

## COUNTY DIVISION—CALENDAR 12 STANDING ORDER

**Judge Mary S. Trew**

**Courtroom 1707 Richard J. Daley Center**

[mary.trew@cookcountyil.gov](mailto:mary.trew@cookcountyil.gov)

Zoom Meeting ID: 958 9492 1843

Passcode: 226532

Dial in: (312) 626-6799

**Courtroom clerk:**

[cehendricks@cookcountycourt.com](mailto:cehendricks@cookcountycourt.com)

[countycrt1707orders@cookcountycourt.com](mailto:countycrt1707orders@cookcountycourt.com)

**Administrative Assistance and Questions:**

312 603-6194 [kelly.wright@cookcountyil.gov](mailto:kelly.wright@cookcountyil.gov)

312 603-2492 [gloria.contreras@cookcountyil.gov](mailto:gloria.contreras@cookcountyil.gov)

NOTE: COURTESY COPIES/ORDERS NO LONGER ACCEPTED VIA EMAIL

**Status Hearings/Motion Calls for all Real Estate Tax Cases, Election Cases, and Name Change Cases:**

Counsel and parties may choose to appear in person in courtroom 1707 or remotely, unless otherwise ordered by the Court consistent with Illinois Supreme Court Rule 45, and the General Administrative Order No. 2023-03. All notices and orders setting such hearings shall specify both the Courtroom location and Zoom ID and Password.

**Trials, Evidentiary Hearings and Oral Argument (In Person):** Trials, Evidentiary Hearings and Pre-Trial Settlement Conferences will be conducted “in person” in Courtroom 1707, consistent with General Administrative Order 2023-03. Parties may request by motion filed in advance to appear remotely. Orders setting such matters must designate whether the matter will be held in person or remotely. The parties are responsible for securing court reporters.

**Motions:** Motions shall be e-filed and notice of motion served on all parties who have filed appearances. Unless the motion has been briefed and is set for argument and /or ruling courtesy copies are not required.

If the motion is set for hearing/ruling then movant must provide courtesy copies to the court by drop off in mail box three days prior to hearing. All parties who have appeared must be copied on any emails to the Court.

**Draft Orders (following a court appearance):** Please provide proposed draft orders to the Court for entry following the appearance. Orders must be submitted to the court in person to the Calendar 12 clerk or mail slot outside of Room 1701. All parties must be copied on any email submissions.

**Agreed Orders:** The Court encourages the parties to reach agreements outside of court. If the parties have agreed to the entry of an Agreed Order, it may be submitted to the Calendar 12 mail slot outside Room 1701 or to the court following a court appearance

**Requests for Tax Deed:** Cover letter with copy to any required parties. Submission in person is required. Include transcript of prove up, proof of payment of taxes, any documents requested at the prove-up and proposed order for deed. Copies of all documents are permitted if attorney retains original.

**Continuances and Agreed Judgment Orders (without a court appearance):** After confirming with opposing counsel, pretrial orders, continuances, CMC orders for any COTO cases set by circuit court rule, and signed Agreed Judgment Orders with settlements must be dropped off in 1701 mailbox for Judge Trew.

\*Election Matters are received upon random assignment.

# **SCHEDULE     Calendar 12 Judge Trew Daley Center Courtroom 1707**

Zoom ID:     958 9492 1843     Passcode: 226532

**Monday**     9:30     Motions  
                  9:30     Tax Deed Prove-Ups  
                  11:30     Name Change Call

**Tuesday**     10:00     Tax Deed Prove-Ups  
                  11:30     Motions

**Wednesday**     8:45     Adoption Routine Motions  
                      9:30     Adoption Motion Status  
                      10:00     Adoption Initial Presentment  
                      10:30     Adoption Initial Presentment  
                      11:00     Mental Health CMC (Alternating Weeks)  
                      11:45     Adoption Initial Presentment  
                      12:00     Adoption Consent  
                      12:30     Adoption Consent  
                      1:30     Adoption Initial Presentment  
                      2:00     Adoption Initial Presentment  
                                  Emergency Judge (Alternating Weeks)

**Thursday**     9:30     Mental Health Hearings (Alternating Weeks)  
                  1:30     Mental Health Hearings (Alternating Weeks)

**Friday**     10:30     Name Changes  
                  11:00     Tax Objections

*After the Orders have been entered, attorneys should be able to retrieve them from the Odyssey system. Orders for Election cases and Name Changes may be emailed to the litigants.*

Effective January 22, 2025