

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

COUNTY DIVISION ADMINISTRATIVE ORDER: 2020-07 (amended May 13, 2022)

**SUBJECT: UPDATED COVID-19 PANDEMIC PROCEDURES FOR COUNTY
DIVISION**

This County Division Administrative Order is entered in response to the ongoing COVID-19 pandemic and pursuant to Cook County Circuit Court General Administrative Order 2020-07, as last amended on March 1, 2022, and shall supersede any inconsistent provision in any prior County Division COVID-19 pandemic administrative order.

County Division Administrative Order 2020-07 (last amended on October 7, 2021), is further amended to notify the bar and litigants that: (a) hearings may be held both virtually and in-person, and; (b) effective July 11, 2022, virtual hearings in adoption, mental health, waiver of parental notification, and land bank cases shall be held in the Zoom meeting room of the individual judge to which the case is assigned rather than a separately created Zoom meeting room. In addition, the daily schedule for each judge is presented in a new format, and certain other minor changes are made.

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. 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.

A. In-Person Hearings

Judges will be available for in-person hearings as and when requested by the parties and counsel. Subject to the Covid-protocol set forth in Cook County Circuit Court General Administrative Order 2020-07, each judge in the County Division may establish a protocol for an in-person hearing in his or her courtroom.

B. Remote Hearings

Remote hearings shall be heard over the Zoom application. The Zoom meeting ID number and password for each judge is set forth below, and may also be found in the County Division Zoom Guide.

CALENDAR	JUDGE	ZOOM MEETING ID	ZOOM MEETING PASSWORD
Calendar 3	Presiding Judge Sanjay Tailor	953 7031 0834	310046
Calendar 4	<i>Cases transferred; see Administrative Order 2020-10</i>		
Calendar 5	Judge Patrick Stanton	970 3250 0245	895226
Calendar 6	Judge James Carroll	923 0250 9713	709022
Calendar 7	Judge Paul Karkula	986 9592 1385	539505
Calendar 8	Judge Maureen Hannon	965 2561 6475	553663
Calendar 9	Judge LaGuina Clay-Herron	963 9239 3803	043502
Calendar 10	Judge Maureen Ward Kirby	977 2570 0908	821555
Calendar 11	Judge Alfred Paul	914 0410 9299	407193
Calendar 12	Judge Nichole Patton	958 9492 1843	226532
Calendar 13	Civil Asset Forfeiture Call	986 6174 6735	760510

1. Remote Hearings in Mental Health Cases

a. Mental Health Case Management and Evidentiary Hearings.

Effective July 11, 2022, all mental health case management and evidentiary hearings proceeding remotely will be heard in the Zoom room for the judge presiding over the case. Mental health cases will no longer be assigned a new Zoom meeting ID and password for cases scheduled after July 8, 2022. The judge presiding over the hearing or the Court's staff shall control who may enter the remote hearing.

b. Emergency Mental Health Writs. To schedule an emergency writ, counsel shall email Maureen.marchese@cookcountyil.gov, with a copy to Gloria.contreras@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 Maureen.marchese@cookcountyil.gov, with a copy to Gloria.contreras@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, or any other applicable law, shall be presented at the case management conference and not on the hearing date.

2. Remote Hearings in Adoption Cases

Effective July 11, 2022, all adoption hearings proceeding remotely will be heard in the Zoom room of the judge presiding over the matter. The Zoom meeting room dedicated to adoption cases shall not be in use after July 8, 2022. The judge presiding over the matter or the Court's staff shall control who may enter the remote hearing. Adoption consent proceedings shall be heard at 12:00PM and 12:30PM, on Tuesdays through Fridays. Additional procedures for adoption matters are set forth in [Administrative Order 2020-06](#).

3. Remote Hearings in Land Bank Cases

Effective July 11, 2022, all Cook County Land Bank tax deed cases proceeding remotely will be heard in the Zoom room of the judge presiding over the matter. The Zoom meeting room dedicated to Land Bank cases shall not be in use after July 8, 2022. The judge presiding over the matter or the Court's staff shall control who may enter the remote hearing.

4. Remote Hearings in Remaining Waiver of Parental Notification Cases

Effective July 11, 2022, any waiver of parental notification matter that remains pending and proceeding remotely may be heard in the Zoom room of the judge presiding over the matter. The Court will not assign a new Zoom meeting ID and password for cases scheduled after July 8, 2022. The judge presiding over the matter or the Court's staff shall control who may enter the remote hearing.

