

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT – CHANCERY DIVISION
CALENDAR 7 – COURTROOM 2405**

JUDGE EVE REILLY

STANDING ORDER 4.3 – DATED JANUARY 7, 2025

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The purpose of this Standing Order is to establish general pre-trial and trial procedures to aid in the timely resolution of matters assigned to this calendar. Where special circumstances exist that warrant modification, those cases will be handled according to the specific needs presented.

It is the intention of the Court that all court personnel, including the judge, assist all counsel and litigants who have business before the Court. If you have questions concerning the requirements of this Standing Order, scheduling, or other matters, please email or call.

This Standing Order supersedes and hereby vacates all prior Standing Orders regarding pending cases assigned to Calendar 7 of the Chancery Division in Courtroom 2405.

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Proceedings

Note on Contested Hearings, Evidentiary Hearings, Rulings, and Pre-Trial Settlement Conferences:

Upon the agreement of all parties, the parties may request that a contested hearing, status call, or settlement conference be conducted in-person or a hybrid (partially in-person, partially remote via Zoom). The parties must timely make this request to the Court at least 10 business days before the scheduled hearing, and it is within the Court's discretion to allow this. Trials shall be conducted as described in the "Trial" section of this Standing Order. *All evidentiary hearings will be conducted in person unless otherwise permitted by the Court.*

In-Person/Hybrid Proceedings:

All proceedings shall take place via Zoom unless otherwise indicated herein or by order of the Court. If a party wants to appear in-person, the Court will hold a hybrid court call every Wednesday. Parties may appear in-person on Wednesday without notice.

Joining Zoom:

You may join the video proceeding by computer, phone, or tablet.

- To join by link:
 - <https://circuitcourtofcookcounty.zoom.us/j/94377674389?pwd=azNPVGpCNld5MTFocHJmTk dWeXE5Zz09>
- To join by log-in information:
 - **Zoom Meeting ID: 943 7767 4389**
 - **Meeting Password: 980847**
- To join by phone: +1-312-626-6799; 94377674389##980847

Proposed Orders:

Immediately following court call, parties shall email a proposed order in Word document format to ccc.chancerycalendar7@cookcountyl.gov by NOON. All emails shall include the case number in the subject line.

In the event that the parties cannot agree on the language of a proposed order, the parties must inform the Court that the order is not agreed to and provide each side's proposed order. Judge Reilly will then determine which proposed order, if either, to enter.

Parties will receive courtesy orders from the Clerk's Office's automated emailing system. Parties may reach out to the Clerk's Office at ChanceryDivservices@cookcountycourt.com if they are not receiving courtesy orders.

Courtesy Copies

All courtesy copies must be timely submitted to the Court by email at ccc.chancerycalendar7@cookcountyl.gov and shall include the case number in the subject line. Parties should not provide hard courtesy copies to the Court except as provided under the "Trial & Evidentiary Hearing" section of this Standing Order or as requested by the Court.

Complaints and Pleadings

Parties shall submit courtesy copies of the complaint by 9 a.m. on the initial case management dates Parties shall submit courtesy copies of any subsequent pleadings once they are filed.

Motions of Course

At least *two full court dates* before the scheduled motion presentment or a pre-scheduled status date, the movant shall submit courtesy copies of the file-stamped motion, exhibits, and any relevant filings. Failure to file and provide courtesy copies of motions to the Court at least two court dates before presentment may result in the Court refusing to hear the motion for presentment on the date it is noticed for.

Motions to extend the page limit must be filed prior to the subject motion or they will not be considered. Agreed orders to extend the page limit are not accepted.

Clerk's Status

On or before a scheduled clerk's status date, the movant shall submit courtesy copies of all relevant pleadings and the full briefing on the motion, including any opposing party briefs.

