

**Judge Marguerite Quinn
Case Management Standing Order**

This Case Management Standing Order applies to all cases assigned to Judge Marguerite Quinn for case management, as well as subsequent pretrial conferences.

IT IS HEREBY ORDERED:

1. Video Case Management Hearings and Email. Unless otherwise ordered, all hearings will be conducted via Zoom. Unless otherwise ordered, other communications with the Court shall be via email. Upon the assignment of a case to the Court, counsel for the Plaintiff shall email the Court and court clerk a service list of ALL parties of record, including; the responsible attorney, firm name, address, telephone number, email and party represented.

The Court's email address is: **judgequinn1610@gmail.com**

The court clerk, Lamont Claybrooks email is: lzclaybrooks@cookcountycourt.com

Courtroom 1610 Zoom meeting code: 971 1539 9672

Zoom password: 210389

Dial in number: 312-626-6799

Any email communication to the Court **shall be sent to all parties of record. (In the case of self-represented litigants, alternative service may be required.)**

2. Email Requirements: All emails **must** contain/comply with the following:

- (a) The **subject line** must contain the type of motion (*e.g.*, Emergency, Routine, Regular) and the case name and court number;
- (b) Description of the substance of the motion (*e.g.*, special process server, vacate defaults, leave to appear, amend a pleading (with the specifics of what is being amended: counts, adding parties, etc.) ;
- (c) Each document submitted as a **separate** attachment (*i.e.* not included as an exhibit to the motion), and identified (special process server order, vacate default order, amended complaint order, voluntary dismissal order, etc.).

3. Initial Status Report. At least seven days prior to the initial case management hearing date, counsel for the parties shall email the Court an Initial Status Report, including the following:

- (a) A concise statement of the case, including identification of the parties, causes of action and affirmative defenses;
- (b) Status of completed and outstanding written and oral discovery, including Supreme Court Rule 213 f(1), f(2) and f(3) disclosures and depositions;
- (c) Identification of pending motions and status of briefing schedules;
- (d) Anticipated future discovery and future motions.

The parties are encouraged to submit a joint Initial Status Report but each party may otherwise submit an Initial Status Report.

3. Motion Practice.

- A. Emergency Motions** will be presented Monday through Friday at 9:30 a.m. Counsel for movant shall email the Court the efiled Emergency Motion and Notice of Motion as soon as possible, but no later than 9:30 a.m., on the date noticed for presentation. The Court will advise the parties if the Court considers the motion an emergency and will set a Zoom hearing date and time accordingly.

Emergency motions” shall include, but not be limited to:

1. Adding parties or filing pleadings (e.g., additional party complaints), prior to the expiration of an impending statute of limitations;
2. Requests for protective order for preservation of evidence;
3. Requests for relief, which, if not granted, will cause irreparable harm.

B. Routine Motions are motions generally considered as “routine” in the Law Division for which a hearing is not desired. Routine Motions shall be noticed for any business day at 9:30 a.m. The movant shall email any Motion, Notice of Motion and proposed Order to the Court at least five days prior to the hearing date. A party objecting to the Routine Motion shall email the Court, so advising, at least two business days prior to the noticed date and a hearing date will be set.

If the Court considers the motion as, “routine” the Court will enter the proposed order.

Routine motions” shall include, but not be limited to:

1. Appointment of special process servers;
2. Leave to vacate technical defaults;
3. Leave to appear, answer, plead;
4. Entry of fully executed HIPAA orders;
5. Amending a pleading (adding parties, adding counts, adding allegations, etc.);
6. Filing an additional party pleading (e.g. third-party complaint);
7. Leave to intervene on behalf of a worker’s compensation carrier or public body claiming a lien;
8. Voluntary dismissal of certain parties [“partial’], or the entire case;
9. Dismissal orders for settlements not involving those subject to the Joint Memorandum on Settlement Procedures.

- C. Regular Motions** will be noticed on Tuesday and Thursday, at 9:30 a.m.

“Regular motions” shall include, but not be limited to, motions addressing jurisdiction, validity and/or diligence of service of process, sufficiency of pleadings and exhibits, discovery, involuntary dismissal, objections, privileges, *in camera* inspections, etc.

The movant shall email any Motion and Notice of Motion to the Court at least five business days prior to the proposed hearing date. The Court will confirm, via email, the date and

set a hearing time. Regular motions may be efiled and submitted to the judge at any time, with proper notice provided.

All regular motions will be screened by the judge for the need for a briefing schedule. If no briefing schedule is needed, the judge will so notify all parties and will enter an order ruling on the motion or notify the parties of a date and time when an oral ruling will be issued.

D. Contested Motions

A party desiring a briefing schedule shall notify the Court of that request at least two business days prior to the requested hearing date. If the parties agree to a briefing schedule, include a proposed scheduling order. The Court will advise the parties if a briefing schedule will be allowed and if so a briefing schedule entered. If the court requires a hearing on that issue, a **Zoom** hearing date and time will be set.

A party seeking discovery prior to briefing shall confer with opposing counsel prior to initial presentation of the motion to determine whether there is an agreement to conduct such discovery, and if so shall submit an agreed order, providing a description of the discovery needed, and the time required to complete it. If counsels do not agree, the Court shall set a hearing date and time on that issue. A briefing schedule will also be set.

The Court may rule on contested motions without a hearing. If the Court conducts a hearing, all parties shall be notified of the date and time of hearing, which will be conducted by **ZOOM** in accordance with approved remote proceedings.

The movant shall email the Court courtesy copies of the motion, responses, replies, exhibits and memoranda at least **5** days prior to the set hearing date.

The movant's brief and the respondent's response brief are strictly limited to 15 pages each. Reply briefs are strictly limited to 8 pages

**All courtesy copies that exceed 10 pages, including exhibits, must be mailed to:
Judge Marguerite A. Quinn
c/o Presiding Judge Sutker-Dermer
2nd Municipal District-Cook County Circuit Court
5600 Old Orchard Road-2nd Floor
Skokie, IL 60077**

4. Petitions for Approval of Settlements: All petitions for settlement under the Wrongful Death Act, Survival Act, for Minors and Disabled Persons, **must** comply with the "Settlement Procedures," located on the Law Division Home Page, Settlement Procedures, at www.cookcountycourt.org. The petitions for approval of settlements and proposed orders must **NOT** be efiled prior to submission, and must only be submitted in draft form. A proposed Order shall be submitted along with the Petition. If the Court finds the Petition adequate, the Petition shall be filed.

Notice of the submission of petitions for approval of settlement shall be provided to all counsel of record, with email addresses of counsel included.

5. Pre-trials. Parties are welcome to email Judge Quinn, **judgequinn1610@gmail.com** regarding availability for pre-trial conferences. Prior to a hearing, the court requests:

1. A pre-trial memo/summary of the case. This is not to exceed 10 pages
2. The extent of the injuries alleged;
3. The amount of the last demand and last offer, if any;
4. 3 dates that are convenient for both parties.

The court will contact the parties regarding date and time.