

# LAW DIVISION FAQs

- What is the phone number for Courtroom 2005?
  - 312-603-6343
  
- What is the email address for Courtroom 2005?
  - [law.cal2005cc@cookcountyil.gov](mailto:law.cal2005cc@cookcountyil.gov)
  
- Daley Center Directory/Information
  - <http://thedaleycenter.com/>
  - <https://www.illinoiscourts.gov/courts-directory/76/Cook-County-Richard-J-Daley-Center/court/>
  
- What is the number for the Clerk's Office?
  - Clerk of the Circuit Court: 312-603-5030
  - Law Division Clerk of the Circuit Court: 312-603-5426
  
- Who do I call if I have a question about **e-filing**?
  - Clerk's Office at either of the numbers listed above
  
- Who do I call to get information about a **foreign subpoena**?
  - Law Division Clerk of the Circuit Court at 312-603-5426
  - Refer to: [Issue an Out-Of-State Subpoena in Cook County, IL's Law Division - E-Filing Help \(efilinghelp.com\)](http://efilinghelp.com)

- How do I get a copy of my order?
  - Go to <https://cccportal.cookcountyclerkofcourt.org/CCCPortal/home/>
  - Call the Clerk's office at 312-603-5426
  
- Are hearings in person or remote?
  - All hearings in **Courtroom 2005** are in person
  - For hearings NOT in Courtroom 2005: Contact your calendar judge to confirm if the hearing is in person or on Zoom
  
- Where can I find Zoom information?
  - *Courtroom 2005 no longer uses Zoom, but for judges that do use Zoom, the Zoom meeting information can be found here:*
    - Go to [cookcountycourt.org](http://cookcountycourt.org)
    - At the top right of the webpage, you will find "Zoom Links"
    - Click on Daley Center – Law Division
    - <https://www.cookcountycourt.org/HOME/Zoom-Links>
  - If you don't know if your hearing is in-person or on Zoom, contact your calendar judge via email or by calling the chambers
  
- ***For Courtroom 2005 only:*** If I can't come in person, can I attend via Zoom?
  - No – Room 2005 no longer utilizes Zoom and there is no option to appear remotely via Zoom

- How do I find the General Administrative Orders (GAO)?
  - Go to [cookcountycourt.org](http://cookcountycourt.org)
  - Hover cursor over FOR ATTORNEYS / LITIGANTS
  - Click on LAW DIVISION
  - Click on Administrative Orders in the center of the page
    - *Note that the most recent GAO is General Administrative Order 22-3 – Amendment to Law Division General Administrative Order 21-1, Section 1.11 Newly Filed Motions (All Sections)*
  
- How do I schedule my motion?
  - ***For Courtroom 2005 only:*** File the motion using the E-file/Odyssey System and schedule for an in-person hearing on “Calendar M1”
    - ***Note Calendar M1 is Motion Call 1 in Room 2005 and is NOT the First Municipal District***
    - **See GAO 22-3**
  - *For Commercial Calendar, Motion Section, Individual Calendar Section, Tax & Miscellaneous Remedies Calendar, and Trial Section:* Follow the protocols in **GAO 22-3**, contact the judge, or refer to the judge’s standing order
  
- What is the procedure for bringing an emergency motion in Courtroom 2005?
  - E-File as an “Emergency Motion”
  - Select the option “DO NOT SCHEDULE”
    - Do not schedule a hearing date for emergency motions

- Email a copy of the emergency motion to law.cal2005cc@cookcountyil.gov (with all parties of record cc'd)
- The Court will provide a hearing date
- What is the protocol for courtesy copies?
  - ***For Courtroom 2005 only:***
    - 15 pages and under: email courtesy copies to [law.cal2005cc@cookcountyil.gov](mailto:law.cal2005cc@cookcountyil.gov)
    - Over 15 pages: deliver courtesy copies to Room 2003 (located next to Room 2005)
- What do I put on the Notice of Motion?
  - ***For regular motions in Courtroom 2005:*** Input the date on which the motion was scheduled
    - Example:  
On [DATE] at 10:30 AM I shall appear before the Honorable Judge Flannery or any Judge sitting in the Judge's stead in the courtroom usually occupied by him located in Room 2005.
  - ***For emergency motions in Courtroom 2005:*** Do NOT put a date for a hearing as the Court will provide a date for the in-person hearing
    - Follow the example below:  
On [DATE] at [TIME] I shall electronically submit the attached [MOTION] to the Honorable James P. Flannery via email address:  
[LAW.CAL2005cc@cookcountyil.gov](mailto:LAW.CAL2005cc@cookcountyil.gov).

- How do I appoint a special administrator/special representative?
  - Petition to Appoint a Special Administrator/Special Representative is a routine motion that should be brought in Courtroom 2005
  - Refer to the Special Administrator Requirements:
    - Go to [cookcountycourt.org](http://cookcountycourt.org)
    - Hover cursor over ABOUT THE COURT
    - Click on Judge's Information
    - On the right hand side, under Divisions, click on Law
    - Click on Judge Flannery
    - Click on Standing Orders
  
- How do I file a case under seal or using a fictitious name?
  - Petition to File Under Seal/Using a Fictitious Name is a routine motion that should be brought in Courtroom 2005
  - Refer to the Fictitious Name Requirements:
    - Go to [cookcountycourt.org](http://cookcountycourt.org)
    - Hover cursor over ABOUT THE COURT
    - Click on Judge's Information
    - On the right hand side, under Divisions, click on Law
    - Click on Judge Flannery
    - Click on Standing Orders
  
- How do I contact a Judge or Judge's clerk in the Law Division to find out information about my case/motion?
  - Email the calendar email address

- Call the Judge's chambers and leave a detailed message
- Call Brian Robin at 312-813-1457
  
- Where can I find the email addresses and phone numbers for the judges in the Law Division?
  - Go to [cookcountycourt.org](http://cookcountycourt.org) and navigate to the Law Division page. Click on "Law Division Judges Info"
  - Visit: <https://www.cookcountycourt.org/ABOUT-THE-COURT/County-Department/Law-Division/Judges-Information>