

# **Commercial Calendar Section, Law Division**

## **Mandatory Arbitration**

### **Supervising Judge Standing Order**

Judge Patrick J. Sherlock (Courtroom 2007), Supervising Judge of the Mandatory Arbitration Program, hears all motions relating to the arbitration process after a case has been referred to mandatory arbitration on his Mandatory Arbitration Call.

#### **How to Schedule Motions on the Mandatory Arbitration Call**

1. Email Courtroom 2007 (Melissa.Robbins@cookcountyil.gov) and you will be given a date for presentment of the motion. Motions will be heard Monday through Friday at 9:45 a.m. in Courtroom 2007 (by Zoom).
2. File the motion in room 801 and list the date given by Courtroom 2007.
3. The motion **MUST** include the date(s) of all prior motions to continue the arbitration, if any.
4. Serve Notice of the Motion on all parties in accordance with Local Rule 2.1(c):
  - a. If notice of hearing is given by personal service, the notice shall be delivered before 4 p.m. of the second court day preceding the hearing of the motion.
  - b. If notice is given by mail, the notice shall be deposited in a United States Post Office or Post Office Box on or before the fifth court day preceding the hearing of the motion.
5. Deliver by email courtesy copies to Courtroom 2007 three (3) days before the hearing.

**\*Please Note: These requirements are mandatory and failure to follow them may result in the motion being stricken from the Mandatory Arbitration Call.**