II. SCHEDULING OF CASES

A. Court Schedule

The schedule for each judge in the County Division is as follows:

CALENDAR 3: PRESIDING JUDGE SANJAY TAILOR	
Motions	Monday – Friday 10:30 AM
Name Changes	Friday 1:30 PM
Tax Objection (Status & Pre-Trials)	Monday – Friday 10:30 AM

CALENDAR 4	
<i>Cases transferred; see Administrative Order 2020-10</i>	

CALENDAR 5: JUDGE PATRICK STANTON	
Motions	Monday 1:30 PM, Thursday 9:30 AM
Name Changes	Wednesday 9:30 AM
Tax Deed	Monday 2:30 PM; Wednesday 1:30 PM, 2:00 PM; Thursday 1:30 PM
VTS Call	Wednesday 10:30 AM
Tax Objection (Status & Pre-Trials)	Thursday 10:30 AM
Adoption Routine Motions	Friday 8:45 AM
Adoption Motions/Status/Judgment Call	Friday 9:30 AM
Initial Presentment	Friday 10:00 AM, 10:30 AM, 11:00 AM, 11:30 AM, 1:30 PM
Adoption Consents	Friday 12:00 PM, 12:30 PM

CALENDAR 6: JUDGE JAMES CARROLL	
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Motions	Monday – Thursday 10:30 AM
Name Changes	Wednesday, Thursday 10:30 AM
Tax Deed	Monday, Tuesday, Wednesday 10:30 AM
Tax Objection (Status & Pre-Trials)	Tuesday 10:30 AM

CALENDAR 7: JUDGE PAUL KARKULA	
Motions	Monday – Thursday 10:30 AM
Name Changes	Thursday 10:00 AM
Tax Deed	Monday, Tuesday, Thursday 10:30 AM
Tax Objection (Status & Pre-Trials)	Thursday 10:45 AM

CALENDAR 8: JUDGE MAUREEN HANNON	
Motions	Monday, Wednesday, Friday 10:00 AM
Name Changes	Monday 9:00 AM
Tax Deed	Wednesday 2:00 PM, 2:30 PM; Friday 11:00 AM
Tax Deed Assignment Call	Monday, Wednesday, Friday 9:30 AM
VTS Call	Monday, Friday 10:30 AM
Tax Objection (Status & Pre-Trials)	Wednesday 2:00 PM
Adoption Routine Motions	Tuesday 8:45 AM
Adoption Motions/Status/ Judgment Call	Tuesday 9:30 AM
Initial Presentments	Tuesday 10:00 AM, 10:30 AM, 11:00 AM, 2:30 PM, 3:00 PM
Adoption Consents	Tuesday 12:00 PM

CALENDAR 9: JUDGE LaGUINA CLAY-HERRON	
Motions	Monday 11:30 AM, Thursday 10:30 AM
Name Changes	Monday 2:00 PM
Tax Deed	Monday 1:00 PM, 1:30 PM, 2:30 PM; Thursday 11:00 AM, 11:30 AM
Tax Objection (Status & Pre-Trials)	Thursday 10:00 AM
Adoption Routine Motions	Wednesday 8:45 AM
Adoption Motions/ Status/Judgment Call	Wednesday 9:30 AM
Initial Presentments	Wednesday 10:00 AM, 10:30 AM, 11:00 AM, 11:30 AM, 1:30 PM
Adoption Consents	Wednesday 12:00 PM, 12:30 PM

CALENDAR 10: JUDGE MAUREEN WARD KIRBY	
Motions	Tuesday, Friday 9:30 AM

Name Changes	Monday 9:30 AM
Tax Deed	Monday 10:00 AM, 10:30 AM, 11:00 AM; Tuesday 2:00 PM, 2:30 PM
Tax Objection (Status & Pre-Trials)	Tuesday 9:30 AM
AOT Case Management Call	Monday 1:30 PM
Adoption Routine Motions	Thursday 8:45 AM
Adoption Motions/Status/ Judgment Call	Thursday 9:30 AM
Initial Presentments	Thursday 10:00 AM, 10:30 AM, 11:00 AM, 11:30 AM, 1:30 PM
Adoption Consents	Thursday 12:00 PM, 12:30 PM
Contested Matters	Set by scheduling order

CALENDAR 11: JUDGE ALFRED PAUL	
Motions	Monday – Friday 9:00 AM
Name Changes	Monday 1:30 PM
Tax Deed	Tuesday, Thursday, Friday 1:30 PM
Tax Objection (Status & Pre-Trials)	Wednesday 9:30 AM

