

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

STANDING ORDER CALENDAR X

Judge Maureen O. Hannon Courtroom 2205

Calendar X email

Law.calXcc@cookcountyil.gov

Calendar X Zoom ID 837 7556 6016
 PW 857329

Circuit Court Clerk: Debbie Brausam (312) 603-6094

Back up Clerk /trainer Christy Shores (312) 603-6058

Primary Law Clerks: Aryn Henderson

Email: Aryn.Henderson@cookcountyil.gov

and

John (Jack) Garvin (Jones/Hannon)

John.Garvin@cookcountyil.gov

Law Division Help Desk Daley Center Clerks Office 8th Floor
Administrative Law Division Help Daley Center Room 2003

Recovery of signed orders from the portal

<http://cccportal.cookcountyclerkofcourt.org/CCCPortal/>

Blank order forms may be found on the portal

<http://services.cookcountyclerkofcourt.org/Forms/> and filter for law division.

Self-Represented Litigants may find help at: www.legalaidchicago.org or the Chicago Legal Clinic (312) 726-2938 or www.claw.org.

Case status and motion call should ideally be in person, but the O.W.L. will be on the bench and if a party must appear via zoom.

Calendar X Schedule

Monday – Friday **Routine motions*** Any day dropped off (preferred method) in person outside of 2205 **after they are e-filed in the system or via email** to the Calendar X email without having to set a motion time for presentment but **must provide courtesy copies of the motion and a proposed order to all parties**. If signed order is not in the portal in a week contact the clerk.

Monday- Friday 9:00 Emergency motions** daily in courtroom

Monday-Thursday 10:00 regular motion call (10 max/ 40 week) in courtroom

Monday 10:30 Focus CMC cases in courtroom

Tuesday 9:30 Interim CMC and Trial Cert. cases CMC in courtroom

Wednesday 9:30 Initial CMC cases in courtroom

Thursday 9:30 Interim CMC and Trial Cert. CMC in courtroom

Monday -Thursday 11:00 Hearings on matters set by court order

2:00 Hearings on matters set by court order

* **Routine motions** include: 1. Appointment of special process server ("SPS"); 2. Leave to vacate technical defaults; 3. Leave to appear, answer, plead; 4. Entry of fully executed HIPAA orders; 5. Amending a pleading (adding parties, adding counts, adding allegations, etc.). *Motion and order must contain all details of the proposed amendments*; 6. Filing any cross-claims, counterclaims, and/or additional party pleadings (e.g. third-party complaint); 7. Leave to intervene on behalf of a worker's compensation carrier or public body claiming a lien; 8. Voluntary dismissal of certain parties ["partial"], or the entire case; 9. Dismissal orders for settlements not involving those subject to the Joint Memorandum on Settlement Procedures 10. Agreed briefing schedule order 11. Agreed orders on other matters, if appropriate. 12. Motion to dismiss a wage garnishment, a non-wage garnishment, a citation to discover assets, a third-party citation to discover assets; 13. Motion to dismiss a rule to show cause. 14. Motion to dismiss a body attachment order; 15. Motion to grant defendant/debtor's exemption claim; 16. Motion for entry, vacation, or dismissal of a memorandum of judgment; 17. Satisfaction of judgment filed by the plaintiff/creditor.

**** *Emergency motions*** must be filed and then served on all parties via email, fax or hand-delivery and include: 1. Adding parties or filing pleadings (e.g., additional party complaints), prior to the expiration of an *impending* statute of limitations; 2. Requests for protective order for preservation of evidence; 3. Requests for relief, which, if not granted, will cause irreparable harm.

Every other motion can be noticed up for the 10:00 **Regular motion** with timely notice to all parties and shall include: 1. Motions addressed to jurisdiction; 2. Validity and/or diligence of service of process; 3. Sufficiency of pleadings and exhibits; 4. Discovery motions (compel, ruling on objections, sanctions, in camera inspections, modifications of CMC orders; 5. Involuntary dismissal (2-619); 6. Motions to quash subpoenas; 7. Motions for summary judgment (partial or total); 8. Adjudication of liens; 9. Motions for a good faith finding; 10. motions for pre-trial conferences, 11. Agreed orders on non-routine motions and any motion not specified herein.

All petitions for settlement under the Wrongful Death Act, Survival Act, for Minors and Disabled Persons, must comply with the provisions of "Settlement Procedures," located on the Law Division Home Page, www.cookcountycourt.org. Petitions for approval of settlements and proposed orders must NOT be e-filed prior to submission, must only be submitted in draft form, in electronic format. Notice of the submission of petitions for approval of settlement shall be provided to all counsel of record, with email addresses of counsel included.

Initial Case Management Wednesdays at 9:30 will address the nature of the case, service on defendants, injuries, damages, and whether this is a refiled case. The parties must use the Law Division Form orders for Category 1 and 2, and focused cases.

Mandatory Arbitration of certain cases will be addressed at the interim and final CMC for all Category 1 Cases in the law division. Exceptions include asbestos, construction, medical malpractice, nursing home and product liability cases.

******Every court appearance via zoom or in person needs an attendant court order! Email among parties DOES NOT preserve the record for the deadlines and future court dates******