

## CALENDAR 2 STANDING ORDER

(revised 6-1-23)

Judge Carolyn J. Gallagher

Probate Division – Decedent Estates

Room 1807

Zoom: Meeting ID 912-1199-9674, Password 559-091

### **Location of Court Appearances**

Calendar 2 cases are heard both remotely and in person, depending on the attorneys' preference. Attorneys may appear either remotely or in person, except that they *must* appear in person for evidentiary hearings, or when otherwise specifically required by the Court.

### **Courtesy Copies**

For every appearance, the Court must be provided with courtesy copies as described below.

#### **10:00 a.m.    Petitions to open and close, petitions for order declaring heirship, petitions to issue citation, other motions, agreed orders, status hearings.**

Remote:        Two to five business days before appearance, courtesy copies and proposed orders shall be emailed\* to the Court at **carolyn.gallagher@cookcountyil.gov**.

Within one hour after appearance, any required proposed order shall be emailed\* to the Clerk at **probatecert1807orders@cookcountycourt.com**.

In person:     Two to five business days before appearance, courtesy copies and proposed orders may be emailed\* to the Court at **carolyn.gallagher@cookcountyil.gov**.

Otherwise, courtesy copies may be delivered to Room 1807, or tendered when the case is called.

Petitions for letters of administration: Courtesy copies shall include petition, Exhibit A, notice of motion/certificate of service or waivers, affidavit of heirship, proposed order appointing representative, proposed order declaring heirship, bond.

Petitions for probate of will: Courtesy copies shall include petition, Exhibit A, will, affidavit of heirship, proposed order appointing executor, proposed order declaring heirship, bond.

Motions to close estate: Courtesy copies shall include initial petition, Exhibit A, order declaring heirship, receipts & approvals or 42-day notice/certificate of service, certificate of publication, final report, will (if testate), 14-day notice (if testate), proposed order of discharge.

Other motions: Courtesy copies shall include motion, notice of motion/certificate of service, proposed orders.

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\*Subject line of email must identify case name, case number and date of appearance.

**11:00 a.m. Petitions for authorization to accept distribution, presentation of vouchers.**  
Remote: Two to five business days before appearance, courtesy copies and proposed orders shall be emailed\* to the Court at [carolyn.gallagher@cookcountyil.gov](mailto:carolyn.gallagher@cookcountyil.gov).  
Within one hour after appearance, any required proposed order shall be emailed\* to the Clerk at [probatecert1807orders@cookcountycourt.com](mailto:probatecert1807orders@cookcountycourt.com).  
In person: Two to five business days before appearance, courtesy copies and proposed orders may be emailed\* to the Court at [carolyn.gallagher@cookcountyil.gov](mailto:carolyn.gallagher@cookcountyil.gov).  
Otherwise, courtesy copies may be delivered to Room 1807, or tendered when the case is called.  
Petitions for authorization to accept distribution: Courtesy copies shall include petition, notice of motion/certificate of service, order of other division/court approving settlement/entering judgment (Local Rule 6.5) or attorney report (Local Rule 12.15), proposed order, bond.  
Presentation of vouchers: Courtesy copies shall include order authorizing acceptance of distribution, vouchers, proposed order.

**11:00 a.m. Emergency motions.**  
Remote: Prior to 10:00 a.m. one court day before appearance, courtesy copies and proposed orders shall be either delivered to Room 1807 or emailed to the Court at [carolyn.gallagher@cookcountyil.gov](mailto:carolyn.gallagher@cookcountyil.gov).  
Within one hour after appearance, any required proposed order shall be emailed to the Clerk at [probatecert1807orders@cookcountycourt.com](mailto:probatecert1807orders@cookcountycourt.com).  
(Subject line of email must identify case name, case number and date of appearance, and include “EMERGENCY.”)  
In person: Prior to 10:00 a.m. one court day before appearance, courtesy copies and proposed orders shall be either delivered to Room 1807 or emailed\* to the Court at [carolyn.gallagher@cookcountyil.gov](mailto:carolyn.gallagher@cookcountyil.gov).  
(Subject line of email must identify case name, case number and date of appearance, and include the word “EMERGENCY.”)  
Courtesy copies shall include emergency motion setting forth factual basis of emergency, notice of motion/certificate of service, proposed order.

**2:00 p.m. Evidentiary hearings, hearings on contested motions.**  
Evidentiary hearings will take place in person *only*.  
Parties are required to provide private court reporters for all evidentiary hearings.  
Remote: By one week before the hearing, courtesy copies of all relevant pleadings shall be either delivered to Room 1807 or emailed\* to the Court at [carolyn.gallagher@cookcountyil.gov](mailto:carolyn.gallagher@cookcountyil.gov).

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\*Subject line of email must identify case name, case number and date of appearance.

By the morning after the hearing, any required proposed order shall be emailed\* to the Clerk at **probatecr1807orders@cookcountycourt.com**.

In person: By one week before the hearing, courtesy copies of all relevant pleadings shall be either delivered to Room 1807 or emailed\* to the Court at **carolyn.gallagher@cookcountyil.gov**.

**4<sup>th</sup> Monday  
of each  
month  
10:45 a.m.**

**Claims Call.**

Remote: Two to five business days before appearance, courtesy copies and proposed orders shall be emailed\* to the Court at **carolyn.gallagher@cookcountyil.gov**.

Within one hour after appearance, any required proposed order shall be emailed\* to the Clerk at **probatecr1807orders@cookcountycourt.com**.

In person: Two to five business days before appearance, courtesy copies and proposed orders may be emailed\* to the Court at **carolyn.gallagher@cookcountyil.gov**.

Otherwise, courtesy copies may be delivered to Room 1807, or tendered when the case is called.

Courtesy copies shall include claim, related documents, proposed order.

### **Email to Court**

The inbox at **carolyn.gallagher@cookcountyil.gov** is available for transmission of courtesy copies *only*. Communications about other matters will not be viewed.

### **Questions about orders**

All questions about orders should be directed to the Clerk (not the Court):

**probatecr1807orders@cookcountycourt.com**

Clerk of Court Probate Division Services (312) 603-6441

**probatedivisionservices@cookcountycourt.com**

Regina Washington, Manager, Probate Division Services (312) 603-3221

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