

STANDING ORDER
COUNTY DIVISION—CALENDAR 3
Acting Presiding Judge Maureen Ward Kirby
Courtroom 1703 Richard J. Daley Center
maureen.wardkirby@cookcountyil.gov

Zoom Meeting ID: 953 7031 0834

Passcode: 310046 Dial in: 312-626-6799

<https://circuitcourtofcookcounty.zoom.us/j/95370310834?pwd=enFZZ0hTRXVVbmJock9tSWNMS3dFdZ09>

Courtroom Clerk: Countycrt1703orders@cookcountycourt.com

Administrative Assistance Questions:

Gloria.contreras@cookcountyil.gov

Kelly.wright@cookcountyil.gov

Adoption Initial Presentments: All Adoption Initial Presentments for Calendar 3 cases will be heard remotely using the Courtroom 1703 Zoom meeting ID set forth above. If a party wishes to appear in person for an initial presentment, counsel must notify the Adoption Coordinator, Gloria Contreras, gloria.contreras@cookcountyil.gov in advance of the hearing date. Counsel should advise Ms. Contreras whether any parties and invited guests may wish to participate remotely during “in person” hearings. The “in person” hearing will take place in Room 1703

Trials, Evidentiary Hearings and Pre-trial Conferences: Trials, Evidentiary Hearings and Pre-Trial Settlement Conferences will be conducted “in person” in Courtroom 1703. 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 and Motion Calls: 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. Tax Deed prove-ups are to be scheduled through the deputy clerk assigned to Courtroom 1703 not through Odyssey.

Motions: Motions and Notice of Motion shall be e-filed and served on all parties who have filed appearances. Courtesy copies of motions should be provided to the Court via email at Maureen.Wardkirby@cookcountyil.gov no less than three business days prior to motion hearing. The “re:” line of the email must contain the name of the party filing the motion, the case number and the date and time of the motion call. All parties must be copied on any email submissions. 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.

Inquiries regarding Entered Orders: Do not contact the court regarding the status of entered orders. Parties may inquire about the status of order entry with the deputy clerk assigned to Room 1703 at Countycrt1703orders@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 3 mail slot in Room 1701 or via email to Judge Ward Kirby.

Courtesy Copies: Hard paper 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 3 mail slot in Room 1701 or to the deputy clerk in Courtroom 1703 by the Moving Party no later than five (5) business days before the hearing.

Courtesy Copies (Adoption Matters): Courtesy copies of materials required for Initial Presentments and Hearings, and draft orders shall be emailed to the Court or delivered to the Adoption Case Coordinator, Gloria Contreras at Gloria.contreras@cookcountyil.gov.

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 Court Coordinator, Kelly Wright at Kelly.wright@cookcountyil.gov or 312-603-6194. Inquiries regarding adoption matters should be directed to the Adoption Coordinator, Gloria Contreras at Gloria.contreras@cookcountyil.gov or 312-603-2492.

SCHEDULE Calendar 3 Acting Presiding Judge Ward Kirby Daley Center Courtroom 1703

Zoom Meeting ID: 953 7031 0834

Passcode: 310046

Monday 10:30 Motions/Status Matters

1:30 AOT CMC and Hearings

Tuesday 8:45 Routine Motions

9:30 Adoption Motions/ Status Call

10:00 Initial Presentment

10:30 Initial Presentment

11:00 Initial Presentment

11:30 Initial Presentments and Tax Deed Prove ups

12 and 12:30 Consents

1:30 Initial Presentments

2:00 Matters set by Scheduling Order (Court permission only)

Wednesday 10:30 Motions

2pm Land Bank Tax Deed Prove-ups/Assignments

Thursday 10:30 Motions/Status Call

2pm Land Bank Tax Deed Prove-Ups/Assignments

2:00 Set Matters (court permission only)

Friday 10:30 Motions/Status Matters

10:00-1pm Set Matters (court permission only)

2pm Land Bank Tax Deed Prove-Ups/Assignments