

STANDING ORDER

EFFECTIVE: MARCH 20, 2023

Honorable AMEE ALONSO, Associate Judge
zoom info : 958-0588-9933 password : 871-226
Probate Division – Calendar 9 – Minor Guardianship
Daley Center, 50 W. Washington St. – Room 1806
Chicago, IL 60602
312-603-7546 – office

9:00AM	CVLS GAL Cases; Status on Contested Matters (set by Judge only)
10:00AM	New Petitions; Uncontested Matters
11:00am	Loyola GAL Cases; Status on Contested Matters (set by Judge only)
2:00pm	Contested Trials and Hearings Set by Court

For all Petitions for Guardianship, Successor Guardianship or Termination of Guardianship the petitioner must provide the following for the first court date:

- **Minor's birth certificate**
- **Any and all death certificates for parents listed on birth certificate**
- **Proof of notice to all parties on "Exhibit A" either by certified mail if address is known or publication if address is not known**
- **Notarized consents from parties in lieu of notice**
- **Completed background check (CANTS/LEADS) forms for petitioner and all adults in the petitioner's home**
- **Minors 14 y/o or older must be given actual notice and be present in Court or sign the nomination portion of the Petition**

A courtesy copy of all paperwork shall be e-filed to cook county clerk's office either online or on the 12th floor of the Daley Center. All proposed orders should be sent to probatecert1806orders@cookcountycourt.com, only GAL reports and motions filed should be sent to amee.alonso@cookcountyl.gov or delivered to chambers no later than 4:00pm on the second business day preceding the Court date. All paperwork emailed or delivered **MUST include the case name (minor's name), the case number and next court date. Any and all courtesy copies that exceed 20 pages in length shall have a hard copy delivered.**

Matters alleged to require emergency scheduling will be heard as add-ons on the 10:00am call the day preceding the filing of the emergency motion, if filed before 10am the preceding day. A courtesy copy of the motion marked "EMERGENCY MOTION" must be emailed to amee.alonso@cookcountyl.gov when filed and include a factual basis stating the nature of

the emergency. If the Court determines that the matter presented is not a true emergency, the matter will be set by the Clerk's office on the regular motion call.

There are no official court reporters assigned to the Minor Guardianship Court. A party desiring a transcript of proceedings in Calendar 9 is responsible for providing a court reporter.

For all matters set for trial or hearing on the 2:00pm call, a witness list (including names, addresses, phone numbers) and all discovery must be tendered to all parties and the court (amee.alonso@cookcountyil.gov) 1 week prior to the commencement of the trial or those witnesses and exhibits will be excluded at trial. The witness list should include the case name (minor's name), the case number and next court date.