CALENDAR 12: JUDGE NICHOLE PATTON	
Motions	Monday 9:30 AM, Tuesday 11:30 AM, Wednesday 9:30 AM
Name Changes	Friday 10:30 AM
Tax Deed	Monday, Wednesday 9:30 AM; Friday 1:00 PM
Tax Objection (Status & Pre-Trials)	Friday 11:00 AM

CALENDAR 13: CIVIL ASSET FORFEITURE	
Civil Asset Forfeiture Returns, Case Management, and Preliminary Hearings	Monday 1:30 PM (Judge James Carroll) Wednesday 1:30 PM (Judge Nichole Patton)
Civil Asset Forfeiture Trials	Tuesday 1:30 PM (Judge James Carroll) Thursday 1:30 PM (Judge Paul Karkula)

B. Additional Scheduling Information

1. 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@cookcountylil.gov to inquire about the documents that 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.

2. Tax Deed Cases

Prove-ups may be scheduled for a remote proceeding using the Zoom meeting information set forth in Section I(B) above for the Calendar to which the case is assigned. The Petitioner shall provide copies of the Application for Tax Deed and all exhibits to be presented at the prove-up to the judge at the email address set forth in Section IV(A) at least two to five days prior to the prove-up, unless otherwise directed by the judge.

3. Tax Objection Cases

The remote procedures for tax objection cases are set forth in County Division Administrative Order 2020-4, issued June 1, 2020, and the summary of recent changes to tax valuation objection procedures dated November 22, 2020. The pre-trial and status schedule for each judge is set forth in Section II(A) above.

4. Civil Asset Forfeiture Cases

Monday and Wednesday court dates are only 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 Section I(B).

III. 298 FEE WAIVER PETITIONS

Fee waiver petitions will be forwarded to the assigned judge for ruling based on the written Petition. After reviewing the Petition, the Court may require the Petitioner to appear via audio or videoconference for further inquiry.

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

A. Courtesy Copies and Proposed Orders

Unless otherwise directed by the judge, courtesy copies and proposed orders shall be emailed to the judge to whom the case is assigned at the email address set forth below. The subject line of the email shall indicate the Calendar number, case number(s), and date to be heard. *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 and stamped orders may be sent. The Clerk will not email an order unless an email address is included in the draft order.*

CALENDAR	JUDGE	EMAIL ADDRESS
Calendar 3	Presiding Judge Sanjay Tailor	Maureen.Marchese@cookcountyil.gov
Calendar 4	<i>Cases transferred; see Administrative Order 2020-10</i>	

Calendar 5	Judge Patrick Stanton	ccc.countycal5@cookcountyl.gov
Calendar 6	Judge James Carroll	James.Carroll@cookcountyl.gov
Calendar 7	Judge Paul Karkula	Maureen.Marchese@cookcountyl.gov
Calendar 8	Judge Maureen Hannon	Maureen.Hannon@cookcountyl.gov
Calendar 9	Judge LaGuina Clay-Herron	Maureen.Marchese@cookcountyl.gov
Calendar 10	Judge Maureen Ward Kirby	Maureen.Wardkirby@cookcountyl.gov
Calendar 11	Judge Alfred Paul	Maureen.Marchese@cookcountyl.gov
Calendar 12	Judge Nichole Patton	Nichole.Patton@cookcountyl.gov
Calendar 13	Civil Asset Forfeiture Call	James.Carroll@cookcountyl.gov

B. Court Contact Information

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

Adoption Matters	cj.cal3@cookcountyl.gov	(312) 603-2492
Name Changes	countydivision.inquiries@cookcountyl.gov	(312) 603-7912
Tax Deed, Tax Objection, and Other Matters	countydivision.inquiries@cookcountyl.gov	(312) 603-6194

V. TAX DEED PROVE-UP PROCEDURES

A. Tax Deed Hearings

Each judge's specific tax deed prove-up procedures are set forth in Appendix A.

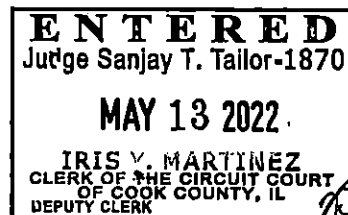
B. Entry of Judgment After Prove-Up

Petitioners seeking entry of judgment after proving up their case shall do so by sending a letter or email so requesting to the judge before whom the prove-up hearing was held, along with all requisite attachments. Such letter or email shall be copied to the respondent if the respondent filed an appearance or appeared at the prove-up hearing.

