

STANDING ORDER
Decedent Estates - Calendar 11

Judge Terrence J. McGuire

Probate Division

Room 1814

Zoom: Meeting ID 949-9741-2923, Zoom Password 620-250

Beginning May 15, 2023, Calendar 11 cases will be heard both remotely and in person.

For procedures on in person versus remote appearance, this standing order controls over the procedures outlined in the Probate Division's Amended General Administrative Order. Except where otherwise specified, parties may choose to appear either remotely on Zoom, or in person in Room 1814. Evidentiary matters must take place in person unless otherwise directed by the court. However for Calendar 11, estate openings and closings may be conducted via Zoom or in person. For cases with multiple parties, in the absence of an agreement between parties or court order, all parties shall appear in person in Room 1814. Hybrid proceedings will not be conducted unless specified by the Court.

Courtesy Copies and Pleadings

Motions and Pleadings shall be limited in length to the following: (1) Motions - 20 pages; (2) Responses - 20 pages; and (3) Replies - 15 pages. Failure to comply with page limits may result in the motion or pleading being stricken.

All courtesy copies and proposed orders must be e-mailed to the court regardless of whether the parties are appearing in person or remotely via Zoom.

All documents emailed shall be sent to BOTH of the following email addresses:

Terrence.McGuire@cookcountyil.gov

Probatecert1814Aorders@cookcountycourt.com

Subject line of e-mail must identify the (1) case name, (2) case number, and (3) date of appearance.

Physical courtesy copies are required if the attachments to the pleadings are over 25 pages or if otherwise ordered by the Court.

Courtesy copies are required to be delivered to the Court **two to ten business days before the scheduled court appearance**. If physical copies are provided to the Court, email the Court notifying them when the copies are expected to have been delivered.

Failure to email courtesy copies and proposed orders for both in person or Zoom cases may result in your case being continued or delayed.

The documents **GENERALLY** required to be provided as courtesy copies are specified below.

Court Call for Calendar 11

10:00 a.m. Zoom- Agreed orders, status hearings.

Two to ten business days prior to the hearing, a proposed order must be e-mailed to both of the following e-mail addresses:

Terrence.McGuire@cookcountyil.gov
Probatecert1814Aorders@cookcountycourt.com

Additionally, if appearing **in person**, the proposed order must be tendered to the Court when the matter is called.

Within one hour after appearance, any required proposed order shall be handed to the Clerk or e-mailed to the following addresses:

Terrence.McGuire@cookcountyil.gov
Probatecert1814Aorders@cookcountycourt.com

10:15 a.m. In person - Petitions to open and close, petitions for order declaring heirship, petitions to issue citations, other motions.

Whether you are appearing **in person** or **remotely**, all courtesy copies and proposed orders must be e-mailed in accordance with the rules specified above.

Based on the proceeding, courtesy copies of the following documents are required:

Opening of Estate:

Petitions for letters of administration, courtesy copies shall include:

Petition with Exhibit A,
notice of motion/certificate of service or waivers,
affidavit of heirship,
proposed order appointing representative,
proposed order declaring heirship, and
bond.

Petitions for probate of will, courtesy copies shall include:

Petition with Exhibit A,
will,
affidavit of heirship,
proposed order appointing executor,
proposed order declaring heirship, and
bond or waiver of bond no surety.

Motions to close estate, courtesy copies shall include:

initial petition with 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),
Waivers or proof of mailing, and
proposed order of discharge.

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

Within one hour after appearance, any required proposed order shall be handed to the Clerk or e-mailed to the following addresses:

Terrence.McGuire@cookcountyil.gov
Probatecert1814Aorders@cookcountycourt.com

11:00 a.m. Petitions for authorization to accept distribution, presentation of vouchers.

Whether you are appearing **in person** or **remotely**, all courtesy copies and proposed orders must be e-mailed in accordance with the rules specified above.

