

**IN THE CIRCUIT COURT OF COOK COUNTY  
COUNTY DEPARTMENT – CHANCERY DIVISION**

**CALENDAR 12 – ROOM 2403  
PRESIDING JUDGE SOPHIA H. HALL  
STANDING ORDER**

**Telephone:** (312) 603-4181

**Calendar 12 Email:**

ccc.chancerycalendar12@cookcountyil.gov

**Courtroom Clerk:** Katrice Brown

**Staff Attorneys:**

Joshua Klein (3-4451), Alexis Cortez (3-4572)

**Remote Hearing Login Information:**

**Zoom Meeting ID:** 990 0014 8007

**Password:** 545631

**Zoom Link:**

<https://circuitcourtofcookcounty.zoom.us/j/99000148007?pwd=a2RoRVZWTUVaZklXdStZVTBIT1U1QT09>

**Dial-in:** +1 312 626 6799 US (Chicago)

**10:00 A.M. STATUS & MOTION CALL [REMOTE] <sup>1</sup>**

**Status**

The Court sets cases for status on Monday through Thursday at 10 a.m. Status may relate to the progress of the case toward a trial or other disposition, or to pending motions. New motions may be presented on the status date as long as the procedures for Regular Motions (*see below*) are followed.

**Emergency Motions**

1. ***Generally.*** The Motion must state the basis for the movant’s claim of an emergency. The Court will determine if the matter requires emergency scheduling or if it will be heard on the Regular Motion call.
2. ***Scheduling.*** The Court will schedule emergency matters as quickly as practicable. If the movant wants a next day hearing, a courtesy copy of the Emergency Motion and all supporting papers must be sent to the Court’s email no later than 3:00 P.M. the day prior.
3. ***Temporary Restraining Orders (TRO).*** Motions for a TRO may be presented according to the emergency motion procedures. The Movant must provide notice to all other parties of the date and time of the hearing. The Court will only consider issuing a TRO based on affidavits, not on witness testimony.

**Regular Motions**

1. ***Generally.*** The Regular Motion call is at 10:00 A.M. Monday through Thursday by Zoom or teleconference.
2. ***Scheduling.*** All Regular Motions must be filed and noticed for presentment to the Court via the Clerk’s office.

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<sup>1</sup> Pursuant to IL. Sup. Ct. Rule 45 (eff. Jan 1, 2023) and Chancery Division General Administrative Order 2023-05, the Court will continue to conduct its 10 a.m. Call remotely via Zoom. Litigants may however appear In-Person in courtroom 2403 if they so choose. Further, the Court can and may mandate certain litigants to appear only In-Person.

3. **Presentment.** All Regular Motions are to be presented to the Court.
4. **Courtesy Copies.** At least **five (5) business days** before the date on which the motion is noticed for hearing, a courtesy copy of the motion and notice of motion must be **sent** to Calendar 12's **email**. If courtesy copies are not sent to Calendar 12 on time, the Court may strike the motion.
5. **Notice.** Movant must give notice of the motion to all other parties in accordance with Circuit Court Rule 2.1.

### **Motions for Default Judgment**

1. **Notice.** All parties who have been served must be given notice, even if the party has not filed an appearance.
2. **Materials.** The following materials must be attached to the motion:
  - a. Copy of notice of motion and motion.
  - b. Copy of summons and complaint.
  - c. Copy of affidavit of service.  
**Note:** A copy of the Cook County Sheriff's website which notes that service has been effectuated is insufficient to prove service.
  - d. Attorney or *pro se* litigant's certification that both the Court file and the computer register have been checked for any appearance or answer by defendant(s). The certificate must be dated no more than ten (10) days before the date selected for presentation of the motion.
  - e. If defaulting an individual, a military affidavit as required by federal law can be found at: ([CCG\\_N004\\_02-06-11.pmd \(cookcountyclerkofcourt.org\)](#)).
  - f. A copy of a proposed draft order specifying relief sought.
3. **Prove up.** Where appropriate, the Court will schedule a date certain for prove up of the motion prior to issuing a default judgment.

