

**STANDING ORDER**  
**COUNTY DIVISION—CALENDAR 5**  
**Judge James Carroll**  
**Courtroom 1706 Richard J. Daley Center**  
[james.carroll@cookcountyil.gov](mailto:james.carroll@cookcountyil.gov)

Zoom Meeting ID: 970 3250 0245

Passcode: 895226

Dial in : 312-626-6799

<https://circuitcourtofcookcounty.zoom.us/j/97032500245?pwd=SnA2NjAxR3F2aTFBaUQ5b01vYVRvdz09>

This Standing Order applies to all matters pending on Calendar 5. This Standing Order should be read to be consistent with all Administrative Orders issued by the Chief Judge and the Presiding Judge of the County Division.

**Court Appearances (Generally).** Judge Carroll generally will hear all matters in person in Courtroom 1706. Courtroom 1706 is equipped with a video conferencing system that allows parties to participate during in person hearings using zoom. Except as provided elsewhere in this order, and consistent with Illinois Supreme Court Rule 45, and the General Administrative Order No. 2023-03, counsel and parties may choose to appear “in person” in Courtroom 1706 or remotely by zoom.

**Trials, Evidentiary Hearings and Oral Argument (In Person).** Consistent with General Administrative Order 2023-03, all Trials, Evidentiary Hearings and Pre-Trial Settlement Conferences will be conducted “in person” in Courtroom 1706. Parties may request by motion filed in advance to appear remotely. Orders setting such matters must designate whether the matter will be held in person or remotely (or in a “hybrid” manner).

**Status Hearings, Tax Deed Prove Ups, Motion Calls, Name Changes and VTS Petitions.** Counsel and parties may choose to appear in person or remotely, unless otherwise ordered by the Court. All notices and orders setting such hearings shall specify both the Courtroom location and Zoom ID and Password.

**Motions:** Motions shall be e-filed and notice of motion served on all parties who have filed appearances. Courtesy copies of motions should be provided to the Court in-person to the Calendar 5 mail slot in Rm. 1701, no less than two business days in advance of the motion hearing. Be prepared to address the merits of the motion at the presentment hearing. All parties who have appeared must be copied on any emails to the Court. Discovery motions must include proof of compliance with Illinois Supreme Court Rule 201(k).

**Draft Orders:** All draft orders reflecting the Court’s rulings must be provided promptly to the Court for entry following the appearance before the Court, but no later than the close of business. **Orders must submitted in person to the Calendar 5 mail slot outside of Room 1701.**

**No Inquiries regarding status of orders should be made directly to Judge Carroll at either his personal email or the calendar 5 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 at [Countyrt1706orders@cookcountycourt.com](mailto:Countyrt1706orders@cookcountycourt.com).**

**Agreed Orders.** The Court encourages the parties to reach agreements outside of court. If the parties have agreed to the entry of an Agreed Order, it may be submitted to the Calendar 5 mail slot outside Room 1701 for entry. Agreed Orders and emails submitting them should not be a substitute for court appearances. 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.

**Courtesy Copies.** Hard copy courtesy copies are required for any Motion or Brief in excess of 20 pages (including exhibits). Where briefing is ordered on a motion, a complete hard copy set of all briefs (regardless of length), including all exhibits,

shall be delivered to the Calendar 5 mail slot outside of Room 1701 or to deputy clerk in Courtroom 1706 by **the Moving Party** no later than five (5) business days before the hearing (unless otherwise set forth in the scheduling order).

**Briefs.** All briefs shall conform to the following page limitations: 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.

**Remote Appearances.** Counsel and parties participating by zoom are reminded that a 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.

**Court Reporters.** The parties are responsible for securing court reporters.

**Inquiries.** Any questions regarding scheduling or procedures should be directed to the County Division’s Administrative Assistant, Kelly Wright at [Kelly.wright@cookcountyil.gov](mailto:Kelly.wright@cookcountyil.gov) or 312-603-6194.

Effective October 19, 2023

**SCHEDULE Calendar 5 Judge Carroll Daley Center Courtroom 1706**

Zoom number 970 3250 0245 Passcode 895226

Monday 10:00 Set Matters

11:00 Mental Health CMC

1:30 Motion Call

Tuesday Mental Health Trials (Set by Court Order only)

Wednesday 1:30 Civil Asset Forfeiture Case Management Call

Thursday 9:30 Motion Call

10:30 Tax Objections Status/Prove-Up

11:00 a.m. Name Changes

1:30 Tax Deed Prove-Up

2:00 Tax Deed Prove-Up

2:30 Set Matters (Set by Court Order only)

Friday 10:00 Motion Call

11:00 Set Matters (Set by Court Order only)

1:30 Set Matters (Set by Court Order only)