Court Schedule

- 9:15 a.m.: Routine Motions (not called & no appearances)
- 9:30 a.m.: Regular Motion Presentment & Status Call
- 9:45 a.m.: Initial Case Management
- 10:00 a.m.: Prove Ups
- 10:30 a.m. (or 11:00 a.m. or 2:00 p.m.): Contested Hearings, Trials, Evidentiary Hearings, Rulings, Pre-Trial Settlement Conferences

Courtroom Etiquette:

Generally: Civility is an essential component of a respected and credible legal system, as well as an essential component of professionalism. The Court expects counsel and pro se litigants to conduct themselves professionally and with civility at all times, including with any party in any court proceedings, whether through Zoom or in-person, and in all written and oral communications with opposing parties, non-parties and the Court in-person or over electronic communication.

Email Notice: Courtroom and staff email may ONLY be used to (1) submit courtesy copies, and (2) submit proposed orders. The parties may not use this courtroom or court staff's email for any other purpose, including improperly raising arguments or evidence. Improper use of this courtroom or court staff's email will result in parties being prohibited and blocked from email communications, and the parties will be required to provide hard courtesy copies and proposed orders in person and call with any questions.

Court Reporters

If parties desire a record or transcript of any contested hearings, other proceedings, or oral rulings from Calendar 7, they must provide their own court reporter. For trials and evidentiary hearings, court reporters **are required** as described in the “Trials & Evidentiary Hearings” section of this Standing Order.

Initial Case Management Conferences

Generally: The Clerk’s Office will automatically schedule an Initial Case Management Conference by postcard notice or by electronic notice, no more than 120 days after the filing of the complaint. Initial Case Management Conferences are held at 9:45 a.m. on scheduled court days. If parties require an earlier date before the Court, they must spindle a motion to acquire a presentment date.

Procedure: At the Initial Case Management Conference, counsel and/or litigants must appear. Failure to appear at any Case Management Conference may result in a dismissal for want of prosecution, default, or other appropriate order. The parties should be prepared to discuss the case pursuant to Illinois Supreme Court Rule 218(a).

Prior Appearance: If some or all of the parties have appeared before the Court prior to the date set by the Clerk’s Office for the Initial Case Management Conference and the case already has another date before the Court that is subsequent to that Initial Case Management date, *no appearance is required on the date set by the Clerk’s Office* and the matter should be stricken from the case management call.

Status Hearings

Status call will take place every day at 9:30 a.m. Cases will be placed on status call by court order. Status review may relate to the progression of a case toward trial, other disposition, or motions pending briefing or hearing. Counsel and/or litigants with knowledge of the case must appear at each status hearing. Failure to appear for any scheduled status hearing may result in a dismissal for want of prosecution, default, or other appropriate order. If a party cannot appear at a scheduled status date, it must submit an agreed order continuing the matter by contact opposing counsel or request a new status date by filing a motion and noticing it for presentment.

Motions

Formatting Requirements

All motions filed with the Court must comply with the following formatting requirements:

Page Length:

Motions and Memorandum in support of and in opposition to a motion (excluding post-trial submissions) may not exceed a combined *thirteen (13)* pages, and reply briefs may not exceed *six (6)* pages. Agreed orders granting excess pages will not be considered without first presenting a written motion setting out the need for additional pages, spindled on Judge Reilly’s 9:30 a.m. call.

Font: Briefs must be double-spaced and written in 12-point Times New Roman font.

Margins: Margins must be 1 or 1.25 inches on all sides and on 8.5 x 11-inch paper.

Citations: Illinois case citations must be to the official Illinois Reporters (Ill., Ill. App., etc.). Parties shall not include citations to the North Eastern Reporter (N.E., N.E. 2d, etc.) or Illinois Decisions (Ill. Dec.). For Illinois cases filed after July 1, 2011, litigants must cite to the public domain system. *See* Ill. Sup. Ct. R. 6. Unpublished case citations must be to LEXIS. Out-of-state citations may be made to any reporter available on LEXIS. The Court reserves the right not to entertain arguments made without citation to legal authority, and may deem such arguments as waived. *In re Marriage of Suriano*, 324 Ill. App. 3d 839, 851 (2001).

Footnotes: Counsel and litigants should rarely place citations in a footnote. In the event a motion or brief contains footnotes, they must be limited to citations only, single-spaced, and no smaller than 10 point font. The Court will disregard argument in footnotes.

The Court may strike or reject any documents that fail to meet these requirements.

