

**IN THE CIRCUIT COURT OF COOK COUNTY,
ILLINOIS COUNTY DEPARTMENT, LAW
DIVISION**

**Law Motion Calendar D, Courtroom
2207**

Judge Frank J. Andreou

STANDING ORDER

GENERAL INFORMATION:

CONTACTING THE COURT:

Please use the email addresses listed below. Emails to any other addresses will not be considered. All emails must include the case name and number in the subject line. All attorneys and parties of record must be included on all emails to the court. **Do not create a new email thread if one exists for the case.**

Motion Call D: Law.CalDcc@cookcountyil.gov

Court Clerk, Christy Shores Law.CalDcc@cookcountyil.gov

Judicial Law Clerk, Rachel Grajewski:

rachel.grajewski@cookcountyil.gov

ELIMINATION OF E-MAIL PROCEEDINGS:

- 1) There are no proceedings allowed via email. All proceedings will be either in-person or by Zoom as designated by the Court.
- 2) Notice to appear via e-mail is not proper notice. Any motion noticed for an appearance via e-mail will not be heard and will require re-notice for court appearances.
- 3) Only AGREED orders (See Below) and orders after hearings as stated in this standing order with the proper language stated in the subject line will be reviewed in e-mail format.
- 4) No other e-mail submissions will be reviewed or responded to by the court, unless e-mail is specifically requested by the court.
- 5) No courtesy copies of any kind will be accepted by email and must be delivered to 2207.

IN-PERSON AND APPEARANCES BY ZOOM:

Court proceedings are IN-PERSON unless ZOOM is specified by the Court. Please see the procedures below for the limited exceptions to IN-PERSON proceedings. All participants should be prepared to provide the participant's name, case name, case number, and names of the other expected participants in that hearing.

Each Order submitted by the parties should designate the next hearing as either IN-PERSON or on ZOOM.

All Orders which designate the next hearing as occurring on ZOOM should also contain the ZOOM Conference Information:

Meeting ID: 646 673 2549; Passcode: 231739; Call In Number: 312-626-6799.

DRAFT ORDERS:

Proposed orders for motions must be included with the courtesy copies delivered to room 2207. Please see the procedures for motions below. If the court requests an order by email, the order must be submitted to the Motion Call D email address that day, by noon. If you are unable to submit it by noon, then include the date and time the case was heard. The subject line of the e-mail should begin with the language: "ORDER PER JUDGE" and include the case name and case number.

ENTERED ORDERS:

Entered orders are accessible on the Cook County Clerk’s website/portal. Given the volume of this call’s docket, please allow a few days for the orders to be processed. Orders may be obtained at the CCC Portal here:

<https://cccportal.cookcountyclerkofcourt.org/CCCPortal/Home/WorkspaceMode?p=0>

COURT SCHEDULE:

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM	Interim CMC and Status set by Court	Interim CMC and Status set by Court	Interim CMC and Status set by Court	Interim CMC and Status set by Court	Interim CMC and Status set by Court
9:30 AM	Emergency Motions	Emergency Motions	Emergency Motions	Emergency Motions	Emergency Motions
10:00 AM	First time up and Continued Motions	First time up and Continued Case Management	First time up and Continued Motions	First time up and Continued Motions	First time up and Continued Motions
10:30 AM	Hearings set by Court	Trial Cert.	Hearings set by Court	Hearings set by Court	Hearings set by Court
11:00 AM	Hearings Set by Court	Hearing Set by Court	Focused CMC	Hearings Set by Court	Hearings Set by Court

1:30 p.m. 4:30 p.m.	Contested Motion Hearings Settlement Conf.	Contested Motion Hearings Settlement Conf.	Contested Motion Hearings Settlement Conf.	Contested Motion Hearings Settlement Conf.	Contested Motion Hearings Settlement Conf.
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PROCEDURES:

REGULAR MOTIONS:

