

STANDING ORDER
Calendar 01 - - - Probate Division
Effective June 2020

Quinn, Carolyn, aj.
Room 1814 – Daley Center
50 West Washington St.
Chicago, IL 60602
Telephone (312) 603-7546

This Standing Order supersedes all prior standing orders of Calendar 01 and will remain in effect until further notice.

1. All emergency motions for cases assigned to Calendar 01 will be heard by Judge Quinn or any judge sitting in her stead.

2. Judge Quinn, or any Judge sitting in her stead, will endeavor to dispose of agreed or uncontested matters in advance of the scheduled court date. When agreed or uncontested matters can be disposed of prior to their scheduled court date, the Court will notify Movant/Petitioner or their counsel that no court appearance, via video conference (see below) or otherwise, is necessary. Movant/Petitioner shall notify all parties scheduled to appear that the order was approved and appearance on the scheduled date is excused.

1. Agreed or uncontested matters may include:

- a. Petitions for guardianship
- b. Petitions to approve settlement
- c. Inventories;
- d. Budgets;
- e. Accountings;
- f. Listings of real estate;
- g. Sales of real estate;
- h. Reports on sale;
- i. Presentations of vouchers
- j. Petitions to close the estate and
- k. Any other matter deemed appropriate by the Judge

3. The pleadings listed in paragraph 3 (a – k) shall include or be accompanied by the following information or materials:

a. Listing of Real Estate: information as to the current value of the estate, most recent approved inventory and/or accounting and the order approving the same, the current residence of the ward, whether the property is currently occupied, a comparative analysis or appraisal, and the real estate broker's fee (not to exceed 5%).

b. Sale of Real Estate: information regarding the original listing price of the property, the amount of time on the market and the costs to be approved. The proposed order must contain a date for presentation of Report on Sale.

c. Presentation of Vouchers: Petitioners' vouchers must demonstrate that the payee has received the court-approved disbursement, and not merely that the funds have been disbursed. Photocopies of the front and back of cancelled checks are adequate proof of payment, as are receipts from payees or signed communications from payees indicating payment has been received.

d. Petition to Approve Settlement: if a settlement has been approved in another division of the Circuit Court of Cook County or another court, a copy of the Court's order approving the settlement, fees and costs.

i. If the proposed settlement has not been approved by another division of the Circuit Court of Cook County or another court, the petition must include:

1. A statement that the proposed settlement is fair and reasonable and facts describing the injury and resulting damages;

2. Petitioner shall also state why, in Petitioner's opinion, the proposed settlement is fair and reasonable;

3. If the minor was hospitalized, Petitioner shall provide a copy of discharge records and records of physical therapy, if any, for *in camera* review. Medical records should not be filed with the Clerk's Office;

4. If the minor is receiving medical treatment at the time the Petition to Approve Settlement is filed, a letter from the treating physician stating the nature of the treatment and the minor's prognosis; and

5. A statement from the insurance carrier, if the settlement is for insurance policy limits, or if the settlement is pursuant to an uninsured motorist policy provision.

e. Petition for Guardianship:

i. Exhibit A attached to the Petition shall include the names of all persons, if any, entitled to notice of the Petition pursuant to 755 ILCS 5/11-8(a). Petitioner shall provide a copy of Notice of Motion to these individuals or a notarized, signed waiver by the person(s) entitled to notice stating that they waive same;

ii. A notarized surety bond, signed by the nominated guardian and by a surety representative, equal to 150% of the value of the minor's personal estate; and

iii. An affidavit of the nominee for guardian demonstrating his/her suitability to serve as guardian pursuant to 755 ILCS 5/11-3(a).

4. Agreed or uncontested order: The submission must include a proposed agreed or uncontested order. All agreed or uncontested orders shall contain the email address and telephone number of Petitioner's counsel or the self-represented party who submitted the order. After entry of the order, the Clerk shall email a copy to the Petitioner. The Petitioner shall email a copy of the order to all counsel of record, self-represented litigants and any other person entitled to notice within 48 hours of receipt thereof;

5. A Petition for an agreed order shall include:

a. A verified statement that notice has been provided to all parties and persons entitled to notice; and

b. A verified statement that all parties and persons entitled to notice have affirmatively agreed to the petition.

6. A Petition for an uncontested order shall include:

a. A verified statement that notice has been provided to all parties and persons entitled to notice;

b. The Petitioner's email notice shall contain the following statement within the body of the email, which shall be in bold:

"This petition will be submitted to the Court as uncontested unless you respond to this email and advise that you object to such submission within four (4) business days of the date of this email."

c. A verified statement that after such notice, the petition is uncontested.

7. Proposed agreed or uncontested orders shall include a provision allowing the Court, if necessary, to enter the order as modified by the Court, or, to enter and continue the proposed petition. If the Court declines to enter the proposed order, the matter shall be heard via video or audio conference at the next scheduled court date.

