

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT, CHANCERY DIVISION**

Judge Patrick T. Stanton

Calendar 6 - Courtroom 2508

Telephone: (312) 603-4890

Chambers email: ccc.chancerycalendar6@cookcountyil.gov

ZOOM MEETING ID: 928 4730 2982

ZOOM MEETING PASSWORD: 411367

CALL IN: 312 626 6799

STANDING ORDER FOR ALL MATTERS ON CALENDAR 6

I. GENERAL MATTERS

A. Court Appearances. Court will be conducted in Courtroom 2508 consistent with schedule set forth below. Unless otherwise specifically ordered, parties and counsel may appear in person or remotely via zoom. The Court will generally order that trials, evidentiary hearings, contested hearings and settlement conferences will be held in person. Parties appearing by zoom are expected to conduct themselves professionally as if they were appearing in person in court.

B. Court Reporters and Interpreters

Parties must provide their own court reporter if they wish to have one. Parties shall make advance arrangements with the court if they need an interpreter or special accommodations. Video recording, audio recording, photographing and/or reproducing of the livestream is prohibited except as allowed by the Illinois Supreme Court Rules.

C. Communications

All communications with the court should be by the filing of pleadings, motions, applications, petitions, briefs, legal memoranda, etc. Communications with law clerks is allowed only on administrative and scheduling matters via mail and telephone. Parties are responsible for tendering proposed orders via email to ccc.chancerycalendar6@cookcountyil.gov within 3 hours of their court appearance.

D. Court's Schedule

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|------------|--|
| 9:00 a.m. | Clerk's Status (Wednesdays) (No appearance before the Court) |
| 9:30 a.m. | Case Management/Status Conferences (M-TH) |
| 10:00 a.m. | Regular Motions (M-TH) |
| 10:30 a.m. | Hearings, Settlement Conferences and Trials |
| 1:30 p.m. | Hearings, Settlement Conferences and Trials |

II. AGREED ORDERS

A. Procedure

Proposed agreed order may be submitted via email at any time. (All parties be copied on the email.) Ordinarily, the court will enter agreed orders as a routine matter without a court appearance. Parties may not agree to briefs that exceed the page limits absent leave of court.

B. Agreed Protective Orders

Parties may agree to protective orders, but they may not agree to file documents under seal without presenting a motion. Such motions may be granted only in limited circumstances upon good cause shown. Before presenting such motions, parties shall seek to agree on redactions that will allow documents to be filed in the public court record. If agreement is not possible, the party wishing to file a confidential document under seal must seek leave of court.

III. MOTIONS

A. Courtesy Copies (Presentment)

Courtesy copies of a notice of motion and the motion must be delivered to the court at least three business days prior to the presentment date. Parties may deliver a notice of motion and the motion by email, with exhibits, to the chambers email address. All notices of motions shall provide the Courtroom, time, Zoom meeting ID, password and call-in number.

B. Regular Motions

- 1. Procedure.** The regular motion call is at 10:00 a.m. Monday through Thursday. A regular motion may be scheduled on the Chancery Division's docket electronically.
- 2. Discovery Motions.** Discovery motions must contain a specific statement as to the efforts undertaken by the parties under Illinois Supreme Court Rule 201(k) and shall clearly identify the specific discovery items outstanding or sought to be compelled. The court may resolve discovery motions on the day the motion is presented and not set a briefing schedule. Proposed Agreed Orders on reasonable discovery extension are encouraged.

C. Contested Motions That Require Briefing

- 1. Briefing Schedule.** The court's form order should be used for a briefing schedule on a contested motion. The form order includes a date for a clerk status. At the clerk status, held at 9:15 a.m., a hearing date on the motion will be set. It is imperative that the person appearing at the clerk status have

the responsible counsel's and opposing counsel's availability for the hearing date. She or he must also know what materials the court needs to decide the motion and the movant shall provide the court with file-stamped copies of all relevant pleadings, papers, and substantive case law at the clerk status. The motion will be stricken if the movant fails to appear for the clerk status. **(Unless otherwise expressly ordered, Courtesy Copies on Contested Motions must be submitted in hard copy format at the Clerk's Status and electronically via email to ccc.chancerycalendar6@cookcountyil.gov.)**

2. Briefs/Supporting Memoranda:

- a) **Format.** All briefs must be double-spaced with 12-point font and at least 1-inch margins. Parties are asked to present briefs and exhibits in binding that can lie flat.
- b) **Length.** Memorandum in support of and in opposition to a motion shall not exceed 15 pages. Reply briefs shall not exceed 8 pages. These limitations do not include exhibits.
- c) **Citation to authority.** All citations to authority should comply with Illinois Supreme Court Rule 6 and The Bluebook and should be to official reporters; parallel citations are unnecessary. Parties should provide the court with copies of cases cited in their memoranda at the clerk status.
- d) **Exhibits.** All exhibits to motions must be page numbered, tabbed and sub-tabbed if necessary.
- e) **Insurance Contracts.** If an insurance contract is at issue, the movant (or the insurance company on cross-motions) must provide the court with Bates-stamped copies of the insurance contract. All references to the insurance contracts shall be to these Bates-stamped copies.
- f) **Administrative Review.** A copy of the administrative record shall be provided to the court at the clerk status.