Agreed (or Unopposed) Motions

Unless otherwise prohibited by this Standing Order and subject to the Court's discretion, counsel and/or litigants may informally submit proposed agreed orders via email at ccc.chancerycalendar7@cookcountyil.gov for review and entry by the Court without placing the underlying motion on the regular or routine motion call. Informal submissions will not be entertained unless either: (1) all counsel have signed the proposed agreed order; or (2) the presenting party specifically represents that all parties have agreed to the order. The Court may decline to accept any agreed order. If the Court declines to accept an agreed order, the movant must notice a motion for presentment on the regular motion call. Any motion seeking leave of court, including leave to file briefs in excess of the page limits, may not be submitted as an agreed order.

Routine Motions

Definition: A routine motion is a motion seeking non-extraordinary, non-substantive scheduling, or other procedural relief. The Court may decline to entertain **any** motion as routine. In that event, the movant will be advised to re-notice the motion on Judge Reilly's 9:30 a.m. call as a regular motion.

Routine motions include:

- motions to vacate any and all technical defaults and for leave to file an appearance, motion, answer, or jury demand;
- motions for leave to file *instante*r interrogatories, an answer to a complaint, or an answer to a counterclaim that is filed within the appropriate time;
- motions for leave to appear as attorney, as additional counsel, or to substitute one attorney for another by agreement;
- stipulations to dismiss all or any part of a case;
- voluntary nonsuit by plaintiff;
- motions for protective orders qualifying under the Health Insurance Portability and Accountability Act (HIPAA); and

- motions for certification of Report of Proceedings under Supreme Court Rule 323(b).

Routine motions do *not* include:

- discovery motions brought under any provision of Illinois Supreme Court Rules 201–219;
- motions brought under Illinois Supreme Court Rule 137;
- motions to vacate (other than pursuant to settlement) or reschedule a trial date;
- motions for leave to file excess pages;
- motions for leave to withdraw as counsel if doing so will leave a party unrepresented;
- motions to continue a scheduled status or case management hearing, unless done so by agreed motion;
- motions to reconsider;
- motions to amend pleadings; and
- contested motions for extensions of time.

Filing: Routine motions must be filed with the Office of the Clerk of the Circuit Court of Cook County through e-filing on Odyssey or, if a party has received an e-filing exemption, in room 802 of the Daley Center. Any issues with e-filing on Odyssey should be directed to the Clerk’s Office at (312) 603-5133.

Notice: Routine motions should not be spindled, but noticed for 9:15 a.m. on any court day. *See* Ill. Sup. Ct. R. 11(b)(4); Cook Cnty. Cir. Ct. R. 2.1(c)(i) for notice requirements.

Courtesy Copies: A copy of the notice, motion, proof of service, and proposed order must be delivered via email to ccc.chancerycalendar7@cookcountyl.gov.

No Hearing: Parties do not need to appear on the date of the motion presentment unless notified by the Court. Courtesy orders will be emailed by the Clerk’s Office’s automated emailing system at courtesyorders2@cookcountycourt.com.

Objections: A party objecting to a routine motion must notify the Court of the objection in writing no later than 9:00 a.m. on the scheduled notice date. If the Court or any party receives notice of an objection, the movant will be directed to re-notice the motion on the regular motion call. However, the Court may exercise its discretion and rule on the motion.

Motions Requiring a New Date: Any routine motion that will extend dates past a previously set date must include in the draft order a paragraph striking the previously set date and a blank space for the new status date.

Regular Motions

Definition: A regular motion is any motion that is not a “routine,” an “agreed,” or an “emergency” motion.

Filing: Regular motions must be filed with the Clerk's Office through e-filing on Odyssey or, if a party has received an e-filing exemption, in room 802 of the Daley Center. Any issues with e-filing on Odyssey should be directed to the Clerk's Office at (312) 603-5133.

Spindling or Piggybacking: Regular motions must be spindled and set for presentment on Judge Reilly's 9:30 a.m. call through the Clerk's Office. Alternatively, motions may be "piggybacked" onto a pre-scheduled date set by court order or onto a properly spindled motion presentment date. In order to piggyback any motion, the movant must file and provide courtesy copies to the Court **at least two (2) full court dates** before the presentment date. Failure to properly spindle or piggyback a motion, may result in the Court striking the motion or refusing to hear the motion and requiring the movant to spindle the motion onto the Court's regular motion call.

