

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT – PROBATE DIVISION

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) No. 2023 P 01
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**AMENDED GENERAL ADMINISTRATIVE ORDER CONCERNING
RESUMPTION OF IN-PERSON COURT OPERATIONS**

This Amended General Administrative Order is entered in conjunction with Illinois Supreme Court Rules 45 and 241, General Administrative Orders Nos. 2023-03 and 2023-05, to coordinate the resumption of in-person court proceedings and to permit Remote Court Appearances to the extent reasonable, feasible and appropriate in the Probate Division beginning Monday, May 15, 2023.

IT IS HEREBY ORDERED THAT:

This General Administrative Order supersedes Amended General Administrative Order 2020 P 08.

The Probate Division of the Circuit Court of Cook County will hear cases beginning on May 15, 2023, as described below.

Unless a scheduling order specifies in-person or remote court appearance, **the procedures outlined in this Order will control all matters set to be heard on and after May 15, 2023.**

Notwithstanding the procedures outlined in this Order, each judge has the discretion to conduct matters in-person, remotely, or via a hybrid forum. For more information on “hybrid” proceedings, see Paragraph 4b of this Order. Each attorney and self-represented litigant (“SRL”) shall comply with the requirements set forth in each individual judge’s standing order. In the event a judge’s standing order conflicts with this Order, the standing order controls. The standing orders can be found on the Circuit of Cook County, Probate Division’s website: [Judges' Information \(cookcountycourt.org\)](http://Judges' Information (cookcountycourt.org)).

1. Guardianship Procedures for Cases on the Scheduled Call

a. Remote Guardianship Proceedings.

- i. As of May 15, 2023, the judges assigned to Calendars 1, 9, 10, 12, 13, 15, and 16 guardianship estate calls will continue to hear all matters as remote proceedings via Zoom in the following courtrooms at the Daley Center:

Calendar 1: Judge Degnan, Courtroom 1810
Calendar 9: Judge Alonso, Courtroom 1806
Calendar 10: Judge MacCarthy, Courtroom 1810
Calendar 12: Judge Outlaw, Courtroom 1812

Calendar 13: Judge Miller, Courtroom 1809
Calendar 15: Judge Boliker, Courtroom 1804
Calendar 16: Judge Kennedy Sullivan, Courtroom 1811

- ii. **Request for in-person Court Appearance.** Counsel and/or SRLs may request to appear in-person by oral or written motion. The motion must be ruled upon contemporaneously with the matter being set for hearing.

b. **Agreed Orders**

- i. Counsel and SRLs may ask the Court to **consider** entering agreed orders for continuances or routine matters via e-mail, regular mail or courier. The request must be filed and submitted to the court no less than two (2) business days but no more than five (5) business days prior to the scheduled court date.
- ii. **After submitting a proposed agreed order, your in-person or remote appearance is required unless you receive an entered order prior to the scheduled hearing or are otherwise instructed by the Court that your appearance is waived.**
- iii. The Court will **not** consider proposed agreed orders for appointment of an adult or minor guardian/adjudication, restoration or any other matters for which an appearance is deemed necessary.
- iv. The subject line of your e-mail must include the date of the hearing followed by the case name and case number (*e.g.*, July 22, 2023: Estate of Doe, 20 P 0000). All required documents shall be e-mailed in PDF format as follows:

Calendar 1: Judge Degnan, daniel.degnan@cookcountyil.gov
Calendar 9: Judge Alonso, amee.alonso@cookcountyil.gov
Calendar 10: Judge MacCarthy, aicha.maccarthy@cookcountyil.gov
Calendar 12: Judge Outlaw, jesse.outlaw@cookcountyil.gov
Calendar 13: Judge Miller, stephanie.miller@cookcountyil.gov
Calendar 15: Judge Boliker, shauna.boliker@cookcountyil.gov
Calendar 16: Judge Kennedy-Sullivan, susan.kennedy-sullivan@cookcountyil.gov
Calendar 29: Judge Dickler, jamieg.dickler@cookcountyil.gov

c. **Emergency Petitions**

- i. Refer to the individual judge's standing order at:
[Judges' Information \(cookcountycourt.org\)](http://cookcountycourt.org)

d. **Reports of Physician**

- i. For in-person proceedings, the original medical report (CCP-211) will be filed with the Clerk of the Court under seal. Due to the circumstances of remote proceedings, the Probate Division has found good cause to address the issue surrounding

presentation of an original or a copy of a medical report (*i.e.*, CCP-211). The Court will consider adjudication of disability and appointment of a guardian using a copy of the medical report (CCP-211) if the following conditions are met:

1. There is no objection to the adjudication;
2. The attorney on the record affirms possession of the original and the Court is satisfied with the evidence; and
3. The attorney affirmatively acknowledges on the record that the original medical report (CCP-211) will be filed with the Clerk of the Court under seal.

f. **Annual Reports and Certificates of Completion (of the guardian training program)**

- i. Each guardian should e-mail an annual report and certificate of completion (of the guardian training program) in PDF format to the assigned judge in one email per case no less than two (2) business days but no more than five (5) business days in advance of the assigned court date.