Dated this 11th day of May, 2022.

Entered:

Sanjay T. Tallor
Sanjay T. Tallor
Presiding Judge, County Division



APPENDIX A

SUBJECT: TAX DEED PROVE-UP PROCEDURES FOR COUNTY DIVISION JUDGES

GENERAL NOTES:

- Be mindful of each judge's schedule and make sure you are picking a date when that judge hears tax deed cases. See below for each judge's tax deed scheduling details.
- Pertaining to all judges: send out 14 Day PU Video Notice for all cases where the initial Assignment Date was between March 17, 2020 and July 6, 2020. Then e-file the Certificate of Service for the date the Notice was mailed out.

CALENDAR 5 – JUDGE STANTON

- Contact court clerk Clifvette Berry (clberry@cookcountycourt.com) to request available times and dates. Once she confirms what day/time works best, submit a Prove-Up Court Order to that effect.
- 7 Business Days PRIOR to the PU Hearing, submit email to ccc.countycal5@cookcountyil.gov with the subject line containing "Case Number, Prove Up, Date/Time to be heard." Attach the following in the email:
 - Notice of Hearing/Order
 - Application for Tax Deed
 - Any additional Exhibits you intend to offer at the Prove Up
- Judge Stanton prefers that all documents offered into evidence at the prove up be shown via "sharing" on Zoom.
- To submit an Order for Deed, email to ccc.countycal5@cookcountyil.gov. The subject line of the email shall indicate Case Number and "Order For Deed." The following shall be attached to the email:
 - A Draft Order for Deed, with the green stamp from the Clerk
 - A Cover letter, representing that the prove up transcript, proof of payment of subsequent taxes, proof of satisfaction of any liens, and that any documents requested or missing at the prove-up, have been filed. The letter shall expressly address or answer any questions or issues that were raised by the Court during the prove-up hearing. All documents must be filed. All counsel and any person who appeared at the prove-up hearing must be copied on the email to the court.
 - Do not submit more than one order per email.
 - All inquiries regarding status of entry of orders should be made to Clifvette Berry at clberry@cookcountycourt.com.

M – 2:30 PM
W – 1:30, 2:00 PM
TH – 1:30 PM

CALENDAR 6 – JUDGE CARROLL

- Contact court clerk Charles at cejohnson@cookcountycourt.com to request available times and dates per the schedule below. Once he confirms what

- day/time works best, submit a Prove-Up Court Order to that effect.
- 7 Business Days PRIOR to the Prove-Up Hearing, submit an email to james.carroll@cookcountyil.gov with the subject line containing “Case Number, Prove Up, Date and Time to be heard.” Attach the following:
 - Notice of Hearing/Order;
 - Application for Tax Deed;
 - All documents to be use at the Prove-Up and/or offered into evidence at the Prove-Up should be presented to the court via “sharing” on Zoom.
 - To submit an Order for Deed, send an email to james.carroll@cookcountyil.gov. The subject line shall include the Case Number and “Order For Deed” and attach at least the following:
 - A Draft Order for Deed, with the green stamp from the Clerk;
 - A Draft Order for Assignments and/or substitution of counsel;
 - A Cover letter, indicating what documents had been pre-filed in Odyssey and attach the Prove-Up Transcript, proof of payment of subsequent taxes, assurance that there are no liens outstanding if applicable, and that any documents requested or missing at the prove-up, have been filed. The letter shall expressly address or answer any questions or issues that were raised by the Court at the Prove-Up hearing.
 - Please send only ONE Order per email.

M – 10:30 AM
 T – 10:30 AM
 W – 10:30 AM

CALENDAR 7 – JUDGE KARKULA

- Draft a Notice of Hearing, e-file in Odyssey. When the Motion/Hearing date/time box pops up, make sure to choose a date when Calendar 7 hears Tax Deeds.

M – 10:30 AM
 W – 10:30 AM
 T – 10:30 AM
 TH – 10:30 AM

CALENDAR 8 – JUDGE HANNON

- Email court clerk Dee (dzwebb@cookcountycourt.com) with 3 dates that are preferred.
- Once she confirms what day/time works best, submit a Prove-Up Court Order to that effect to the Judge and she will sign.
- To submit an Order for Deed, email to Maureen.Hannon@cookcountyil.gov. The subject line shall indicate Case Number, “Order For Deed”, submitting:
 - A Draft Order for Deed, with the green stamp from the Clerk
 - A Cover letter, representing that the prove up transcript, proof of payment of subsequent taxes, assurance that there are no liens outstanding, and that any documents requested or missing at the prove-up, have been filed. As a courtesy to the Court, sending a copy of the transcript and the proof of payment of subsequent taxes would be greatly appreciated. The letter shall expressly

address or answer any questions or issues that were raised by the Court during the prove-up hearing.