- 1) Must be filed through the Clerk’s E-Filing System.
- 2) Must be properly noticed and scheduled on the court’s docket through the Clerk’s E-Filing System (select “hearing”); **no regular motions may be scheduled on Tuesdays;**
- 3) Shall be delivered to 2207 (there are drop bins outside the courtroom) no less than 3 days prior to noticed date. The courtesy copies must include the notice, motion and a proposed order. Courtesy copies submitted by e-mail will not be accepted or reviewed. **IF THE MOTION IS LIKELY TO BE BRIEFED, DO NOT INCLUDE VOLUMINOUS EXHIBITS FOR FIRST TIME PRESENTMENT.**
- 4) Will be heard on M, W, TH and F at 10:00 AM.
- 5) **Motions to amend 218 case management orders and motions to voluntarily dismiss any or all parties are heard as regular motions.**
- 6) Motions for default shall give at least 15 days-notice to the party against whom the default is sought. Notice should be sent by first class mail and certified mail. If the movant knows who insures the defendant against whom the default is sought, movant shall also send a courtesy copy of the notice and motion to the insurance company. The motion must attach a certificate in support of default for all parties against whom default is sought and an affidavit regarding military service for all individuals against whom default is sought.
- 7) Discovery motions shall include a statement evidencing compliance with Supreme Court Rule 201(k).

ROUTINE MOTIONS:

- 1) Case must have been filed within 2 years of the date of the filing of the motion;
- 2) Must be filed through the Clerk’s E-Filing System unless otherwise allowed by the Court;
- 2) Must be properly noticed for 8:45 a.m., any weekday except a court holiday, but should **not** be set on the court’s docket (do not select a hearing);
- 3) Shall be delivered to 2207 (there are bins outside the courtroom) no later than 8:45 am on the date of presentation. The courtesy copies must include the file stamped motion, file stamped notice and a proposed order. Courtesy copies submitted by e-mail will not be accepted or reviewed;
- 4) May be set on M, T, W, TH and F;
- 5) The parties do not need to appear in court unless there is an objection;
- 6) routine motions and orders granting leave to amend a pleading, file counterclaims or

third- party complaints must state what specifically is being amended or how it is being amended and the date it is to be filed;the following motions are routine:

- i. Issuing an alias summons (include the name of the person for whom it is being issued and the date when it will be issued);
- ii. Appointing a special process servicer (motion and proposed order shall include service agency's name and license number in accordance with 735 ILCS 5/2- 202(a-5) and the name of the person to be served – also must state that prior sheriff's attempt was unsuccessful, and at least one attempt must be made);
- iii. Vacating a technical default (but not a default order);
- iv. Filing an appearance;
- v. Adding a party before the start of oral discovery;
- vi. Filing an answer, affirmative defense(s), counterclaim, or third-party complaint before the start of oral discovery (proposed pleading must be attached);
- vii. Issuing a summons (related to an amended complaint or a third-party action);
- viii. Issuing a subpoena in out-of-state litigation;
- ix. Amending a complaint without objection (the motion and order must specify how the complaint is being added, e.g. naming a new party by name or adding counts);
- x. Stipulating to the withdrawal and substitution of counsel; and
- xi. Requests of extension of time, up to 30 days, to appear, answer or otherwise plead, **as long as no other prior extensions** have been granted to the requesting party.

EMERGENCY MOTIONS:

- 1) Must be filed through the Clerk's E-Filing System;
- 2) Must be properly noticed but should **not** be set on the court's docket (do not select a hearing);
- 3) Shall be delivered to Courtroom 2207 (courtesy copies bins outside the courtroom) in person no later than 8:45 am on the date of presentation. The courtesy copies must include the motion, notice and a proposed order. Courtesy copies submitted by e-mail will not be accepted or reviewed;
- 4) Shall be heard IN-PERSON at 9:30 AM on the date of presentation;
- 5) May be presented on M, T, W, TH and F;
- 6) Must be a true emergency or it will be stricken. As a general rule, an emergency is some circumstance which could result in irreparable harm, damage or injury if relief is not obtained prior to the time a party can be heard on the regular motion call. The nature of the emergency must be clearly stated in the motion.

BRIEFED MOTIONS:

- 1) Unless otherwise specified the court will issue a written ruling on the briefs. The Court may order or the parties who wish to have a hearing on the motion must request one in the motion.