### **Motions to Consolidate or Designate as Related Within Chancery Division**

1. All Motions to consolidate or to designate two or more **Chancery Division** cases as related are heard by the Presiding Judge of the Chancery Division. The Presiding Judge of the Chancery Division rules **only** on the merits of the Motions to Consolidate or Designate as Related, **not** the merits of any other pending motions in the cases.
2. **Courtesy Copies.** At least **five (5) business days** before the date on which the motion is noticed for hearing, courtesy copies must be sent to Calendar 12's email **and** hardcopies delivered to Courtroom 2403. The copies must include the motion, notice of motion, and copies of the **operative complaint** (without exhibits) for each involved case.
3. **Notice.** Notice must be provided to all parties in each case seeking to be consolidated or designated as related.
4. **Scheduling.** The Motion to Consolidate or Designate as Related must be scheduled before the Presiding Judge of the Chancery Division through the e-filing system. For assistance with e-filing or scheduling, please contact the Chancery Division Clerk's Office at (312) 603-5133, (312) 603-5434, or [ChanceryDivservices@cookcountycourt.com](mailto:ChanceryDivservices@cookcountycourt.com).
5. **Across Divisions.** In accordance with General Order 12.1., Motions to Consolidate or Designate as Related cases **across different divisions** are heard by the Presiding Judge of the **Law Division** **not** the Presiding Judge of the Chancery Division.

6. **General Orders.** The following General Orders, available [here](#), provide further information and procedures with respect to the consolidation or designation of a case as related to another case:

- General Orders 3.1,1.6 – Consolidation of Cases
- General Order 3.4 – Foreclosure Suits
- General Order 12.1 – Any Action in County Department
- General Order 13 – Transfer of Previously Assigned Cases
- General Order 22.1 – Related Cases
- General Order 22.2 – Related Cases
- General Order 22.3 – Related Cases
- General Order 22.4 – Transferred Cases

### **Petitions for Turnover of Surplus Funds**

1. Petitions for Turnover of Surplus Funds are generally treated as Regular Motions (*see* above). Each petitioner seeking a turnover of funds must submit their own separate petition.
2. **Scheduling.** All petitions must be scheduled through the e-filing system. For assistance with e-filing or scheduling, please contact the Chancery Division Clerk's Office at (312) 603-5133, (312) 603-5434, or [ChanceryDivservices@cookcountycourt.com](mailto:ChanceryDivservices@cookcountycourt.com).
3. **GAO 2024-01.** Please carefully read and follow ***all*** requirements as set forth in Chancery Division General Administrative Order 2024-01, which can be found at: <https://www.cookcountycourt.org/division/chancery-division#ocj--general-administrative-orders>
4. Form petitions can be found at: [CCCH0317.pdf \(cookcountyclerkofcourt.org\)](#).
5. Any non-scheduling or filing questions may be emailed to Calendar 12's email.

### **Initial Case Management Conference ("ICM")**

1. **Generally.** The Clerk's Office automatically schedules the date of, and gives notice by email of, an Initial Case Management ("ICM") Conference for approximately 120 days after the filing of a complaint. Motions may be presented at an ICM Conference as long as the procedures for Regular Motions (*see* above) are followed.
2. **Procedure.** If the ICM Conference is the first appearance by counsel or a self-represented litigant, a courtesy copy of the complaint must be emailed to the Court five (5) days in advance.
3. **Prior Appearance.** The Court will strike the ICM date if:
  - a. Some or all of the parties have appeared before the Court prior to the ICM date set by the Clerk's Office for the ICM Conference; **and**
  - b. The case has been given another date for status or hearing on Calendar 12.
4. Please **email** Calendar 12's email if you are unsure of your next Court date.

