

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
FOURTH MUNICIPAL DISTRICT

Rev. 04.02.25

STANDING ORDER

CIRCUIT JUDGE PATRICIA S. SPRATT

Courtroom 082
1500 Maybrook Drive
Maywood, Illinois 60153

Zoom ID 889 7720 5470
Password: 858040

Office of the Presiding Judge: 708.865.6060
Fourth District Clerk's office 708.865.5186

This order is effective April 2, 2025, and amends all prior Standing Orders for Courtroom 082.¹

A. COURTROOM 082 SCHEDULE

MONDAYS	
9:30 a.m.-12:00 p.m. Consumer Debt pre-judgment motion call (Motions to Expedite, 203.1 Motions for Alternative Service, Motions to Transfer Venue) <i>Courtesy copies due no later than end of business on Thursday preceding the Monday on call.</i> <u>ccc.d4rm082@cookcountyl.gov</u>	1:30-3:30 p.m. Consumer Debt Prove-ups <i>Courtesy copies due no later than end of business on Thursday preceding the Monday on call.</i> <u>ccc.d4rm082@cookcountyl.gov</u> <i>Orders to follow due no later than 24 hours after the court call.</i> <u>d4crt082orders@cookcountycourt.com</u>

¹Attorneys are advised to provide a copy of this Standing Order to the persons in their office responsible for assembling, preparing, and transmitting courtesy copies to the court. Failure to provide courtesy copies that meet the requirements stated herein will result in a motion being stricken.

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FRIDAYS	
9:30 a.m. – 12:00 p.m. Contested in person eviction trials. <i>Courtesy copies due no later than end of business on the Tuesday preceding the Friday on call.</i> <u>ccc.d4rm082@cookcountyl.gov</u> <i>Orders to follow due no later than 24 hours after the court call.</i> <u>d4crt082orders@cookcountycourt.com</u>	1:30. – 3:30 p.m. Eviction prove-ups via Zoom. <i>Courtesy copies due no later than end of business on the Tuesday preceding the Friday on call.</i> <u>ccc.d4rm082@cookcountyl.gov</u> <i>Orders to follow due no later than 24 hours after the court call.</i> <u>d4crt082orders@cookcountycourt.com</u>

B. PROVISIONS APPLICABLE TO ALL MATTERS IN COURTROOM 082

1. Each defendant served must have an Appearance on file with the Clerk of the Court or that Defendant shall be in default and will not be permitted to address the court on any motions, trials, or other court proceedings. All communications with the court should be by filed pleading, motion, brief or proposed orders, etc. Communications with the presiding judge's staff or the court clerk are allowed only on administrative, procedural, or scheduling matters. All communications with the court, court personnel, opposing counsel, parties or witnesses shall be presented in a civil and courteous manner.
2. E-filing pleadings, motions, affidavits, and case related documents with the Clerk's electronic filing procedure does not constitute submission of courtesy copies for the court.
3. An electronic courtesy copy of any motion, prove-up documents, or trial exhibits must be delivered to the court using the following email: **ccc.d4rm082@cookcountyl.gov**. **DO NOT SEND PAPER COURTESY COPIES TO THE COURT. USE ONLY THE COURTESY COPY EMAIL.**

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4. All “Orders to Follow” on cases heard remotely must be emailed to d4crt082orders@cookcountycourt.com no later than 24 hours after the date the case is on the call. Failure to submit the order as provided herein may result in the case being involuntarily dismissed for want of prosecution (“DWP”). Stamped copies of orders are returned to litigants automatically through Odyssey. This requires attorneys to properly enter their information in Odyssey, including their ARDC number as Odyssey utilizes the ARDC database. The clerk’s office does not email individual orders to each litigant. Orders should properly reflect what occurred in court. In those instances where the order is not accurate the court will modify the order based on the court’s half sheet. The “To follow” draft orders shall be emailed to the clerk no later than 24 hours after the case is on the call.
5. **Submitting an order in advance does not excuse your appearance on the call. Failure to appear after submitting an order may result in a DWP.**
6. Orders that may be entered “off call” include agreed settlement orders where all relevant parties have affixed signatures to the order and voluntary dismissal orders by plaintiff where there is no pending counterclaim, hearing, or trial date set and no dispositive motion has been filed.
7. **DO NOT SEND ORDERS TO THE COURTROOM 082 COURTESY COPY EMAIL. LIKEWISE, DO NOT SEND COURTESY COPIES TO THE ROOM 082 ORDERS EMAIL. Each of these emails is directed to a different court individual and may be disregarded if received in error.**

C. CONSUMER DEBT MATTERS

1. Monday morning court calls in Courtroom 082 shall be limited to 60 cases.
2. Each firm shall be limited to a maximum of 10 Motions to Expedite per week.
3. All motions to expedite the initial case management date shall be filed no earlier than 31 days after service of process is effectuated.
4. Defendants shall be given notice of the expedited court date with Zoom information and Early Resolution Program information via US Mail.
5. Proof of service via affidavit of process server and all notices shall be filed with the Clerk of Court via Odyssey prior to the court date.
6. Any cases that are heard on the expedited case management date at which a defendant appears shall be reset to the original ERP date generated at the time of filing.