Notice: See Ill. Sup. Ct. R. 11(b)(4); Cook Cnty. Cir. Ct. R. 2.1(c)(i) for notice requirements.

Unopposed Motions: If a duly noticed motion is not opposed when called, it may be granted.

Courtesy Copies: Courtesy copies of the notice and motion must be submitted via email to ccc.chancerycalendar7@cookcountyl.gov **at least two (2) full court days** before the date of presentment. In the event courtesy copies are not tendered to the Court on time, the Court may strike the motion, refuse to hear the motion presentment, or enter another appropriate order.

Emergency Motions

Definition: An emergency motion includes motions for a temporary restraining order (a "TRO") and motions concerning a non-TRO emergency that (i) was not reasonably foreseeable or avertable, and (ii) will cause irreparable damage to the movant before the motion can be presented on the regular motion call or a previously set court date. A motion for a TRO must be attached to an underlying complaint that contains a cause of action. A TRO is a form of relief and not a cause of action. *Town of Cicero v. Metro. Water Reclamation Dist.*, 2012 IL App (1st) 112164, ¶ 46 (Injunctive relief is a remedy and not, in itself, a cause of action, and a cause of action must exist before injunctive relief may be granted) .

True Emergencies Only: Apart from TROs, *true emergencies are extremely rare*. Discovery motions and exigencies resulting from the movant's own inaction are almost never emergencies. Non-TRO emergency motions are not favored.

Procedure: A party must submit a **file-stamped copy** of the emergency motion, any exhibits, and the complaint setting forth the underlying cause of action to the Court and request a hearing **no later than 3:00 p.m.** on the day preceding presentment. The motion must be labeled "Emergency" and contain a specific showing of why the motion is an emergency.

Once file-stamped courtesy copies are submitted, the Court will review the matter. If the Court determines that the motion qualifies as an emergency, then the Court will set an expedited hearing date and time, and a briefing schedule if necessary. If the Court determines that the motion does not qualify as an emergency, the Court will enter an order denying hearing the motion as an emergency.

Filing: All emergency motions must be filed *before* the movant requests a hearing and the Court considers the motion.

Spindling: Emergency motions should *not* be spindled in the Clerk's Office for presentment.

Notice: Except in extremely rare and compelling circumstances which are clearly and convincingly demonstrated by the motion, the Court will require the movant to deliver a file-stamped copy of the complaint, notice, motion, and any orders to the non-movant after receiving a hearing time.

Supplemental Briefs

The Court will not consider any supplemental filings unless the party seeking to file the supplement has timely filed a motion and been granted the ability to do so.

Contested Motions: Briefs, Memoranda, & Oral Argument

Briefing Schedule. On presentment of a contested motion, the Court will have the parties set a briefing schedule followed by a clerk's status hearing, which will be set on the 9:30 a.m. call. The Court will not set a motion for argument or ruling until it has a full set of courtesy copies.

Exhibits. If a memorandum has more than *two* (2) exhibits, then all exhibits must be tabbed.

Exhibits—Insurance Policy. After the case is at issue, each insurer should file, serve, and deliver a courtesy copy of its relevant insurance policy, which is Bates-numbered (including the application, and a certificate, if relevant and available). All motions should then refer to the Bates-numbered pages and need not include the policy as an exhibit. *E.g.*, "Policy at A0023."

Additional Materials. If a deposition is cited, a copy of the entire transcript, with text in at least 11-point font, must be provided. The Administrative Record must be submitted to the Court for all administrative review cases.

Courtesy Copies of Cited Authority. The Court reserves the right to request courtesy copies of all authorities cited in briefing and further reserves the right to refuse to accept any briefing for failure to provide any authorities requested.

Lack of Response. If a party fails to respond to an argument, the Court may deem the argument conceded. *Bigelow v. City of Rolling Meadows*, 372 Ill. App. 3d 60, 67 (1st Dist. 2007).

