

2023

Standing Order for Judge Moira Susan Johnson
Calendar F – Courtroom 2201
Court Clerk: John Kustra
Law Clerk: Jacqueline Sowa
Phone: (312) 603-6064

Case Management Conferences & Focused Case Management Conferences

Initial Case Management Conferences [CMCs] are set for Wednesdays at 9:30 a.m. Focused Case Management Conferences [FCMCs] are set on Mondays at 10:30 am and 11:00 am.

FCMC Motion

If you seek to present a motion at a FCMC, please provide notice to opposing counsel and add to the sheet on the bench on any Monday at 11:00 am.

Routine Motions

Routine motions are every day of the week (Monday through Friday) at 8:45 a.m. If noticed for in person presentation, please leave the routine motion in the designated bin in courtroom 2201. Orders will be available for pick-up in due course in the order received. If you contest a routine motion, notify opposing counsel and contact the Court by bringing the Routine Motion Objection form to Courtroom 2201 at least 12 hours in advance. In the event of an objection, you must spindle the routine motion as a regular motion.

Routine motions can be submitted by email at law.calfcc@cookcountyil.gov. The notice must reflect the motion is being submitted by email at law.calfcc@cookcountyil.gov.

Routine Motions include:

Vacate Defaults and for Leave to File Appearance, Answer, Jury Demand

Leave to File an Additional Appearance

Leave to File Amended Complaint/Third-Party/Counterclaim

Agreed Dismissal Order

Appoint Special Process Server

*A party can bring a Motion to Appoint Special Process Server only AFTER the Sheriff makes attempts at service.

HIPPA Orders

If agreed, then you can bring the HIPPA Order anytime while court is in session. If the Order is not agreed, then you must bring the HIPPA Order as a routine motion or spindle it. A HIPPA order can be submitted by email at law.calfcc@cookcountyil.gov.

Emergency Motions

Emergency motions are heard every day of the week (Monday through Friday) at 9:15 a.m. Emergency motions must be added to the sign-in sheet in the courtroom on the date of the motion no later than 9:00 a.m. At that time, counsel should provide the clerk with the original notice of motion and a courtesy copy of the motion.

Exception: For any Focused Case Management Conference (FCMC) cases, emergency motions will be heard during the next FCMC, or on the regular Emergency Motion Call.

Default Motions

The moving attorney must provide proper notice and present the following: Original Notice of Motion, Original Motion; Copy of Summons; Copy of a Return of a Summons; Attorney's Certificate; Military Affidavit (if defaulting an individual); and Proposed Draft Order.

Regular Motions

Regular Motions are heard on Mondays, Tuesday, Thursday and Fridays at 9:30 am. ONLY Regular Motions can be SPINDLED through the Clerk of the Circuit Court Cook County.

Exception: If a case is set for a Case Management Conference at 10:00 am, 10:15 am or 11:00 am, a motion can be piggybacked for the same date and time. You cannot spindle a motion for 10:00 am, 10:15 or 11:00 am.

Contested Motions

Contested motions will enter a briefing schedule order which included a clerk status date. Upon receipt of complete briefs, pleadings, depositions and exhibits from Movant, in one delivery, a hearing will be set for oral arguments.

Exception: Motions to Dismiss based upon Forum Non Conveniens will receive a written decision. No oral argument hearing will be set upon receipt of complete briefs, pleadings and exhibits from Movant. If granted the case will be transferred. If denied, a Case Management Order will remain in effect.

Clerk Status

Clerk Status takes place on the Tuesday, Wednesday, or Thursday **by** 10:35 am, as indicated on the briefing schedule order that the parties have entered. At the Clerk's Status, the moving party **MUST** provide the Law Clerk in the antechambers of courtroom 2201 with complete courtesy copies; this includes copies of all briefs and other necessary pleadings, exhibits, and complete deposition transcripts of all witnesses who testified regarding the subject of the motion. This court **does not** accept courtesy copies by mail *or* by basket drop-off. Once the Law Clerk deems all side's completed briefs are included in the courtesy copies, the Law Clerk will then set a hearing date.

Oral Arguments

Oral arguments will be set by the Court. It is the responsibility of the parties to preserve the record. As such, this Court strongly recommends that parties provide court reporter services for oral arguments.

Page Limitations for Briefs

Briefs in excess of 15 pages will not be accepted by this Court unless leave is granted. All briefs should be typed in Times New Roman Size 12 font and double-spaced.

Pre-Trial Conferences

Pretrial conferences are conducted by agreement of the parties on a Monday or Friday afternoon. To schedule a pre-trial conference, contact law.calfcc@cookcountyil.gov. A pre-trial memorandum from each party should be provided no later than 3 days before the pre-trial conference.

Settlements

Any attorney seeking approval of a settlement in an action involving: (1) a minor's or disabled person's personal injury case; (2) an action brought under the Wrongful Death Act; and (3) an action which survives a plaintiff's death shall, in a written form, submit a petition and proposed order of distribution to the Law Division or Municipal Department settling judge presiding over the matter at the time of settlement.

This court retains jurisdiction to enforce a settlement.

All forms can be found as attachments on this Court's website.