

COUNTY DIVISION—CALENDAR 6--- STANDING ORDER

Judge Marcia O'Brien Conway

Courtroom 1707 Richard J. Daley Center, Chicago, IL 60602

marcia.obrienconway@cookcountyl.gov

Zoom Meeting ID: 923 0250 9713; Passcode: 709022. Dial in: 1-(312) 626-6799

Courtroom clerks: Sadari Howard; Cynthia Hendricks

(312) 603-4337; Countycrt1707orders@cookcountycourt.com

Administration:

312 603-6194 Kelly.wright@cookcountyl.gov

312 603-2492 Gloria.contreras@cookcountyl.gov

Statuses, Hearings, Motion Calls, Tax Deed Prove-ups, Forfeiture Proceedings, Election Cases, Name Changes and Misc. Remedy 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 General Administrative Order No. 2023-03. All notices and orders setting such matters shall specify both the Courtroom location and Zoom ID/ Passcode.

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. However, 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 (or in a hybrid manner). The parties are responsible for securing court reporters.

Motions/Briefs/Courtesy Copies. Motions and Briefs shall be e-filed and served on all parties of record. All motions/briefs, regardless of length, shall contain a table of contents for all exhibits made a part of such motion/brief and each exhibit shall be individually designated (*e.g.*, Exhibit 1; Group Exhibit 2, Exhibit A).

Hard courtesy copies are required for any filed motion/brief in excess of 10 pages (including exhibits), two business days prior to the presentment date. Further, hard courtesy copies of any motion/brief shall have not only a table of contents for exhibits with exhibits individually designated as set forth above, but also such designation shall appear on individual tabs, where the tabs shall extend beyond the pages of any motion/brief.

Next, a complete hard copy set of all briefs (regardless of length), in the format specified in the preceding paragraphs, shall be delivered to the Calendar 6 mail slot outside Room 1701 by the Moving Party no later than five (5) business days before the hearing on the motion (unless otherwise set forth in the scheduling order).

All parties who have appeared must be copied on any email-correspondence to the Court.

Summary Judgment Practice/Informal Conference Properly prepared motions for summary judgment require considerable Court and attorney time and client expense. Sometimes such motions are unnecessarily filed. A careful examination of the record prior to filing may reveal contested factual issues making the granting of the motion impossible. In many cases, it is helpful for the Court to hold an informal, off-the-record discussion (in chambers or on Zoom) with the lead attorneys of the parties to discuss whether the filing of a summary judgment motion is advisable given the state of the record. No written submissions should be made prior to the conference. The party who wishes to seek summary judgment should be prepared to point out the uncontested facts that support the relief being sought, and the opposing party should be prepared to speak to whether in fact those facts

are contested. This conference should be scheduled with the courtroom clerk before any substantive work is done preparing the motion. No party will ever be prevented from filing a dispositive motion, but the goal of the in-chambers conference is to have a careful, informed discussion of the issues before significant time and expense have been incurred. In some cases, the Court may determine that an informal conference would not be helpful. Parties, however, should always inquire with the Court prior to filing a summary judgment motion.

Draft Orders (following a court appearance). Please provide proposed draft orders to the Court for entry following the appearance. Orders may be submitted by email directly to the court or in person to the Calendar 6 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 6 mail slot outside Room 1701 or to the court following a court appearance.

Scheduling Tax Deed Prove-Ups; Requests for Tax Deed. Tax deed prove-ups are to be scheduled through the Courtroom clerk. As to a request for tax deed subsequent to prove-up, include cover letter with copy to any required parties, transcript of prove up, proof of payment of taxes, any documents requested at the prove-up and proposed order for deed. Please submit hard copies to the Court. Copies of all documents are permitted if attorney retains original.

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

SCHEDULE Calendar 6

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Monday 10:30 Motions
 10:30 Tax Deed Prove-Ups
 1:30 Civil Asset Forfeiture Case Management Call

Tuesday 10:30 Motions
 10:30 Tax Deed Prove-Ups
 10:30 Tax Objections
 1:30 Civil Asset Forfeiture Trials

Wednesday 9:00 Name Changes
 10:30 Motions

10:30 Tax Deed Prove-Ups

1:30 Matters Set by Judge

Thursday 9:00 Name Changes

11:00 Set Mental Health Case Management Call

1:30 Matters set by Judge

Friday Mental Health Trials

Effective March 6, 2025