- 2) If the Court allows briefing on the motion, the proposed briefing schedule must include the agreed-upon due dates to file response and reply briefs and then shortly after the reply date, the due date for the movant to submit courtesy copies to the court.
- 3) The movant shall supply all briefs, exhibits and the briefing schedule order to Room 2207 in the basket outside the courtroom on the due date..
- 4) The motion and any memoranda in support shall not exceed 15 pages, total, double spaced; any response brief including supporting memoranda shall not exceed 15 pages, total, double spaced; any reply brief including supporting memoranda shall not exceed 8 pages, total, double spaced.
- 5) All briefs must include a list of all exhibits and a succinct description of each exhibit. (e.g., Exhibit A – Plaintiff Affidavit) Courtesy copies must be labeled for each brief and for all exhibits.

CONTINUED MOTIONS:

Continued Motions will be set by the court on M, W, Th and F at 10:00 AM

AGREED ORDERS – E-MAIL PERMITTED AND MOTION NOT REQUIRED:

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

- 1) Agreed orders dismissing all parties and matters in controversy, with prejudice pursuant to settlement when no petition to approve (not subject to the Final Procedures Concerning Settlement: Minors, Disabled Persons, Personal Injury Wrongful Death and Survival Cases) or good faith finding is required;
- 2) Agreed HIPAA orders, signed by all parties.

The above orders may be e-mailed to the Motion Call D email address M, T, W, Th and F during normal court hours. All parties of record must be included in any e-mail to the court. The e-mail subject line must include the word “AGREED” along with the case name and case number. Each order must identify the order as “AGREED”.

PETITIONS FOR APPROVAL OF SETTLEMENT:

- 1) Must be filed through the Clerk’s E-Filing System;
- 2) Must be properly noticed, but should **not** be set on the court’s docket (do not select a hearing);
- 3) Shall be delivered to Courtroom 2207 (there are bins outside the courtroom) no later than NOON on the date of presentation. The courtesy copies must include the petition, notice and a proposed order. Courtesy copies submitted by e-mail will not be accepted or reviewed;
- 4) Must comply with the Circuit Court of Cook County Final Procedures Concerning Settlement: Minors, Disabled Persons, Personal Injury Wrongful Death and Survival Cases:

<https://www.cookcountycourt.org/Portals/0/1st%20Municipal%20District/Special%20Orders/Final%20Procedures%20with%20Sample%20Orders.pdf>(EE March, 2023 update Procedures)

5) The parties do not need to appear in court.

NOTICES

1) A proposed notice for motions heard by zoom may be found here: <https://www.cookcountycourt.org/ABOUT-THE-COURT/County-Department/Law-Division/Motion-Section>

2) The notice of service on each pleading must include each attorney or self-represented litigant's address, telephone number, and email address and fully comply with Rules 11 and

131. A complete service list of contact information (including e-mail addresses) for all counsel of record should be included with every submitted motion and all courtesy copies.

3) The minimum notice requirements of all motions are 5 FULL business days by mail, 3 FULL days by hand delivery, or 2 FULL business days if served by e-mail or by fax. The notice and effective date of service must otherwise comply with Supreme Court Rules 11 and 12 as well as Circuit Court Rule 2.1. Emergency motions are not exempt from these requirements; they must be properly noticed.

PRE-TRIAL SETTLEMENT CONFERENCES

Judge Andreou is available for pre-trial settlement conferences, if all parties join in the request. Email the Motion Cal D email address with copy to all parties and attorneys to make a request for a pre-trial settlement conference. At least three days in advance of the given date for the conference, all parties shall submit a memorandum with the facts of the case, an itemization of specials claimed, and the demand and offer to the court. Please include case strengths and weaknesses. The memorandum must be sent to all parties of record. The parties with authority must be available during the scheduled time.

Other than stated here, all processes and procedures must comply with the Law Division General Administrative Order 20-9 and the applicable supplemental orders to it.

Dated: October 17, 2023

ENTERED

Frank J. Andreou
Circuit Court Judge, Cook
County Law Division