Hearings & Oral Argument

Hearings on contested motions will be set at 10:30 a.m. via Zoom, unless an in-person or hybrid format is requested by the parties. The Court will have read and reviewed the courtesy copies of all papers and will offer the floor for oral argument.

Miscellaneous Requirements for Specific Motions

Motions to Default

The following materials are required to support a motion to default a party:

1. a copy of the notice of motion;
2. the substantive motion;
3. the face of summons;
4. a copy of return of summons;
5. an attorney or litigant certificate certifying that both the court file and the computer register have been checked for the defendant's appearance or answer no more than 10 days before presentment of the motion. The certificate must be dated no more than *ten (10)* days before presentment of the motion;
6. a military affidavit if defaulting an individual (as required by federal law–Form CCG 004); and
7. a proposed order in Word document format.

If an order of default is granted, the movant must mail a copy of the order to the defaulted party.

Prove Up

Once a default judgment is granted, the following materials are required to support the default judgment and must be submitted to the Court at least two court days prior to the court date:

- ***On the Papers.*** Unless otherwise directed by the Court, “prove-ups” following the entry of an order of default will only be handled on the regular motion call at 10:00 a.m.
- ***Requirements.*** The Court will require plaintiff to make out, through the materials submitted, a *prima facie* case for the relief sought (this may include the complaint, if verified). See 735 ILCS 5/2-1301(d). A draft judgment order, specifying the precise relief sought, must also be submitted in all cases. All materials must be submitted at least two days prior to the court date.
- ***Testimony.*** Parties must provide their own court reporters for all prove-ups in which testimony will be given. Parties may submit affidavits in lieu of live courtroom testimony.

Discovery Motions

Reasonable Attempt to Resolve: Any contested discovery motion must show compliance with Ill. Sup. Ct. R. 201(k). Failure to include Rule 201k efforts in any discovery motion may result in the motion being stricken or denied.

Claims of Privilege: Privilege claims will not be entertained unless the claimant supplies a privilege log and any affidavits or other proof necessary to lay a factual basis for the privilege claimed. *See* Ill. Sup. Ct. R. 201(n).

Motions for Summary Judgment

Motions for Summary Judgment cannot be filed within sixty (60) days of a set trial date.

Motions to Reconsider

Standard of Review. It is not feasible for the Court to routinely hear substantive matters twice. Accordingly, the Court may decide not to hear argument on the motion and instead may take the

motion under advisement. Counsel contemplating a motion to reconsider should adhere to the pertinent standard. *See Farley Metals v. Barber Colman Co.*, 269 Ill. App. 3d 104, 116 (1st Dist. 1994).

Courtesy Copies. Courtesy copies of motions to reconsider final and appealable orders should be delivered to the Court within 30 days of the ruling. 735 ILCS 5/2-1301(3). This practice will ensure that the Court does not dispose of its copies of the original motion.

Contempt Proceedings

Generally. For any proceeding related to contempt or a rule to show cause, the movant must supply a court reporter. The Court will not issue a body attachment without a court reporter present at the proceedings.

Settlement Conferences

Generally. All parties are encouraged to explore settlement, including ADR techniques.

Scheduling & Participants. Any party may request a settlement conference at any time. If all parties agree, they may call the Court to schedule a date and time. The Court will expect all counsel and parties to be present, unless otherwise ordered. The Court will not conduct a conference unless someone who has authority to settle the case is present. On request and a showing of good cause, the Court may allow parties to be available by phone.

Procedure. Absent good cause, or as authorized by Circuit Court or Illinois Supreme Court Rule, a mediation request will not be approved unless all parties agree. (An exception may apply if the Court orders mediation pursuant to local court rule 21.01). If requested, the Court may participate in settlement conferences; however, the Court ordinarily will ask the parties to waive any opportunity for substitution of judge that may arise from participation. Alternatively, the Court may arrange or suggest a settlement conference before a different Chancery judge.

Required Materials. Each party is required to submit a separate pretrial memorandum to the Court. The memorandum should include the following sections: (I) Procedural History; (II) Summary of Position; (III) Objectives/Desired Outcome; and (IV) Summary of Past Settlement Attempts (if applicable). Please attach any exhibits relied upon within the memorandum. The submission must be delivered by email to chambers no later than *three (3)* court days before the scheduled conference. Unless the Court directs otherwise at the request of all parties, a copy of the submission *must* be served on all parties.