## **10:30 A.M. CONTESTED MOTION CALL [IN-PERSON]**

### **Contested Motions & Briefs**

1. **Generally.** At the time contested motions are presented, or by Agreed Order (*see* below), the Court will enter a briefing schedule and set a Clerk's Status date. An argument date will be set by the Court on the Clerk's Status date.

2. **Clerk's Status.** The **movant** must provide courtesy copies of all contested motion briefing, in both PDF via email **and** hardcopy delivered to Courtroom 2403, at least five (5) business days prior to the Clerk's Status. This includes Respondent's briefs, Exhibits, or other materials incorporated by reference.
3. **Additional Materials.** If depositions are cited in support of or in opposition to a motion, a copy of the entire transcript must be provided to the Court. A copy of the Administrative Record must be submitted to the Court for administrative review cases.
4. **Format, Length, and Exhibits.** All briefs must be double-spaced, in 12-point Times New Roman font, set with 1-inch margins, and must not exceed fifteen (15) double-spaced single-sided pages (exclusive of Exhibits), unless otherwise given leave by the Court. A Table of Contents for all Exhibits must be provided, **and** the Exhibits must be tabbed (**including** digital Exhibits).
5. **Citations.** All Illinois case citations must be made to the official Illinois Reports where available (Ill., Ill. App., etc.), and **not** to the North Eastern Reporter (N.E.2d) or Illinois Decisions (Ill. Dec.). All online citations must be to LEXIS.
6. **Briefing Deadlines and Extensions.** Unless otherwise ordered by the Court, any brief filed after a briefing deadline may be stricken.
7. **Supplemental Briefing.** Unless otherwise directed by the Court, the parties may file supplemental briefs **only** if a request is made by written motion, **and** the Court deems additional briefing necessary.
8. **Arguments.** At the Clerk's Status, the Court will set an argument date. If the movant fails to provide any of the required materials listed above, the Court may defer setting an argument date. Arguments on contested motions are scheduled for 10:30 A.M. and are conducted **In-Person**.
9. **Remote Argument Request.** At the time of the Clerk's Status a party may request, for good cause, to appear at the argument remotely.

## **TRIALS & EVIDENTIARY HEARINGS [IN-PERSON]**

### **Trial & Evidentiary Hearing Setting**

1. **Generally.** Trial and evidentiary hearing dates are firm and, absent compelling circumstances, will not be rescheduled. Trials and evidentiary hearings are conducted **In-Person**. Any motion to continue a trial or evidentiary hearing must be made in writing no less than five (5) days prior to the date set for commencement of the trial or evidentiary hearing, **and** must be supported by a specific, detailed affidavit.
2. **Remote Participation Request.** At the time the trial dates are set a party may request, for good cause, remote participation by litigants or witness. Counsel however, **must** appear In-Person for trials.

### **Pre-Trial Case Management Conferences**

Pre-Trial Case Management Conferences ("Pre-Trial CMC") will be conducted remotely. The Court will hear any Motions *in Limine*. Trial witness scheduling and logistics, including any technology the parties wish to utilize, will be discussed. All attorneys who intend to act as trial counsel must be present, unless leave of Court is obtained prior to the Pre-Trial CMC.

