

Standing Order

(Effective November 2023)

Judge Jesse Outlaw, Jr
Probate Division - Calendar 12 (Adult Guardianship)
50 W. Washington St. - Room 1812 – Daley Center
Chicago, IL 60602
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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 12** will operate as follows:

9:45am court call – Agreed matters will be conducted **remotely via Zoom**.

10am court call – Newly filed motions and uncontested post adjudication status hearings will be conducted **remotely via Zoom OR In Person upon the request of the parties in writing**.

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

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.***

Additionally, guardian ad litem may submit reports and petitions for fees via email. Self-represented litigants are allowed to submit courtesy copies via email. The Court has made exceptions for others to submit courtesy copies via email. All other courtesy copies **must** be delivered to the Court and are not to be submitted via email.

ALL proposed court orders are to be emailed directly to the Court at the email listed above prior to 2:00 p.m. on the date that the matter is heard.

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 the following and must be delivered to the Court:

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 10:00 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 one (1) week prior to the commencement of the trial or those witnesses and exhibits will be excluded from the trial or hearing.