Trial & Evidentiary Hearings

Generally. Trial dates are firm. The Court will not consider agreed motions to continue trials, unless presented in a written motion that shows good cause, which is supported by affidavit. The motion must be presented no less than *five (5)* days prior to commencement of the trial.

Required Trial Materials. The following materials, as applicable, must be submitted to the Court by joint submissions no less than *ten (10)* court days before the scheduled start of trial (separate submissions are permitted only if the parties cannot in good faith agree on joint submissions). Failure to submit timely manner may result in the Court barring the submission of that evidence, which may be either oral or documentary. These materials include:

1. a pretrial memorandum not to exceed *eight (8)* pages detailing the history of the case with the operative complaint(s) and answer(s) provided as attachments. If parties wish to make separate statements, they may do so in separate sections within the memorandum;
2. a complete set of separate bound, pre-marked, and tabbed set of all trial exhibits as follows: one binder for joint exhibits, one binder for plaintiff's exhibits, and one binder for defendant's exhibits. Each binder shall include a table of contents within the set itself and an exhibit list that identifies each exhibit, and whether any party objects to a particular exhibit, save for in the joint-exhibit binder. The exhibits shall be identified numerically, not by letter designations, and shall all be separately tabbed. Operative pleadings shall be included as exhibits. Parties shall not duplicate exhibits and shall stipulate to foundation and authenticity where appropriate. Parties shall include a chart or table identifying if they object and to which exhibits as well as a detailed basis for each objection;
3. copies of all new or still-pending motions *in limine* and supporting and opposing memoranda. Parties are encouraged to present any substantial evidentiary disputes in advance of trial by means of motions *in limine*;
4. a written stipulation signed by all counsel of record or parties listing all pending matters. Any petitions or motions not listed are deemed either waived or withdrawn;
5. full transcripts of evidence depositions, with text in at least 11-point font, to be used at trial, marked by each party to identify portions to be offered;
6. a complete list of all potential witnesses, specifying who will or may be called by each party;
7. an affidavit of compliance with Illinois Supreme Court Rule 237 Notices, and a statement of any outstanding dispute as to Rule 237 Notices; and
8. parties expecting to offer opinion testimony must have available at trial a copy of any discovery responses or deposition testimony that will support the opinion testimony to be offered. The proponent of the opinion testimony has the burden to show compliance with Rule 213. See Ill. Sup. Ct. R. 213(g). The Court will not delay trial for this purpose.

Required Evidentiary Hearing Materials. The parties must jointly submit the following materials to the Court no less than *five (5)* court days before the scheduled start of the evidentiary hearing (separate submissions are permitted only if the parties cannot in good faith agree on joint submissions):

1. a complete pre-marked set of all hearing exhibits that avoids duplication, including a table of contents within the set itself and an exhibit list that identifies each exhibit and whether any party objects to a particular exhibit;
2. a written stipulation signed by all counsel of record or parties listing all pending matters;

3. full transcripts of evidence depositions, with text in at least 11-point font, to be used at the hearing marked by each party to identify portions to be offered; and
4. a complete list of all potential witnesses specifying who will or may be called by each party.

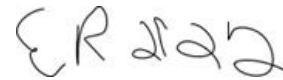
Interpreters. Parties are expected to provide their own interpreters for both trials and evidentiary hearings. If a party is indigent and cannot afford an interpreter, the party should call chambers at least *three (3)* days before the first scheduled trial date to request an interpreter.

Court Reporters. Court reporters are **required** for both trials and evidentiary hearings. Parties must provide their own court reporters.

Post-Trial. The Court may request proposed findings of fact and conclusions of law and trial briefs *with citations to the record*. There is no limit on the length of post-trial submissions. The parties shall jointly file a complete set of admitted trial exhibits and supply the Court with a courtesy copy thereof.

Please submit any and all questions to the law clerks via email or telephone.

Judge Eve M. Reilly
JAN 07 2025
Circuit Court-2122



Judge Eve Reilly