

**STANDING ORDER**  
**COUNTY DIVISION—CALENDAR 9**  
**Judge Tracie R. Porter**  
**Courtroom 1704 - Richard J. Daley Center**  
**50 West Washington Street, Chicago, Illinois 60602**  
[Tracie.Porter@CookCountyIL.Gov](mailto:Tracie.Porter@CookCountyIL.Gov)

This Standing Order applies to all matters pending on Calendar 9.

This Standing Order shall be read consistently with  
all Administrative Orders issued by the Chief Judge of the Circuit Court,  
the Presiding Judge of the County Division and any Illinois Supreme Court rules.  
(Effective September 22, 2023, As Amended)

**Calendar 9 – Zoom Information**

Zoom Meeting ID: 963 9239 3803

Passcode: 043502

Dial In: 1-312-626-6799

**Calendar 9 – Court Call Schedule**

- **Motions and Status Hearings (Via Zoom)**  
Mondays, Thursdays and Friday @ 10:30 AM (or As Scheduled by Court Order)
- **Tax Deed Prove-Ups (Via Zoom)**  
Wednesdays and Thursdays @ 11:00 AM and 11:30 AM
- **Tax Objections (Via Zoom)**  
Thursdays @ 10:00 AM
- **Name Changes (Via Zoom)**  
Thursdays @ 1:30 PM (or As Scheduled by Court Order)
- **Bench and Jury Trials, Evidentiary Hearings, Contested Hearings and Settlement Conferences (Via Zoom or In-Person)**  
As Scheduled by Court Order

**In-Person & Zoom Court Appearances**

Judge Porter generally will hear all matters, including, but not limited to, case management/status, tax deed prove-ups, tax objections, name changes, and motions scheduled for Calendar 9 via Zoom. All Notices and Orders setting a date on Calendar 9 shall include Courtroom 1704, Calendar 9, and the Zoom ID (963 9239 3803), the Zoom Passcode (043502) and Zoom Dial-In Number (1-312-626-6799) for Calendar 9. Except as provided elsewhere in this Standing Order, and consistent with Illinois Supreme Court Rule 45 and General Administrative Order No. 2023-03<sup>1</sup>, parties may

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<sup>1</sup> The General Administrative Order No. 2023-03 for Remote Court Proceedings Pursuant to Illinois Supreme Court Rule 45 may be accessed online at:

choose to appear In-Person in Courtroom 1704 or remotely by Zoom upon notice to all parties and Judge Porter, in advance, of the court appearance date so that adequate court personnel are present.

**For In-Person appearances scheduled in Courtroom 1704**, the courtroom is equipped with a video conferencing system that also allows parties to participate during In-Person appearances via Zoom. If parties choose to appear In-Person, they **must notify all parties and Judge Porter**, in advance, of the court appearance date so that adequate court personnel are present.

**For Bench and Jury Trials, Evidentiary Hearings, Settlement Conferences and Contested Hearings**, the parties may appear on Zoom or In-Person but **all parties must participate by the same method**. For example, Petitioner cannot appear In-Person and the Respondent on Zoom. The parties should agree on the same method of appearance, or the Court will Order the method in which the parties must appear. Consistent with Illinois Supreme Court Rule 45, Civil Trials and Evidentiary Hearings may be allowed by Zoom or telephone conference for good cause and consistent with Illinois Supreme Court Rule 241.

### **All Motions**

Motions shall be e-filed and served on all parties who have filed an appearance unless a party is exempt from e-filing then notice shall be provided per statute. Parties filing any **motion exceeding fifteen (15 ) pages inclusive of exhibits and attachments** shall deliver hard copies of motions and accompanying exhibits and attachments to the Court at the Richard J. Daley Center, 50 West Washington, Room 1701, Chicago, Illinois 60602 and via email at [Tracie.Porter@CookCountyIL.Gov](mailto:Tracie.Porter@CookCountyIL.Gov), **no less than five (5) business days in advance of the Motion Hearing Date**. The email Subject Line must contain (a) the Name of the Party Filing the Motion, (b) the Case Number and (c) the Date and Time of the Motion Hearing Date.