2. **Decedent's Estate Procedures for Cases on the Scheduled Call**

- a. **In-Person Proceedings.** As of May 15, 2023, the judges assigned to Calendars 2, 7, 8, 11, and 25 decedent's estates will conduct hearings where evidence will be presented, including opening and closing estates, presentment of petitions for citations to discover and recover, affidavits of heirship, will contests, trust contests, claims, settlements, and trials, in-person unless a remote proceeding is approved by the Court (see 2(b)(ii) below) in the following courtrooms at the Daley Center:

Calendar 2: Judge Gallagher, Courtroom 1807
Calendar 7: Judge Tiernan, Courtroom 1803
Calendar 8: Judge Delgado, Calendar 1802
Calendar 11: Judge McGuire, Courtroom 1814
Calendar 25: Judge Murphy, Courtroom 1801

Unless directed by the Court, all counsel and SRLs shall appear in the courtroom in person for their scheduled hearings where evidence will be presented, including opening and closing estates, presentment of petitions for citations to discover and recover, affidavits of heirship, will contests, trust contests, claims, settlements, and any bench trial or jury trial. If any of these matters are scheduled to be conducted via Zoom, the order setting the matter shall expressly state so.

All required documents necessary for openings and closings shall be tendered to the Court in person on the date of hearing.

Options may be allowed for Remote Court Appearances by a witness in evidentiary hearing or trial. Counsel and SRLs may orally request permission for a witness to appear remotely via Zoom on contested matters or by filing a petition for a remote court appearance. The oral request must be made in court or a petition must be filed, submitted, and ruled upon contemporaneously with the matter being set for hearing.

b. **Remote Decedent Proceedings.**

- i. Counsel and/or SRLs may attend court remotely without advance approval for all proceedings except those included in 2(a) above.
- ii. **Request for a Remote Court Appearance on matters included in Section 2(a)**
Counsel and/or SRLs may request to appear remotely by oral or written motion. The motion must be ruled upon contemporaneously with the matter being set for hearing.

c. **Agreed Orders**

- i. Counsel and SRLs may ask the Court to **consider** entering agreed orders for continuances or routine matters (*i.e.*, to increase a bond or re-open an estate with the same representative) via e-mail, regular mail or courier. The request must be filed and submitted to the court no less than two (2) business days but no more than five (5) business days prior to the scheduled court date.
- ii. In order to ask the Court to consider entering such agreed orders via e-mail, regular mail or courier, attorneys **must first e-file a brief “verified status report”** that explains the status of the case and the basis for the request.
- iii. Courtesy copies including the nature of the request, the verified status report, and the proposed order, shall be provided to the judge’s e-mail or courtroom no later than two (2) business days but no more than 5 business days prior to the scheduled court date.
- iv. **After submitting a proposed agreed order, your in-person or remote appearance is required unless you receive an entered order prior to the scheduled hearing or are otherwise instructed by the Court that your appearance is waived.**
- v. The subject line of your cover letter or e-mail must include the date of the hearing followed by the case name and number (*e.g.*, July 22, 2023: Estate of Doe, 20 P 0000). All required documents shall be emailed in PDF format as follows:

Calendar 2: Judge Gallagher, carolyn.gallagher@cookcountyl.gov

Calendar 7: Judge Tiernan, daniel.tiernan2@cookcountyl.gov

Calendar 8: Judge Delgado, kent.delgado@cookcountyl.gov

Calendar 11: Judge McGuire, terrence.mcguire@cookcountyl.gov

Calendar 25: Judge Murphy, james.murphy2@cookcountyl.gov

- d. **Emergency Petitions.** Refer to the individual judge’s standing order at: [Judges' Information \(cookcountycourt.org\)](https://www.cookcountycourt.org) .

3. **Calendar 14/ Mediation**

Effective May 15, 2023, decedent’s estate and guardianship matters that have been transferred to Calendar 14 for mediation will be conducted in person or via Zoom. The parties should expect a scheduled mediation to be conducted in person unless all parties agree to Zoom. However, due to the unique circumstances of each case, the judge has the discretion

to conduct matters remotely. Further, the mediation may be conducted in person, remotely, or in a hybrid format. For more information on “hybrid” proceedings, see Paragraph 4b of this Order.

- i. Any courtesy copies sent via e-mail not exceeding 20 pages shall be e-mailed in PDF format as follows:

Calendar 14: Judge Malone, daniel.malone@cookcountyil.gov

Any courtesy copies exceeding 20 pages must be mailed or hand delivered so that the Court receives the courtesy copies at least 5 business days in advance of the mediation.

4. Remote & Hybrid Proceedings

- a. Remote Court Appearances are accessible via Zoom. Instructions for accessing remote proceedings and the applicable rules of conduct can be found at [2023-03-15 Probate Zoom Instructions.pdf \(cookcountycourt.org\)](#).
- b. Hybrid proceedings will be permitted only in rare circumstances. A hybrid proceeding is a proceeding in which at least one participant appears in person and at least one participant appears via remote access. If the matter is to be conducted as a hybrid proceeding, the order setting the matter must so state. If a hybrid proceeding is scheduled, the parties may be responsible for providing their own video-conference technology and wireless service.
- c. In the event of a system failure which renders conducting the remote proceeding impractical, counsel and SRLs in cases not yet heard will be contacted and given a new date.