3. Hearings. Hearings on contested motions are usually scheduled at 10:30 a.m. and 1:30 p.m. Hearing dates are firm. Unless otherwise ordered, hearings will be conducted in person.

D. Emergency Motions

- 1. **Procedure.** Emergency motions must be scheduled by the court's law clerks in Courtroom 2508 no later than 1:00 p.m. on the day before desired presentment. The movant shall present the motion, relevant pleadings and papers, and affidavit or verified complaint stating the basis for the emergency. If the matter is a true emergency, an immediate hearing date will be set and movant shall provide notice to the opposing parties or their counsel.
- 2. **True Emergencies.** Generally, a true emergency exists only where: (1)

there was no opportunity to notice a motion for the regular motion call; and (2) without immediate court action, there will be irreparable damage to a party. Matters that have become urgent by reason of a party's failure to seek timely relief are not emergencies.

3. **Temporary Restraining Orders.** Motions for a TRO shall be presented according to the emergency motion procedures. The movant shall provide advance notice of the motion and service of a verified complaint and affidavit to the defendant(s), unless they waive service. A TRO without notice may be allowed only if it clearly appears from the specific facts shown by affidavit or the verified complaint that immediate, irreparable injury, harm or loss will occur before notice can be served and a hearing had thereon.

E. Motions for Default

1. **Presentment of Motion.** Default motions may be presented at either the regular motion call (10:00 a.m.) or case management and status call (9:30 a.m.). All parties who have been served must be given notice without regard to whether an appearance or answer has been filed. The following materials are required for a default motion:
 - (1) Copy of Motion and Notice of Motion, as provided by Circuit Court Rule 2.1;
 - (2) Face of summons;
 - (3) Affidavit or certificate of service of summons, as provided by 735 ILCS 5/2-203;
 - (4) Attorney or self-represented litigant certificate certifying that the defendant has not filed an appearance or answer; and
 - (5) Military affidavit, per 50 U.S.C. app. §521.
2. **Prove-Up.** Once a default motion is presented, the court will schedule a separate prove-up date. A copy of the order scheduling a date for prove-up must be sent to the defaulting party, along with the proposed judgment. The only exception to this two court-date requirement is if a plaintiff seeks to enforce an administrative order, in which case the court may allow prove-up on the same day as presentment of the default motion.

F. Motions for Summary Judgment.

No motion for summary judgment may be filed once a trial date is set absent leave of court.

G. Motions to Reconsider.

Litigants contemplating a motion to reconsider should have the pertinent standard in mind. No oral argument will be heard unless requested by the court.

IV. CASE MANAGEMENT AND COURT STATUS CALLS

Case management and court status calls are conducted at 9:30 a.m. An initial case management is set automatically by the Court Clerk's office and notice will be mailed by postcard. At the first appearance for any case, the parties should be prepared to submit courtesy copies of their pleadings, *e.g.*, complaint, answer, affirmative defenses, cross-claims and counterclaims.

Counsel with authority to commit to all scheduling orders must appear and be prepared to inform the court as to the status of service of process upon each defendant; settlement efforts; the complexity and nature of the litigation; the status of the pleadings; any pending or contemplated motions; and all contemplated and completed discovery. The court may enter orders relating to pleadings, compelling compliance with overdue discovery, and setting time limits for the conclusion of discovery. Failure to appear may result in a dismissal for want of prosecution, default, or other appropriate sanction.

All defendants who have been served are expected to participate without regard to whether they have filed a responsive pleading.

V. PRETRIAL

A. Settlement Conferences.

Upon agreement of the parties to participate in good faith settlement discussions, a settlement conference will be set by the court. The court's form order should be used and signed by all parties at the time the settlement conference is scheduled.

B. Final Pretrial.

All trials will be preceded by a final pretrial conference with the court. One week prior to the final pretrial, each party shall exchange and present the court with all "Trial Materials" enumerated below. If no final pretrial is scheduled, the trial materials shall be exchanged and presented to the court one week prior to trial.

VI. TRIAL

A. Trial Materials.

Parties are expected to exchange and present the court with the following trial materials:

- (1) A joint statement of the nature of the case, issues in the case and agreed facts.
- (2) An exhibit list. Exhibits should be listed by the number the offering party intends to use at trial, and the parties should indicate any agreements as to foundation or admissibility.
- (3) A list of witnesses that the party may call at trial.
- (4) Copies of Illinois Supreme Court Rule 216 requests to admit and responses that the party may use at trial.
- (5) Copies of motions *in limine* and supporting and opposing memorandum.
- (6) Copies of evidence depositions if there are objections requiring rulings.

B. Trial Dates.

Trial dates are firm. Trials usually begin at 10:30 a.m. or 1:30 p.m.

February 11, 2025

ENTERED:

/s/ Patrick T. Stanton
Judge Patrick T. Stanton, #2184
Circuit Court of Cook County, Illinois
County Department, Chancery Division