All parties 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 **in both Word Document and PDF formats**. Orders should be submitted by email to [Tracie.Porter@CookCountyIL.gov](mailto:Tracie.Porter@CookCountyIL.gov). **All parties must be copied on any emails to the Court.**

All inquiries regarding the status of Orders should be made directly to [CountyCRT1704Orders@CookCountyCourt.Com](mailto:CountyCRT1704Orders@CookCountyCourt.Com) and NOT DIRECTLY to Judge Porter. Parties

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<https://www.cookcountycourt.org/Portals/0/Chief%20Judge/General%20Administrative%20Orders/2023-04-19%20General%20Administrative%20Order%202023-03,%20Remote%20court%20Proceedings%20Pursuant%20to%20Illinois%20Supreme%20Court%20Rule%2045.pdf>

are expected to consult with the Clerk of the Circuit Court Clerk's Odyssey Online Portal to gain access to the electronic case files to determine if an Order has been entered. Parties may also inquire about the status of Order entry with the Court Clerk assigned to Room 1704 at [CountyCRT1704Orders@CookCountyCourt.Com](mailto:CountyCRT1704Orders@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, the Order may be submitted via email to [Tracie.Porter@CookCountyIL.Gov](mailto:Tracie.Porter@CookCountyIL.Gov) **in both Word Document and PDF formats**. If you have a question for the Judge or require the Judge's participation to enter the Agreed Order, the case must be scheduled before the Court on a new court date.

### **Hearings – Courtesy Hard Copies of Pleadings, Motions and Briefs**

Courtesy hard copies are required for any Pleadings, Motions or Briefs **in excess of 15 pages inclusive of exhibits and attachments**. Where a briefing schedule is ordered on a Motion, the **Moving Party** shall deliver a complete **hard copy set of all filed briefs, including all exhibits and attachments** to the Calendar 9 mail slot at the Richard J. Daley Center, 50 West Washington, Room 1701, Chicago, Illinois 60602 no later than **five (5) business days before the scheduled hearing on the Motion**.

#### **Briefs Page Limitations**

All briefs shall conform to the following page limitations: (a) Initial and Response Briefs shall be no more than fifteen (15) double-spaced pages in Time New Roman 12-Font, exclusive of exhibits and attachments and (b) the Reply Brief shall be no more than fifteen (15) double-spaced pages in Time New Roman 12-Font, exclusive of exhibits and attachments. The brief pages shall be numbered and all exhibits marked. Any brief in excess of this page limitation must be approved by the Court.

#### **Remote Appearance Decorum**

All 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. Parties are encouraged to participate from a quiet, private location with adequate lighting. Parties are expected to wear appropriate attire for remote court appearances.

#### **Court Reporters**

The parties are responsible for securing court reporters, at their own expense.

### **Tax Deed Prove-Ups**

Parties are expected to consult the Clerk of the Circuit Court Clerk's Odyssey Online Portal to gain access to the electronic case files to determine what dates and times are available for tax deed

prove-up matters A proposed Order setting the tax deed prove-up shall be emailed to the Judge at [Tracie.Porter@CookCountyIL.Gov](mailto:Tracie.Porter@CookCountyIL.Gov) for entry.

**Courtesy hard copies** are required for documentation used at the Prove-Up Hearing that are **in excess of fifteen (15) pages inclusive of exhibits and attachments**, and shall be delivered to the Calendar 9 mail slot at the Richard J. Daley Center, 50 West Washington, Room 1701, Chicago, Illinois 60602, no later than **five (5) business days before the scheduled Prove-Up Hearing**.

Tax deed Prove-Up Hearings are heard remotely via Zoom, unless an In-Person appearance is requested in the proposed Order setting the matter for a court date. Parties are expected to consult the Clerk of the Circuit Court Clerk's Odyssey or Online Portal to gain access to the electronic case files to determine if an Order has been entered. Parties may also inquire about the status of an Order entry with the Court Clerk assigned to Room 1704 at [CountyCRT1704Orders@CookCountyCourt.Com](mailto:CountyCRT1704Orders@CookCountyCourt.Com).

**Hard Copies of the Orders for Tax Deed** shall be delivered to the Calendar 9 mail slot at the Richard J. Daley Center, 50 West Washington, Room 1701, Chicago, Illinois 60602.

### **Tax Objection Cases - Agreed Order and Settlement Memorandum**

All Agreed Orders and filed-stamped Settlement Memorandums are to be delivered to the Calendar 9 mail slot at the Richard J. Daley Center, 50 West Washington, Room 1701, Chicago, Illinois 60602. **Only one (1) set of the Agreed Order and file-stamped Settlement Memorandum is required.** Parties are expected to consult the Clerk of the Circuit Court Clerk's Odyssey or Online Portal to gain access to the electronic case files to determine if an Order has been entered. Parties may also inquire about the status of an Order entry with the Court Clerk assigned to Room 1704 at [CountyCRT1704Orders@CookCountyCourt.Com](mailto:CountyCRT1704Orders@CookCountyCourt.Com).

### **Inquiries for Calendar 9**

Any questions regarding scheduling or procedures should be directed to the Judge or to the County Division, Court Coordinator, Kelly Wright at [Kelly.Wright@CookCountyIL.Gov](mailto:Kelly.Wright@CookCountyIL.Gov) or 312-603-6194.

This Standing Order is effective September 22, 2023

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Judge Tracie R. Porter  
Circuit Court of Cook County  
County Department, County Division