W – 2:00 PM and
2:30 PM
F – 11 AM

CALENDAR 9 – JUDGE CLAY-HERRON

- Email court clerk: Darcene Z. Webb (dzwebb@cookcountycourt.com) with 3 preferable dates.
- Once dates/times are confirmed, email a Proposed Prove-Up Court Order to that effect to dzwebb@cookcountycourt.com.
- Seven Business Days PRIOR to the PU Hearing, submit email to: Maureen Marchese (maureen.marchese@cookcountyil.gov) with the subject line **containing 5 components only**:
 - “Calendar #/ Case Number/ Prove Up Date/ Time to be heard/ Atty’s Last Name,” **separated by back slashes**.
 - Example: C9/ 21 TD 001/ Jan. 21, 2021/ 1:30pm/ Atty. Jones
- Attach the following:
 - Notice of Hearing/Order
 - Application for Tax Deed
- To Submit an Order for Deed, email to "Maureen Marchese (maureen.marchese@cookcountyil.gov). The subject line shall indicate Case Number, “Order For Deed”, “Date of Prove-Up”, submitting:
 - A Draft Order for Deed, with the green stamp from the Clerk
 - A Cover letter, representing that the prove up transcript, proof of payment of subsequent taxes, assurance that there are no liens outstanding, and that any documents requested or missing at the prove-up, have been filed. The letter shall expressly address or answer any questions or issues that were raised by the Court during the prove-up hearing.

M – 1:00, 1:30, 2:30 PM
TH – 11:00,
11:30 AM

CALENDAR 10 – JUDGE WARD KIRBY

- Email court clerk Clifvette Berry (ciberry@cookcountycourt.com) to request available times and dates. Once she confirms what day/time works best, submit a Prove-Up Court Order to that effect.
- 5 business days prior to the prove-up hearing email a courtesy copy of the Application to Maureen.WardKirby@cookcountyil.gov.
- To Submit an Order for Deed, email Maureen.WardKirby@cookcountyil.gov. The subject line shall indicate Case Number, “Order For Deed”, submitting:
 - A Draft Order for Deed, with the green stamp from the Clerk

- A Cover letter, representing that the prove up transcript, proof of payment of subsequent taxes, assurance that there are no liens outstanding, and that any documents requested or missing at the prove-up, have been filed. The letter shall expressly address or answer any questions or issues that were raised by the Court during the prove-up hearing.

M – 10:00 AM,
10:30 AM, and
11:00 AM

Tu – 2:00 PM and
2:30 PM

CALENDAR 11 – JUDGE PAUL

- Draft a Notice of Hearing, e-file in Odyssey. When the Motion/Hearing date/time box pops up, make sure to choose a date when Calendar 11 hears Tax Deeds.
- To submit an Order for Deed, email maureen.marchese@cookcountyiil.gov. The subject line shall indicate Case Number, “Order For Deed”, submitting:
 - A Draft Order for Deed, with the green stamp from the Clerk
 - A Cover letter, representing that the prove up transcript, proof of payment of subsequent taxes, assurance that there are no liens outstanding, and that any documents requested or missing at the prove-up, have been filed. The letter shall expressly address or answer any questions or issues that were raised by the Court during the prove-up hearing.

T – 1:30 PM
TH – 1:30 PM
F – 1:30 PM

CALENDAR 12 – JUDGE PATTON

- Email countycert1707orders@cookcountycourt.com with 3 dates that are preferred. Once the clerk confirms what day/time works best, submit a Prove Up Court Order to that effect to the Judge.
- To Submit an Order for Deed, email to nichole.patton@cookcountyiil.gov. The subject line shall indicate Case Number, “Order For Deed”, submitting:
 - A Draft Order for Deed, with the green stamp from the Clerk
 - A Cover letter, representing that the prove up transcript, proof of payment of subsequent taxes, assurance that there are no liens outstanding, and that any documents requested or missing at the prove-up, have been filed. The letter shall expressly address or answer any questions or issues that were raised by the Court during the prove up hearing.

M – 9:30 AM
W – 9:30 AM
F – 1:00 PM