

COUNTY DIVISION—CALENDAR 8 STANDING ORDER

Judge Kathleen M. Burke

Courtroom 1704 Richard J. Daley Center

Chambers 1709

Kathleen.Burke@cookcountvil.gov

Zoom Meeting ID: 965 2561 6475

Passcode: 553663

Dial in: (312) 626-6799

Courtroom clerk:

Janell Jones Jtjones@cookcountycourt.com and CountyCRT1704orders@cookcountycourt.com

Court Coordinators for assistance with Scheduling or Procedures:

312 603-6194 Kelly.wright@cookcountyl.gov

312 603-2492 Gloria.contreras@cookcountyl.gov

Status Hearings/Motion Calls for all Real Estate Tax cases, VTS Petitions, Election Cases, Name Changes and Misc Remedy Cases.

Counsel and parties may choose to appear in person in courtroom 1704 or remotely, unless otherwise ordered by the Court consistent with Illinois Supreme Court Rule 45, and the General Administrative Order No. 2023-04. All notices and orders setting such hearings shall specify both the Courtroom location and Zoom ID and Password, in-person is preferred.

Trials, Evidentiary Hearings and Oral Argument (In Person). Trials, Evidentiary Hearings and Pre-Trials and Settlement Conferences will be conducted in person in Courtroom 1704, consistent with General Administrative Order 2023-04. 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). The parties are responsible for securing court reporters.

Motions: Motions shall be e-filed and notice of motion served on all parties who have filed appearances. Courtesy Copies of all motions and notices shall be provided in the Calendar 8 mailbox located in Rm. 1701, two-five days prior to hearing.

All parties who have appeared must be copied on any emails to the Court. Emails should be directed to Kelly Wright and/or Gloria Contreras.

Draft Orders (following a court appearance): Please provide proposed draft orders to the Court for entry following the appearance. Orders are to be submitted to the court through court coordinators, Kelly Wright and/or Gloria Contreras or by placing them in the Calendar 8 mail slot outside of Rm. 1701. All parties must be copied and notice must be provided.

Agreed Orders: If the parties reach agreements outside of court, the parties may drop off the agreed orders in the Calendar 8 mail slot outside Room 1701 or to court coordinators, Kelly Wright and/or Gloria Contreras following the court appearance.

Tax Deed Cases: All prove-up dates shall be requested from Janell Jones, the courtroom clerk through her email. A copy of the application for the prove-up shall be provided to the court five days before the prove-up in the mail slot.

When requesting a deed, a cover letter with copy to any required parties should be submitted. It should include the transcript of prove up, proof of payment of taxes, any documents requested at the prove-up and proposed order for deed. Copies of all documents are permitted if attorney retains original.

Continuances and Agreed Judgment Orders (without a court appearance): After confirming with opposing counsel, pretrial orders, continuances, CMC orders for any COTO and cases set by circuit court rule., and signed Agreed Judgment Orders with settlement agreements must be dropped off in 1701 mailbox for Judge Burke.

After the Orders have been entered, attorneys should be able to retrieve them from the Odyssey system. Orders for Election cases and Name Changes may be emailed to the litigants.

SCHEDULE Calendar 8 Judge Burke Daley Center Courtroom 1704

Zoom number 965 2561 6475 passcode 553663

Monday 9:30 Real Estate Tax Assignment Call

10:00 Motion Call

10:30 Vacate Tax Sale/ Sale and Error Call

1:30 Name Changes and Name Change Motions

Tuesday 9:30 Set matters

1:30 Set matters

Wednesday 9:30 Real Estate Tax Assignment Call

10:00 Motion Call

10:30 Vacate Tax Sale/ Sale and Error Call

11:00 Mental Health CMC on certain dates.

2:00 Tax Deed Prove ups (court permission to avoid scheduling conflicts.)

2:00 Tax Objection Calls/ Tax CMC

2:30 Tax Deed Prove ups (court permission to avoid scheduling conflicts.)

2:30 Tax Objection Calls/Tax CMC

Thursday 9:30 Set Mental Health Trial Call /Set matters

1:00 Set Mental Health Trial Call/ Set matters

Friday 9:30 Real Estate Tax Assignment Call

10:00 Motion Call

10:30 Vacate Tax Sale/ Sale and Error Call

11:00 Tax Deed Prove ups (court permission)

Effective September 15, 2023