### **Trial Materials**

1. ***Pre-Trial Memoranda.*** Pre-Trial Memoranda will be submitted on the date set by the Court. Pre-Trial Memorandum shall contain:
  - a. Brief statement of the case
  - b. Statement of Agreed Facts and/or Uncontested Material Facts
  - c. Statement of Contested Facts
  - d. Statement of the Applicable Law
  - e. List of all Witnesses who may be called and the area of the witness's testimony.
2. ***Exhibits.*** Exhibits are to be pre-marked and exchanged five (5) days prior to the Pre-Trial CMC. A List of all Exhibits must be provided to the Court indicating which shall be admitted into evidence without the need for foundation. Disputed Exhibits can be made the subject of a Motion *in Limine* to be ruled on prior to trial or at trial.
3. ***Other Materials.***
  - a. Copies of any Illinois Supreme Court Rule 216 request to admit and response thereto which any party anticipates utilizing at trial.
  - b. Copies of all Motions *in Limine* with supporting and opposing memoranda. Motions *in Limine* must be discussed between counsel in advance of the Pre-Trial CMC to ensure that any outstanding Motions are those that the parties cannot in good faith resolve amongst themselves prior to trial.
  - c. An affidavit of compliance with all Illinois Supreme Court Rule 237 notices compelling appearances of witnesses at trial, and a statement of all outstanding disputes regarding such notices, if any.
  - d. Illinois Supreme Court Rule 213 interrogatories and depositions may be considered hearsay. The parties may object to tendering them to the Court. Any party expecting to offer opinion testimony must be prepared to provide responses to Supreme Court Rule 213 interrogatories, including any supplements, as well as any deposition testimony that will support the opinion testimony to be offered at trial. These materials need only be available for purposes of addressing compliance with Rule 213. If opinion testimony is challenged at trial as being non-compliant with Rule 213, the proponent will be expected to promptly produce such materials demonstrating compliance with Rule 213.

## **SETTLEMENT CONFERENCES [IN-PERSON]**

### **Settlement Conferences**

The Court encourages all parties to explore and negotiate settlements of their cases, and the Court stands ready to assist parties in their settlement negotiations at any stage.

1. ***Procedure.*** Requests for a Settlement Conference may be made by counsel. Settlement conferences are **In-Person**, unless for good cause shown. Clients or other persons with authority are expected to attend, unless excused by the Court. All parties must agree that anything said or done at the Settlement Conference will not serve as the basis for a substitution of judge.
2. ***Settlement Conference Memoranda.*** Each party will serve on the other a Settlement Memorandum at least five (5) business days prior to the Settlement Conference. Courtesy

copies must also be provided to the Court in both PDF via e-mail **and** hardcopy delivered to Courtroom 2403 on the same date as provided to the parties. A Joint Settlement Memorandum is acceptable if the parties agree to the content.

3. ***Remote Participation Request.*** At the time of the request for a settlement conference, for good cause, a party may request remote participation.

## **FURTHER PROCEDURES**

### **Motions for Summary Judgment**

1. Motions for Summary Judgment must be filed sufficiently in advance of the set trial date to accommodate a briefing schedule and ruling. Otherwise, the motion will be taken contemporaneously with trial. Exclusive of the recitation of facts, the format and length for Contested Motions (*see above*) must be followed.
2. For Cross-Motions for Summary Judgment on the same issue, briefing typically includes:
  - a. Motion;
  - b. Combined response to the original motion and cross-motion;
  - c. Combined response to the cross-motion and reply in support of the original motion; and
  - d. Reply in support of the cross-motion.

### **Agreed Orders**

If the parties wish to submit a proposed Agreed Order, the parties must email the proposed Agreed Order in Word format to the Court with all parties copied on the email. **The Agreed Order must be signed by all parties to the order.** E-signatures, or /s/, are permitted. A Staff Attorney will contact the parties after the proposed Agreed Order has been reviewed.

### **Using an Interpreter**

To request an interpreter for a **remote** hearing, please email the Court at least two (2) days prior to the hearing, indicating what language(s) are needed. The Court has the ability to enable Zoom language interpretation to designate four (4) participants as the interpreter(s) in the proceeding. The language interpreters must identify themselves for the record. For **In-Person** proceedings, the parties are to provide their own interpreter and that interpreter must appear In-Person.

### **Court Reporters**

For all In-Person matters, the parties are to provide their own court reporter and that court reporter must appear in-person.

### **Attorney Conduct**

Zealous advocacy is a lawyer's professional obligation. Incivility has no place in a respected and credible judicial system. The Court expects counsel to conduct themselves professionally and with civility at all times, which includes any written and oral communications among counsel, at depositions, and with the Court and its staff.

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