

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
DOMESTIC RELATIONS DIVISION**

**ADMINISTRATIVE ORDER:** 2020 D 14 Amended

**SUBJECT:** Procedure for Setting Hearings, Pre-Trial Conferences, and Case Management Conferences.

**EFFECTIVE IMMEDIATELY IT IS HEREBY ORDERED THAT:**

On a temporary basis, during such time as court operations are reduced pursuant to General Administrative Order No. 2020-01(as amended May 28, 2020), General Administrative Order 2020-02 (as amended October 17, 2020), and General Administrative Order No. 2020-07 (or such subsequent orders executed by the Chief Judge of the Circuit Court of Cook County), the court may *sua sponte* in its discretion set a matter for a pretrial conference, a case management conference, or a hearing,<sup>1</sup> or a party to the case or counsel of record may request as follows:

- A. That their matter be set for a pretrial conference, a case management conference, or a hearing by filing a motion with the Clerk of the Circuit Court of Cook County.
- B. Cases assigned to Calendars C, D, E, 11, 21, 24, 31-35, 41-45, 51-55, 61, 62, 64, 94, 98, G, W, and X/84 shall follow the procedures specified in Paragraphs (b) of Administrative Order 2020 D 13 Amended to request to set a matter for a pretrial conference, a case management conference, or a hearing.
- C. For all cases except those assigned to the Calendars listed in Paragraph B, the movant must follow the procedure in this paragraph to request to set a matter for a pretrial conference, a case management conference, or a hearing.
  - a. The movant shall submit their formal request to have their matter(s) set for a pretrial conference, a case management conference, or a hearing to via e-mail transmission, with all counsel of record or self-represented parties included as recipients, to the courtroom email address of the regularly assigned judge.<sup>2</sup>

The nonmovant will have seven (7) days from the date of the filing of the movant's request to set the matter for a pretrial conference, a case management conference, or a hearing to file any objection thereto.

- b. Upon submission of a formal request to have their matter(s) set for a pretrial conference, case management conference, or a hearing the motion shall be taken under advisement by the regularly assigned calendar judge.
- c. The Court shall, through its staff, communicate whether it shall conduct a remote pretrial conference, case management conference, or hearing, designating the manner, date and time or whether it shall defer the matter to a date when the Court returns to full operations.

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<sup>1</sup> Unless otherwise ordered by the Court, no matter shall be set for hearing unless it has been fully briefed pursuant to a court-ordered briefing schedule (unless a party waives their right to file a response or reply pursuant thereto), and any request to set a matter for hearing must (1) identify the court order or Administrative Order that set the briefing schedule and (2) clarify the number of days remaining to file any responses pursuant thereto. If a movant wishes to set a matter for hearing that does not already have a court-ordered briefing schedule, then the terms of Administrative Order 2020 D 13 shall apply.

<sup>2</sup> A list of contact information for all courtrooms can be found at <https://www.cookcountycourt.org/ABOUT-THE-COURT/County-Department/Domestic-Relations-Division>.

d. All formal requests to have matter(s) set for a pretrial conference, case management conference, or a hearing by the Circuit Court submitted by email shall contain the email address and contact telephone number of each counsel of record in the cause or the self-represented parties.

D. All email submissions concerning formal requests to have matter(s) set for a pretrial conference, case management conference, or a hearing by the Circuit Court submitted by email shall have the title of the email designate the type of remote proceeding requested, the Case Number, and the Calendar Number.

e.g., **“Request to Set Pretrial Conference”; Case No. 2020 D 1234; Calendar 01.**

**“Request to Set Case Management Conference”; Case No. 2020 D 1234; Calendar 01.**

**“Request to Set Hearing”; Case No. 2020 D 1234; Calendar 01.**

E. Unless otherwise ordered by the Court, if the Court elects to conduct a remote pretrial conference, case management conference, or hearing, then the movant shall submit all pleadings, motions, responses, replies, and relevant exhibits to the Court by email to court staff no less than 7 days before the pretrial conference, case management conference, or hearing. The title of the email shall designate the type of remote proceeding, the date chosen by the Court, the Case Number, and the Calendar Number.

e.g., **“Pleadings set for Pretrial Conference on April 15, 2020; Case No. 2020 D 1234; Calendar 01.”**

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Dated the 28th day of October 2021. This Order shall be spread upon the records of this Court and published. This Order replaces Administrative Order 2020 D 14 Amended which was entered December 15, 2020.

**ENTERED:**

*s/Grace G Dickler 1521*

**HON. GRACE G. DICKLER**

**Presiding Judge**

**Domestic Relations Division**