

STANDING ORDER

JUDGE SCOTT D. McKENNA - CALENDAR H

Richard J. Daley Center, Chicago – Courtroom 2209
Clerk: Sarah O’Neil - skoneil@cookcountycourt.com - (312) 603-6056
Calendar H Email Address: law.calHcc@cookcountyil.gov

**** ALL MATTERS (WITH THE EXCEPTION OF ROUTINE/EMERGENCY MOTIONS AND AGREED ORDERS) ARE CONDUCTED IN-PERSON UNLESS ANOTHER METHOD IS SPECIFICALLY APPROVED BY THE JUDGE. EVERY NOTICE OF MOTION SHOULD SET THE MOTION FOR IN-PERSON HEARING AND SHOULD BE SPINDLED VIA THE ODYSSEY SYSTEM FOR AN ACTUAL DATE/TIME.**

I. Generally

- Official communication with the Court (courtesy copies of motions or submitted Orders) will take place through the email address dedicated to Calendar H: law.calHcc@cookcountyil.gov. All email correspondence to the Court must notice/copy all parties. The Calendar H email is typically only monitored by the Judge.
- If your email is asking a question of a technical or logistical nature, please direct that to the Court Clerk, Sarah, at skoneil@cookcountycourt.com.
- The Court will accept **Agreed** Dismissal Orders, whether via settlement or 2-1009 voluntary dismissal, by email or dropping off in 2209. In any such Orders, please strike any specific future Court dates. If the dismissal is via settlement, please indicate in the Order whether any minors or Wrongful Death claims are involved. Please be advised that the Motion Calendar cannot strike trial dates in Room 2005, so please do not include that language in the Order.

II. Motions

- The Court will accept **Agreed** Motions and/or Orders by email or drop off rather than spindling a Court date through Odyssey. Please include a proposed Order with the word “Agreed” in the title. If the Court also agrees with the Motion/Order, the Order will be entered. If the Court has additional questions or objections to the request, the Court will notify the parties by email. Paper copies of the Motion/Order are NOT to be delivered to Room 2209.

- Emergency Motions, with a proposed Order, must be submitted to law.calHcc@cookcountyil.gov or dropped off in 2209 and include the grounds for the emergency. Emergency motions must provide at least 24 hours to other parties who have appeared, absent an exigent circumstance where such Notice cannot be provided. The Court will allow a reasonable period of time in its discretion to hear any objection or agreement to the Motion. Thereafter, the Court will either grant or deny the Motion, or seek further clarification, and advise the parties by email. See §3.5(A) of GAO 20-9 for what constitutes an emergency motion.
- Any routine motion should be emailed to the Court at law.calHcc@cookcountyil.gov, or dropped off in 2209, on the date set for presentment, with a proposed Order. Routine motions need not be spindled through Odyssey. A party may object to the entry of a routine motion by emailing Calendar H. If there is an objection to the motion, the Court will either rule by email or request that the motion be spindled on the regular call. See §3.6(B) of GAO 20-9 for what constitutes a routine motion.
- Any regular motion to which there is no agreement must be spindled on the Motion Call through Odyssey for in-person hearing. The Movant may email a courtesy copy of the motion to the Court prior to presentment. This Calendar will allow any motion to be piggy-backed onto an already-set date in the case, provided adequate notice is provided to all parties.
- Briefing schedules on any motions that are not potentially dispositive are unlikely to be granted, and the parties should expect to argue such a motion on the date of presentment and receive a ruling that day.
- For any non-dispositive motions for which a briefing schedule has been allowed, the movant is responsible for **emailing** a complete courtesy copy of the motion consisting of all briefs and exhibits filed in support of or in opposition to the motion to law.calHcc@cookcountyil.gov. Movant's failure to submit a complete courtesy copy will result in the denial or continuance of the motion.
- There will generally be no briefing allowed for §2-615 and §2-622 motions. The movant shall succinctly describe alleged deficiencies in the complaint, or the §2-622 Affidavit/report, and shall provide a copy of the pleadings for the court's review. The respondent may be allowed to submit a written response, but only at the Court's discretion.
- For any dispositive motion, such as Motions to Dismiss or Motions for Summary Judgment, the Court requires **paper courtesy copies**, and requests that all briefs be double-sided and any deposition transcripts submitted in mini-script, 4 pages per one page, and double-sided. A thumb drive need not be submitted for any courtesy

copies, but may be advisable for video or photographic exhibits. Briefs shall not exceed 15 pages unless specifically allowed by the Court. Motions to strike briefs, or portions thereof, will be taken with the motion.

- For any briefed motion, the Court will generally either rule in writing based on the pleadings/briefs or rule from the Bench on a future set date. Arguments hearings are generally not conducted unless the Court requests one or grants a party's request for one.
- Courtesy copies of Motions that are set for Bench Ruling can be delivered at any time practical by the Movant after fully briefed, but no later than 7 days prior to the ruling date.
- Courtesy copies of motions that are set for Written Ruling should be delivered by the Movant within 5 business days of the Reply being filed, or the deadline for said Reply having expired.

III. Case Management Conferences

- Initial Case Management Conferences are heard by Calendar H on Thursdays at 9am. Parties should be prepared to address: 1) Whether the case is a re-filing; 2) Whether all parties have been served, and; 3) The known injuries/specials at that point. If all parties have been served and are at issue, a Case Management Order will likely be entered. Litigants must use the Form Case Management Orders for Category 1 and Category 2, which can be located on the Circuit Court Clerk website.
- Cases will also be screened at Initial CMC, and possibly later CMCs, for transfer to First Municipal or referral to Law Division Arbitration based on case value. The specifics of the Law Division arbitration program can be found at Part 25 of the Local Cook County Rules on the Court's website.
- The Court will accept any Agreed Trial Certification Order at any time by email, even if the Trial Certification date has not been reached yet. Please use the most recent form Order on the clerk's website and agree on a date in Room 2005 for trial setting within 14 days. Please also include in your Order the striking of the actual Trial Cert date in Room 2209.

IV. Petitions to Approve Settlement

- Petitions to settle cases involving minors, disabled persons and survival and wrongful death claims shall be presented to the court electronically by emailing said petition to law.calHcc@cookcountyil.gov or dropping off in 2209.

