Mental Health Trials (set by order)			1:30 Forfeiture Trials *Emergency Judge (alternating weeks)	Mental Health Trials (set by order) *Emergency Judge (alternating weeks)

Set Matters, including Pre-trial Settlement Conferences, Trials and Hearings, and Tax Deed Prove-Up set by Court Order. All other matters must be scheduled through Odyssey.

Judge Kathleen Burke – Calendar 8
Room 1704

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 Name Changes 9:30 Tax Deed Assignment 10:00 Motions 10:30 Vacate Tax Sale	Set Matters	9:30 Tax Deed Assignment 10:00 Motions 10:30 Vacate Tax Sale 11:00 Mental Health CMC	Mental Health Trials (set by order)	9:30 Tax Deed Assignment 10:00 Motions 10:30 Vacate Tax Sale 11:00 Tax Deed Prove-Up
		2:00 Tax Objections 2:00 Tax Deed Prove-Up 2:30 Tax Deed Prove-Up *Emergency Judge (alternating weeks)	Mental Health Trials (set by order)	

Set Matters, including Pre-trial Settlement Conferences, Trials and Hearings, and Tax Deed Prove-Up set by Court Order. All other matters must be scheduled through Odyssey.

Judge Tracie Porter – Calendar 9
Room 1704

Monday	Tuesday	Wednesday	Thursday	Friday
10:30 Motions 11:00 Mental Health CMC	Mental Health Trials (set by order)	11:00 Tax Deed Prove-Up 11:30 Tax Deed Prove-Up	10:00 Tax Objections (Status/Pretrial/Small Claims) 10:30 Motions 11:00 Tax Deed Prove-Up 11:30 Tax Deed Prove-Up	10:30 Motions
*Emergency Judge (alternating weeks)	Mental Health Trials (set by order)	1:30 Civil Asset Forfeiture CMC	1:30 Name Changes	

Set Matters, including Pre-trial Settlement Conferences, Trials and Hearings, and Tax Deed Prove-Up set by Court Order. All other matters must be scheduled through Odyssey.

**Judge Maureen Ward-Kirby – Calendar 10
Room 1706**

Monday	Tuesday	Wednesday	Thursday	Friday
9:30 Name Changes 10:00 Tax Deed Prove-Up 10:30 Tax Deed Prove-Up 11:00 Tax Deed Prove-Up	9:30 Motions 9:30 Tax Objections/Tax Pretrials 11:00 Mental Health CMC	Mental Health Trials (set by order)	Adoptions 8:45 Routine Motions 9:30 Motions/Status 10:00 Initial Presentment 10:15 Initial Presentment 10:30 Initial Presentment 10:45 Initial Presentment 11:00 Initial Presentment 11:15 Initial Presentment	9:30 Motions
1:30 AOT CMC and Hearings	2:00 Tax Deed Prove-Up 2:30 Tax Deed Prove-Up *Emergency Judge (alternating weeks)	Mental Health Trials (set by order)	Adoptions 12:00 Consents 12:30 Consents 1:30 Set Matters	Set Matters

Set Matters, including Pre-trial Settlement Conferences, Trials and Hearings, and Tax Deed Prove-Up set by Court Order. All other matters must be scheduled through Odyssey.

Judge Araceli De La Cruz – Calendar 11
Room 1706

Monday	Tuesday	Wednesday	Thursday	Friday
Adoptions 8:45 Routine Motions 9:30 Motions/Status 10:30 Initial Presentment 11:00 Initial Presentment 11:30 Initial Presentment	9:30 Tax Objections 11:00 Mental Health CMC	Mental Health Trials (set by order)	9:30 Name Changes 11:00 Tax Deed Prove-Up 11:30 Tax Deed Prove-Up	9:30 Motions
Adoptions 12:00 Consents 12:30 Consents 1:30 Initial Presentment	2:00 Tax Deed Prove-Up *Emergency Judge (alternating weeks)	Mental Health Trials (set by order)	1:30 Motions	1:30 Set Matters

Set Matters, including Pre-trial Settlement Conferences, Trials and Hearings, and Tax Deed Prove-Up set by Court Order. All other matters must be scheduled through Odyssey.

Judge Mary Trew – Calendar 12
Room 1707

Monday	Tuesday	Wednesday	Thursday	Friday
9:30 Motions 9:30 Tax Deed Prove-Up	11:30 Motions	9:30 Motions 9:30 Tax Deed Prove-Up	Mental Health Trials (set by order)	10:30 Name Changes 11:00 Tax Objections
		1:30 Civil Asset Forfeiture CMC *Emergency Judge (alternating weeks)	Mental Health Trials (set by order)	

Set Matters, including Pre-trial Settlement Conferences, Trials and Hearings, and Tax Deed Prove-Up set by Court Order. All other matters must be scheduled through Odyssey.

**Judge Viviana Martinez – Calendar 14
Room 1707**

Monday	Tuesday	Wednesday	Thursday	Friday
9:30 Name Changes 10:30 Motions	Adoptions 8:45 Routine Motions 9:30 Motions/Status 10:00 Initial Presentment 10:30 Initial Presentment 11:00 Initial Presentment 11:30 Initial Presentment	9:30 Set Matters 10:30 Name Changes	9:30 Motions	9:30 Name Changes 10:30 Motions
2:00 Land Bank Prove-Up	Adoptions 12:00 Consents 12:30 Consents 1:30 Initial Presentment 2:00 Land Bank Prove-Up	2:00 Land Bank Prove-Up	2:00 Land Bank Prove-Up 2:30 Name Changes	2:00 Land Bank Prove-Up 2:30 Tax Deed Prove-Up

Set Matters, including Pre-trial Settlement Conferences, Trials and Hearings, and Tax Deed Prove-Up set by Court Order. All other matters must be scheduled through Odyssey.