

STANDING ORDER
COUNTY DIVISION—CALENDAR 10
Judge Viviana Martinez
Courtroom 1706 Richard J. Daley Center
viviana.martinez2@cookcountyil.gov

Zoom Meeting ID: 977 2570 0908

Passcode: 821555

Dial in: 312-626-6799

This Standing Order applies to all matters pending on Calendar 10. This Standing Order should be read to be consistent with Illinois Supreme Court Rules and Administrative Orders issued by the Chief Judge and the Presiding Judge of the County Division.

Court Appearances. All Trials, Evidentiary Hearings and Pre-Trial Settlement Conferences will be conducted in person, unless a party requests to appear remotely by filing a motion in advance. Orders setting such matters must designate whether the matter will be held in person, remotely, or in a “hybrid” manner. When appearing in person, counsel should advise Gloria Contreras whether any parties and invited guests may wish to participate remotely during “in person” hearings. The Court may order the “in person” hearing to take place in courtroom 1706 or another courtroom depending on availability and technology needs. All other hearings will be conducted remotely using the zoom meeting ID and passcode set forth above, unless a party requests to appear in person by notifying Gloria Contreras in advance. Remote court appearance should be treated with the same respect and dignity as an “in person” court appearance. Counsel and parties are encouraged to participate from a quiet, private location with adequate lighting. Counsel and parties are expected to wear appropriate attire for remote court appearances.

Scheduling: E-file a Notice of Hearing in Odyssey and choose a date when Calendar 10 hears the relevant type of matter when the motion/hearing date/time box appears.

Motions and Briefs: Motions shall be e-filed and a Notice of Motion shall be served on all parties who have filed appearances. Discovery motions must include proof of compliance with Illinois Supreme Court Rule 201(k). Opening and Response Briefs shall be no more than fifteen (15) double-spaced pages, and Replies shall be no more than ten (10) double-spaced pages. Motions to file a brief in excess of these limitations must be filed in advance of the filing deadline. Courtesy copies of motions are due no less than fourteen (14) days in advance of the motion hearing. The moving party shall deliver hard copies of motions in excess of 20 pages (including exhibits); and, hard copies of all briefs where briefing is ordered on a motion, regardless of length, to the Court by personal delivery to the Calendar 10 mail slot outside of Room 1701 or to the Deputy Clerk in Courtroom 1706 no later than fourteen (14) days before the hearing (unless otherwise set forth in the scheduling order). Courtesy copies of all other motions should be provided to the Court via email; and, the “re:” line of the email must contain the case number, and the date and time of the next Court appearance.

Court Reporters. The parties are responsible for securing court reporters and requesting language interpreters as needed.

Draft Orders: All Draft Orders reflecting the Court’s rulings must be provided promptly to the Court for entry, no later than the close of business on the day of the Court appearance. Please allow fourteen (14) days for entry and processing of Orders.

Agreed Orders. The Court encourages the parties to reach agreements outside of court. However, Agreed Orders and emails submitting them should not be a substitute for court appearances. In other words, if in your submission email you are asking the court a question or providing information to the Court not contained in the Agreed Order, the Agreed Order should be submitted in open court where the Court and the parties can discuss the matter. If the parties have agreed to the entry of an Agreed Order, Agreed Orders should be provided to the Court via email. Please allow fourteen (14) days for entry and processing of Orders.

Inquiries. Any questions regarding scheduling or procedures should be directed to the County Division’s Administrative Assistant, Kelly Wright. Inquiries regarding adoption matters should be directed to the Adoption Coordinator, Gloria Contreras. **No Inquiries regarding status of Orders should be made directly to Judge Martinez at either her personal email or the calendar 10 email address. Attorneys must consult the Clerk of the Circuit Court Clerk’s “CCC Portal” to gain access to the Court’s electronic case files to determine if an order has been entered before contacting the Deputy Clerk. Parties may inquire about status of order entry with the Deputy Clerk assigned to Room 1706.**

Contacts.

Deputy Clerk Countyct1706orders@cookcountycourt.com
Administrative Assistant Kelly Wright Kelly.wright@cookcountyil.gov or 312-603-6194
Adoption Coordinator Gloria Contreras Gloria.contreras@cookcountyil.gov or 312-603-2492
Judge Viviana Martinez Viviana.Martinez2@cookcountyil.gov

Calendar 10 Schedule.

Monday

10:00AM Set Matters
01:00PM Set Matters

Tuesday

All Day Emergencies (alternating weeks)
09:30AM Tax Objections
11:00AM Mental Health Case Management (alternating weeks)
02:00PM Tax Deed Prove-Ups

Wednesday

All Day Mental Health Trials (alternating weeks)

Thursday

08:45AM Adoption Routine Motions
09:30AM Adoption Motion/Status Hearings
10:00AM Initial Presentment
10:30AM Initial Presentment
11:00AM Initial Presentment
11:30AM Initial Presentment
12:00PM Adoption Consent
12:30PM Adoption Consent
01:30PM Initial Presentment

Friday

09:30AM Name Changes
11:00AM Motions
02:00PM Tax Deed Prove-Ups

Effective August 1, 2023