5. Courtesy Copies and Proposed Orders

a. In-Person Proceedings

- i. Courtesy copies and proposed orders must be submitted in accordance with the briefing schedule and each judge’s standing order.

b. Remote Proceedings

All courtesy copies and proposed orders shall be e-mailed in PDF format to the judge in one e-mail per case no less than two (2) business days but no more than five (5) business days in advance of the assigned court date. Multiple e-mails for the same case will not be accepted. The subject line of your e-mail must include the date of the hearing followed by the case name and number (e.g., July 22, 2023: Estate of Doe, 20 P 0000). In addition, courtesy copies exceeding 20 pages must be delivered to the courtroom located in the Richard J. Daley Center at 50 W. Washington Street, Chicago, Illinois 60602 at least five

(5) business days in advance of the assigned court date unless otherwise allowed by the judge's standing order. In the e-mail, the party shall notify the judge that courtesy copies were sent to the courtroom and provide the delivery date, the method of delivery and the tracking number (if applicable).

6. Notice of Remote or Hybrid Proceedings

- a. Notice must be given in accordance with the Illinois Supreme Court Rules, the Circuit Court Rules, and the Probate Act to all parties and interested persons (as defined in the Probate Act, 755 ILCS 5/1-2.11) and any other person entitled thereto.
- b. If applicable, a copy of the Probate Division Instructions for Virtual Hearings shall be included in all notices. The Instructions can also be found at the Circuit Court of Cook County – Probate Division website, ([2023-03-15 Probate Zoom Instructions.pdf](#) (cookcountycourt.org)).
- c. All notices shall include the following language:

On _____ at ___:___ AM/PM, or as soon thereafter as counsel may be heard, I shall appear before Judge _____ by Zoom video-conference or in a hybrid proceeding, and present the attached motion.

7. Receiving Entered Orders from the Clerk of the Circuit Court

- a. **In-Person Proceedings after the judge has signed the order.** The order will be processed, stamped, and handed to the attorney or SRL in the courtroom unless otherwise ordered by the judge presiding over the matter.
- b. **Remote Proceedings.** Pursuant to the Illinois Supreme Court Remote Access Policy, after the judge signs an order, the Clerk of the Circuit Court will upload it to the Odyssey system, which will be available on the CCC Portal (<https://cccportal.cookcountyclerkofcourt.org/CCCPortal/>), **where it should appear within two (2) business days.** Additionally, the Odyssey system will e-mail entered orders to counsel and SRLs via the courtesy orders program.
 - i. **You will not receive orders if your e-mail address is not accurate in the e-filing system and/or you have not filed as the attorney of record.** If you have not received the entered order from the court clerk within two business (2) days after the hearing, verify in the e-filing system that your e-mail address is accurate and that your firm has filed as the attorney of record.
 - ii. If you have not received the entered order after two (2) business days, and it has not appeared on the CCC Portal, contact the court clerk at the e-mail address listed below.

Calendar 1: Judge Degnan, Probatecrt1814Borders@cookcountycourt.com

Calendar 2: Judge Gallagher, Probatecrt1807orders@cookcountycourt.com

Calendar 7: Judge Tiernan, Probatecert1803orders@cookcountycourt.com
Calendar 8: Judge Delgado, Probatecert1802orders@cookcountycourt.com
Calendar 9: Judge Alonso, Probatecert1806orders@cookcountycourt.com
Calendar 10: Judge MacCarthy, Probatecert1810orders@cookcountycourt.com
Calendar 11: Judge McGuire, Probatecert1814Aorders@cookcountycourt.com
Calendar 12: Judge Outlaw, Probatecert1812orders@cookcountycourt.com
Calendar 13: Judge Miller, Probatecert1809orders@cookcountycourt.com
Calendar 14: Judge Malone, Probatecert1803orders@cookcountycourt.com
Calendar 15: Judge Boliker, Probatecert1804orders@cookcountycourt.com
Calendar 16: Judge Kennedy-Sullivan, Probatecert1811orders@cookcountycourt.com
Calendar 25: Judge Murphy, Probatecert1801orders@cookcountycourt.com
Calendar 29: Judge Dickler, jamieg.dickler@cookcountyil.gov

8. Questions or Concerns

- a. This Amended General Administrative Order shall be published on the Court’s website at <http://www.cookcountycourt.org/ABOUTTHECOURT/CountyDepartment/ProbateDivision.aspx>. If counsel or SRLs do not have internet access or have questions regarding the Probate Division or this Order, they should contact the Probate Staff Attorney at (312) 603-7545 or Probate.DivAtty@cookcountyil.gov or the Probate Division Administrative Assistant, Joseph Fleming, at (312) 603-7546 or Joseph.Fleming@cookcountyil.gov .

Enter: *Daniel B. Malone*
Daniel B. Malone
Presiding Judge - Probate Division

DATED: May 12, 2023