

**CIRCUIT COURT OF COOK COUNTY,
COUNTY DEPARTMENT, LAW DIVISION**

**MOTION SECTION CALENDARS C, D, H AND Z
PROCEDURES FOR REMOTE PROCEEDINGS**

EFFECTIVE SEPTEMBER 12, 2022, CALENDARS C, D, H AND Z ARE ELIMINATING E-MAIL COURT PROCEEDINGS. ALL MATTERS EXCEPT ROUTINE MOTIONS WILL BE HEARD VIA ZOOM.

ALL MATTERS CONTINUED VIA E-MAIL BY PRIOR ORDER, REGARDLESS OF WHAT IS STATED IN THE PRIOR ORDER, SHALL BE HEARD VIA ZOOM AND NOT BY E-MAIL. IF AN ORDER IS SILENT AS TO TIME FOR APPEARANCE, THE PARTIES SHALL APPEAR AT 9:30 A.M.

SCHEDULING/FILING OF MOTIONS

ALL MOTIONS: MUST BE FILED AND A PROPOSED ORDER MUST BE FILED AS A STAND ALONE EXHIBIT AND NOT AS AN ATTACHMENT TO A MOTION.

COURTESY COPIES OF ALL MOTIONS MUST INCLUDE A PROPOSED ORDER.

REGULAR MOTIONS: See Law Division GAO 20-9 Sec. 3.7 for motions to be heard as regular motions.

INITIAL PRESENTMENT:

Must be filed and scheduled through the Clerk's E-Filing system. Scheduling ability through Clerk's E-Filing system will commence on September 5, 2022.

Filed regular motions noticed for presentment from August 22, 2022 through September 9, 2022, must be rescheduled through the Clerk's E-Filing system and re-noticed for a date on or after September 12, 2022.

Filed and noticed regular motions require courtesy copies to be **delivered to the courtroom** via hand delivery, first class mail or shipping carrier **no less than 5 days prior to noticed date.** **Courtesy copies submitted by e-mail will not be accepted or reviewed.**

Motions to amend 218 case management orders and motions to voluntarily dismiss after a dispositive motion has been filed are heard as regular motions. An order of voluntary dismissal must include: 1) language stating the name(s) of the party or parties being dismissed; 2) language stating whether the case proceeds against any remaining parties, and if so, those parties named in the order.

SCHEDULE: Motions will be heard on the following dates and times. When motions are scheduled, the Clerk’s E-Filing system will set all motions at the earliest available time until the time slot is filled:

CALENDAR	DAYS	SCHEDULED MOTION TIMES	EMERGENCY MOTIONS
C	M, W, TH, F	10:00 & 10:30 AM	M-F 9:30 AM
D	M, W, TH, F	10:00 & 10:30 AM	M-F 9:30 AM
H	M, T, W, F	9:30, 10:00 & 10:30 AM	M-F 9:30 AM
Z	M, T, W, TH, F	10:00 & 10:30 AM	M-F 9:30 AM

BRIEFING SCHEDULE ENTERED:

COURTESY COPIES FOR ALL BRIEFED MOTIONS MUST BE DELIVERED TO THE COURT BY HARD COPY AND THUMB DRIVE.

ALL ORDERS ENTERED STATING COURTESY COPIES ARE TO BE E-MAILED ARE AMENDED TO STATE COURTESY COPIES ARE TO BE DELIVERED TO THE COURTROOM ONLY AND WILL NOT BE ACCEPTED BY E-MAIL.

ROUTINE MOTIONS: See Law Division GAO 20-9 Sec. 3.6 for motions to be heard as routine motions.

Routine motions will not be heard via e-mail from August 22, 2022 through September 9, 2022. During that time, any routine motion wherein time is of the essence **based an impending statute of limitations or when requests for relief, which, if not granted, will cause irreparable harm,** may be presented as an emergency motion.

Notices of motions, routine motions and proposed orders are to be **delivered in person** to the courtroom no later than 8:45 a.m. on the date of presentation.

Requests for extension of time to appear, answer or otherwise plead should be filed, noticed and presented to the court as a routine motion.

EMERGENCY MOTIONS: See Law Division GAO 20-9 Sec. 3.5 for motions to be heard as emergency motions.

UNTIL SEPTEMBER 9, 2022, FILED EMERGENCY MOTIONS WILL CONTINUE TO BE HEARD VIA E-MAIL. Emergency motions submitted via e-mail shall contain the word “EMERGENCY” as the first word in the e-mail subject line.

EFFECTIVE SEPTEMBER 12, 2022, FILED EMERGENCY MOTIONS WILL BE HEARD VIA ZOOM.

Do not schedule emergency motions through the Clerk’s E-Filing system. Effective September 12, 2022, courtesy copies of emergency motions must be delivered to the courtroom by 8:45 a.m. and will be heard via ZOOM at 9:30 a.m.

LIMITED AGREED ORDERS: E-MAIL PERMITTED - MOTION NOT REQUIRED

Only the following agreed orders do not require the filing or scheduling of a motion:

- 1) Agreed orders dismissing all parties with prejudice pursuant to settlement when no petition to approve or good faith finding is required;
- 2) Agreed HIPAA orders.

The above orders may be e-mailed to the Law.Cal*cc@cookcountyil.gov e-mail address before 9:30 a.m. Agreed orders submitted after 9:30 A.M. will not be considered.

E-mail subject line must include the word “AGREED”. Each order must identify the order as “AGREED”.

PETITIONS FOR APPROVAL OF SETTLEMENT

Petitions and proposed orders may be delivered to the court before 12:00 noon daily.

INITIAL CMC DATES

EFFECTIVE AUGUST 22, 2022, E-MAILS WITH PROPOSED 218 ORDERS WILL NO LONGER BE ACCEPTED. PARTIES TO APPEAR VIA ZOOM FOR INITIAL CASE MANAGEMENT STARTING AUGUST 22, 2022.

ORDERS AFTER HEARING/CMC

Orders after hearing and at the judge’s direction may be submitted to the court via email at the Law.Cal*cc@cookcountyil.gov email address.

The parties are to confer on all orders prior to submission to the court.

THE SUBJECT LINE OF THE E-MAIL SHOULD BEGIN WITH THE LANGUAGE “ORDER PER JUDGE” AND INCLUDE THE CASE NAME AND NUMBER.

ZOOM PROCEEDINGS

All participants should be prepared to provide the participant's name, case name, case number and names of other expected participants in that hearing.

For continued matters, all participants except self-represented litigants, shall have the order setting the matter available for presentation via screen share.

CALENDAR	JUDGE	ZOOM ID	PASSWORD
C	Melissa Durkin	922-9776-9842	184216
D	Catherine Schneider	646 673 2549	231739

H	John Ehrlich	839 5421 9186	373619
Z	Karen O'Malley	915 8674 8536	751001

To participate by telephone, dial (312)626-6799 and follow instructions.

NOTICE LANGUAGE

Required notice language is contained in the in Notice of Motion by Zoom Proceeding. Notice to appear via e-mail is not proper notice. Any motion noticed via e-mail will not be heard and will require re-notice via ZOOM.

ONLY AGREED ORDERS AND ORDERS AFTER HEARINGS AS STATED ABOVE, WITH THE PROPER LANGUAGE STATED IN THE SUBJECT LINE, WILL BE REVIEWED. NO OTHER E-MAIL SUBMISSIONS WILL BE REVIEWED OR RESPONDED TO BY THE COURT.

Questions regarding court proceedings may be directed to Brian Robin, Law Division Motion Section Coordinator, at 312-603-6349 or e-mail at Brian.Robin@cookcountyil.gov