

# **Standing Order**

**(Effective October 2023)**

Judge Susan Kennedy Sullivan  
Probate Division - Calendar 16 (Adult Guardianship)  
50 W. Washington St. - Room 1811 – Daley Center  
Chicago, IL 60602  
Telephone (312)603-5943  
Fax (312)603-6721  
Susan.kennedy-sullivan@cookcountyil.gov

## **Conducting of Hearings (In-Person, Remote or Hybrid)**

Pursuant to Chief Judge Timothy Evans General Administrative Order and Probate Presiding Judge Daniel Malone’s Amended General Administrative Order Concerning Resumption of In-Person Court Operations, **Calendar 16** will operate as follows:

**10am court call** – Newly filed motions and uncontested post adjudication status hearings will be conducted **remotely via Zoom OR In Person.**

**11am court call** – All pre-adjudication of guardianship matters and emergency hearings will be **remotely via Zoom OR In Person.**

**2pm court call** – All Matters involving litigation, evidentiary and protracted hearings will all be **In Person unless otherwise specified on the court order.**

***Any request to deviate from this format must be requested via written motion with a valid basis required. All orders setting or continuing a hearing MUST contain language indicating how the hearing will be held. The hearing will be conducted as designated above unless an order is entered to the contrary.***

## **Courtesy Copies and Court Orders**

With the exception of reports issued by a Guardian ad Litem on a Petition for Temporary Guardian or unless otherwise ordered by the Court, ***courtesy copies of all submissions to the court must be received by the court no later than 4:30 p.m. three court days (not actual days such as weekends and holidays) prior to the date set for presentation.*** Late submissions may cause delay in hearing the matter and may be considered when fee petitions are presented. The Court will accept emailed copies of annual reports and oath and bonds. No filing in excess of **25 pages** will be accepted by emailed but instead must be delivered to chambers.

***ALL*** proposed court orders are to be emailed directly to the Court at the email listed above, not the courtroom email.

### **E-Filing**

In order for the court to consider the timely appointment of a GAL, a courtesy copy of a Petition for Appointment of a Temporary Guardian or Plenary Guardian that is e-filed must be provided to the court upon filing.

### **Annual Accounting**

Courtesy copies of current and final accounts must include:

1. Current or final account;
2. Previous year account or inventory if First Account is being presented;
3. Most current bond; and
4. Fee schedule of the guardian or trustee, if any.

### **Emergency Motions**

Emergency petitions will be heard as add-ons in person on the 11:00 AM call. The motion marked "EMERGENCY MOTION" shall include a factual basis stating the nature of the emergency and all supporting documents must be delivered to the courtroom by hand, mail or to the judge's e-mail listed above no later than 10:00 AM on the court day preceding presentment.

### **Witness Lists and Exhibits**

For all matters set for trial or hearing on the 2:00 p.m. call, a witness list and exhibits must be tendered to all parties, the GAL and the Court 1 week prior to the commencement of the trial or those witnesses and exhibits will be excluded from trial.