8. Electronic signatures will be accepted pursuant to 5 ILCS 175/5-120, and representations that a matter is agreed or uncontested will be accepted under penalties of sanctions, including pursuant to Ill. S. Ct. R. 137.

9. Submission of written materials in support of all matters shall be as follows:

a. Petitioner shall e-file all written materials (with the exception of medical records) with the Clerk of the Circuit Court. Upon e-filing, Petitioner shall obtain a hearing date from the Clerk. If a hearing date has already been assigned to the matter, Petitioner may submit courtesy copies to the Court, in compliance with this Order, in advance of the existing hearing date.

b. Courtesy copies of emergency motions shall be submitted to the Court no later than 10:00 am on the court day preceding the date requested for hearing. Courtesy copies of any other matters for the Court's consideration, as well as proposed order(s), must be submitted to the Court no more than five (5) and no less than three (3) business days in advance of a matter's scheduled hearing or presentation date. All courtesy copies shall be emailed to Judge Quinn at carolyn.quinn@cookcountyil.gov. Failure to comply with this process may result in a rescheduling of the matter to a future date.

c. In the event a courtesy copy exceeds 25 pages, the Court may require delivery of a copy to the Daley Center, in addition to the emailed copy. The Court will notify litigants of any such requirement.

i. If you are directed to send courtesy copies to the Daley Center, they shall be labeled as follows:

Daley Center
Probate Division, Calendar 01
ATTN: Judge Carolyn Quinn
50 W. Washington St., Room 1814
Chicago, IL 60602

d. Any email communication with the Court shall copy all counsel of record, self-represented litigants and any other person entitled to notice as additional recipients on the email;

e. The subject line of the email to Judge Quinn shall include the date of the hearing followed by the case name and case number (e.g. June 1, 2020: Doe, 20 P 0000).

f. All courtesy copies, including proposed orders and bonds, shall be emailed as separate documents. Each order, bond or any other document requiring the Court's signature shall be submitted in PDF format. Courtesy copies are not to be submitted in a single PDF. All proposed orders shall contain a valid email address of a person who can receive and distribute the stamped order. An email address is necessary to receive a copy of an order entered by the Court.

g. Courtesy copies are not to be sent to anyone other than Judge Quinn or anyone sitting in her stead.

10. Notice for all matters shall comply with Illinois Supreme Court rules, Circuit Court of Cook County rules, and the Illinois Probate Act. Matters specifically noticed for a Zoom video conference (see below), shall contain the following language:

On _____ at 1:00 PM, or as soon thereafter as counsel may be heard, I shall appear before Judge Carolyn Quinn by Zoom video-conference platform, and present the attached motion.

A copy of the instructions for Probate Division Virtual Hearings shall be included in all notices.

11. Until further notice, any court appearances will occur by video or audio conference only. The Probate Division will conduct Zoom video conference hearings. For instructions regarding Zoom video conference hearings, see Instructions for Probate Division Virtual Hearings (effective June 29, 2020), as published in the Chicago Daily Law Bulletin and at www.cookcountycourt.org/ProbateDivision.

12. Following the hearing, the Judge will send the order to the Clerk's office for entry. The Clerk will send a copy of the Order to the email address listed on the order. It is imperative that all orders have an email address on them. The attorney who receives the stamped Order shall be responsible for distributing it to all interested parties, according to the procedures set forth in Paragraph 5.

Due to the unique circumstances of COVID-19, receipt of an order may be delayed. If you do not receive the Order after two (2) business days, please contact the Court Clerk Manager Nolan Shaw (nrshaw@cookcountycourt.com or (312) 603-3221), the Assistant Chief Deputy Clerk Talitha Miller (tzmiller@cookcountycourt.com or (312) 603-2486), and the Chief Deputy Clerk Best Anaele (beanaele@cookcountycourt.com or (312) 603-5694. Additionally, you may also email probatedivservices@cookcountycourt.com.

13. This standing order shall be published in the Chicago Daily Law Bulletin and at <http://www.cookcountycourt.org/JudgesPages/Quinn,Carolyn.aspx> to inform litigants and attorneys about these procedures.

14. If attorneys and self-represented litigants do not have access to the Internet or have questions regarding the Probate Division or this standing order, please contact the administrative assistant at (312) 603-7545 or (312) 603-7546.

Enter: Carolyn L #1880
Judge Carolyn Quinn
Calendar 1, Probate Division

DATED: June 22, 2020

ENTERED
Judge Carolyn Quinn - 1880
JUN 22 2020
DOROTHY BROWN
CLERK OF THE CIRCUIT COURT
OF COOK COUNTY, IL
DEPUTY CLERK