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7. Courtesy copies of all 203.1 Motions for Alternative Service “shall be accompanied with an affidavit stating the nature and extent of the investigation made to determine the whereabouts of the defendant and the reasons why service is impractical... including a specific statement showing that a diligent inquiry as to the location of the individual defendant was made and reasonable efforts to make service have been unsuccessful.” (*See* 735 ILCS 5/2-203.1).
8. Courtesy copies of Motions to Transfer Venue to another district or county should include as exhibits all service attempts by the sheriff and/or private process server. The motion should also include as an exhibit all evidence that demonstrates the defendant currently resides in the district you are seeking to have the case transferred to, such as a TLO, USPS address report, vehicle registration or other investigative report. A proposed order should be provided. Transfer orders shall be signed by the judge transferring the case and by the Presiding Judge of the division or district, and shall be in substantially the following form:

The above entitled and numbered cause having been previously assigned to Judge _____ is hereby transferred to Judge _____, Presiding Judge of the _____ Division or District for the purpose of transferring the cause to the _____ Division or District.

Judge

IT IS HEREBY ORDERED that said cause be and the same is transferred to Judge _____, Presiding Judge of the _____ Division or District.

Presiding Judge

Division or District

Date: _____

9. Courtesy copies of all consumer debt cases set for prove-up shall be e-filed prior to the court date, with electronic courtesy copies delivered to

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ccc.d4rm082@cookcountvil.gov by the end of business on the Thursday prior to the Monday the case is on the call, and shall contain the following documents:

- a. Proof of Service Affidavit from the deputy sheriff or special process server for each defendant in default.
 - b. For each defendant in default, an Affidavit of Military Service within 6 months of the judgment date. *See* The Servicemembers' Civil Relief Act, 50 U.S.C. app sec. 501 *et seq.* (restricts default judgments and rental evictions against servicemembers and their dependents).
 - c. Complaint (if only seeking damages set forth on complaint) with Illinois Supreme Court Rule 280.2 Affidavit; AND/ OR, Affidavit of Damages setting forth the facts supporting damages thru date of judgment.
 - d. Proof of Notice - *See* Circuit Court Rule 2.1. On all motions for default judgment, all parties who have been served shall be given notice as provided in CCR 2.1, without regard to whether an appearance has been filed.
10. **The SUBJECT LINE on ALL emails to Courtroom 082's courtesy copy email address shall state the case number and the date and time the matter will be on the calendar, for example: 2025 M4 6789 May 2 @ 1:30.**

C. LANDLORD TENANT MATTERS

1. Default Motions and Prove-Up Requirements

On all motions for default judgment and prove-ups, the moving party must e-file the following documents and send courtesy copies to the court at ccc.d4rm082@cookcountvil.gov no later than end of business on the Tuesday preceding the Friday the case is on the call:

- a. Notice of Termination of Tenancy served upon tenant(s) with an affidavit of service thereof.
- b. Verified Complaint (if only seeking damages set forth on complaint),
OR
Prove-Up Affidavit setting forth the facts supporting damages and costs incurred thru date of possession and judgment and that Plaintiff has not accepted any payment of rent more than the amount set forth in the 5-day notice,
OR
Sworn testimony supporting damages and costs incurred thru date of possession and judgment, including testimony that plaintiff has not accepted

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any payment of rent more than the amount set forth in the 5-day notice. Presentation of testimony for default judgment and prove up matters is conducted via Zoom.

- c.** Proof of Service Affidavit from the deputy sheriff or special process server for each defendant in default. Constructive Service (5/9-107): Affidavit as set forth in statute and posting or publication affidavit from sheriff or publication service.
- d.** For each defendant in default, an Affidavit of Military Service within 6 months of judgment date. *See* The Servicemembers' Civil Relief Act, 50 U.S.C. app sec. 501 *et seq.* (restricts default judgments and rental evictions against servicemembers and their dependents).
- e.** Proof of Notice - *See* Circuit Court Rule 2.1
On all motions for default judgment, all parties who have been served shall be given notice as provided in CCR 2.1, without regard to whether an appearance has been filed.
- f.** Petition for Attorney's Fees – on applicable cases only (Commercial & Condo). Attorney's fees will only be permitted on residential evictions where the lease predates the effective date of the CCRLTO (enacted March 17, 2022).

2. The SUBJECT LINE on ALL emails to Courtroom 082's courtesy copy email address shall state the case number and the date and time the matter will be on the calendar, for example: 2025 M4 6789 May 2 @ 1:39

3. Non-Compliance Prove-Up Requirements

On motions for an eviction order of possession and / or money judgment based on noncompliance of a party on an agreed order, the plaintiff must submit either an affidavit in support of the required elements of proof for judgment or sworn testimony of a witness in support thereof for judgment to be entered. Attorneys may not seek an order of possession or money judgment based upon an attorney's oral representation to the court. Notice must be provided to each defendant unless the compliance court date was set forth in the agreed order.

4. Trials

Trials are conducted in person in Room 082 at the Maywood Courthouse unless otherwise authorized by court order. Trial dates are firm and will not be typically re-scheduled absent compelling circumstances. A request for a continuance for trial must be in writing and heard at least 5 business days preceding trial unless emergency circumstances are the basis for the requested continuance.

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5. Settlements

As a courtesy to the court and all parties, send an email to Judge Spratt's courtesy copy email, ccc.d4rm082@cookcountyil.gov, if any scheduled matter (i.e. prove-up or trial) has been resolved and no longer requires the hearing/trial date.

Dated: April 2, 2025