Based on the proceeding, courtesy copies of the following documents are required:

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), and
proposed order of distribution for probate division with return date for approval of vouchers.

Presentation of vouchers, courtesy copies shall include:
order authorizing acceptance of distribution,
vouchers, and
proposed order.

Within one hour after appearance, any required proposed order shall be handed to the Clerk or e-mailed to the following addresses:

Terrence.McGuire@cookcountyil.gov
Probatecert1814Aorders@cookcountycourt.com

11:00 a.m. Emergency motions.

Scheduling: Do not attempt to get a date for an emergency hearing through the Clerk's Office or through e-filing.

To schedule an emergency hearing e-file the documents and provide courtesy copies via e-mail to the following addresses:

Terrence.McGuire@cookcountyil.gov
Probatecert1814Aorders@cookcountycourt.com

If filings are filed with the Clerk and courtesy copies are e-mailed to the Court **BEFORE 10:00 a.m.** on a day court is in session, then the emergency motion will be heard the next court date.

If filings are filed with the Clerk and courtesy copies are e-mailed to the Court **AFTER 10:00 a.m.** on a day court is in session, then the emergency motion will be heard the day after the next court date.

DO NOT WAIT FOR THE CLERK TO RETURN FILE STAMPED COPIES OF YOUR FILINGS TO SUBMIT COURTESY COPIES.

Courtesy Copies: Whether you are appearing **in person** or **remotely**, all courtesy copies and proposed orders must be e-mailed in accordance with the rules specified above. Additionally, courtesy copies for emergency hearings are required to abide by the following conditions:

Prior to 10:00 a.m. one court day before appearance, courtesy copies and proposed orders must hand delivered to the Court or be e-mailed to the following addresses:

Terrence.McGuire@cookcountyil.gov
Probatecert1814Aorders@cookcountycourt.com

The subject line of your e-mail shall include the word “Emergency” in addition to the case name, case number, and date of appearance.

Courtesy copies shall include motion setting forth factual description of basis for emergency, notice of motion/certificate of service, proposed order.

Within one hour after appearance, any required proposed order shall be handed to the Clerk or e-mailed to the following addresses:

Terrence.McGuire@cookcountyil.gov
Probatecert1814Aorders@cookcountycourt.com

11:30 a.m. Claims Call (Fourth Monday of each month).

Scheduling: You cannot select a date through the e-file system. After filing a claim, the Clerk’s Office will automatically give you date on the fourth Monday of a month. The Clerk’s Office publishes the claims call for the upcoming month here: [Probate Division | Clerk of the Circuit Court of Cook County \(cookcountyclerkofcourt.org\)](http://ProbateDivision|ClerkoftheCircuitCourtofCookCounty(cookcountyclerkofcourt.org))

Courtesy Copies: Whether you are appearing **in person** or **remotely**, all courtesy copies and proposed orders must be e-mailed in accordance with the rules specified above

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

Within one hour after appearance, any required proposed order shall be handed to the Clerk or e-mailed to the following addresses:

Terrence.McGuire@cookcountyil.gov
Probatecert1814Aorders@cookcountycourt.com

2:00 p.m. Hearings on contested motions, evidentiary hearings.

Parties are required to provide private court reporters for all evidentiary hearings.

Whether you are appearing **in person** or **remotely**, all courtesy copies and proposed orders must be e-mailed in accordance with the rules specified above or with the order entered by the Court that scheduled the matter.

Within one hour after appearance, any required proposed order shall be handed to the Clerk or e-mailed to the following addresses:

Terrence.McGuire@cookcountyil.gov
Probatecert1814Aorders@cookcountycourt.com

Emails to Court

Inbox at Terrence.mcguire@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 Clerk (not Court). You may contact any of the following:

Calendar 11 Clerk: probatecert1814Aorders@cookcountycourt.com

Manager of Probate Division Court Clerks: (312) 603-3221 or
ProbateDivservices@cookcountycourt.com