

**CIRCUIT COURT OF COOK COUNTY, ILLINOIS
DOMESTIC RELATIONS DIVISION
CALENDAR 01, COURTROOM 1905
CHICAGO, IL 60602
(312) 603-6556**

Acting Presiding Judge Regina Scannicchio

STANDING ORDER: INCARCERATED LITIGANT CALL

The purpose of this Standing Order is to establish general rules and procedures intended to aid attorneys and litigants who are litigating cases pending on the Incarcerated Litigant Call (ILC) on this calendar pursuant to the Domestic Relations Division Administrative Order 2021 D 2. The Court, however, will consider exceptions to these procedures where special circumstances are demonstrated.

1. Structure of the Incarcerated Litigant Call:

- a. The ILC will start at 9:30 a.m. on the dates pre-scheduled by the Presiding Judge's Office pursuant to paragraph 2 below.
- b. The ILC will take place in Courtroom 1905 either in person or remotely as determined in advance by the Presiding Judge.
- c. The platform used to communicate with the Incarcerated Litigant will always be by using either a PolyCom system or Zoom.
- **Information for when the ILC is Heard via the PolyCom System:**
 - Attorneys and non-incarcerated self-represented litigants will appear in person in Courtroom 1905 or remotely by Zoom (as previously determined by the Presiding Judge) before the Presiding Judge at 9:30 am and are expected to remain until the case is heard.
 - Incarcerated Litigants will always appear remotely. On the day of the court proceeding, the litigant will remotely participate in the court proceeding by using the PolyCom System administered by the Illinois Department of Corrections.
- **Zoom Court Calls:**
 - Meeting ID: 933 6730 0847; Passcode: 362710 shall be used by attorneys and non-incarcerated litigants.
 - Incarcerated Litigants shall access Zoom through a SIP connection. The SIP ID is: 93367300847@zoomcrc.com.

2. Scheduling Cases on the Incarcerated Litigant Call:

- a. The Presiding Judge's Office and the Illinois Department of Corrections schedule dates for the Incarcerated Litigants in advance for the calendar year.

- b. Once a case has been transferred to the ILC pursuant to Administrative Order 2021 D 2, the attorneys and/or self-represented litigants shall schedule the case on the ILC by e-mailing drd.ilc@cookcountyil.gov and requesting either a motion or prove up date. The scheduler will notify the parties of the available dates and times. Once the date and time have been confirmed, the parties may file the pleadings or motions with the Clerk of the Circuit Court.
- c. At the time of scheduling, the court shall be provided with the name of the Incarcerated Litigant, the Illinois Department of Corrections Inmate Number, and the name of the facility. (Please include the flyer that is attached to this document).

3. Required Documents for Motion:

- a. Seven (7) days prior to the scheduled court date for the presentment of a motion, the movant's attorney or if self-represented the movant shall e-mail courtesy copies of the file stamped Notice of Motion and Motion to drd.ilc@cookcountyil.gov.

4. Required Documents for Prove Ups:

- a. Seven (7) days prior to the scheduled court date for a prove-up, the following documents shall be emailed to drd.ilc@cookcountyil.gov :
 - i. Order on Prove Up.
 - ii. Uniform Prove Up Sheet.
 - iii. Court Reporter Sheet.
 - iv. Judgment.
 - v. Allocation (if applicable).
 - vi. Parenting Plan (if applicable).
 - vii. Support Order (if applicable).

5. On the Day of the Appearance:

- a. An Official Court Reporter will be present for all scheduled prove-ups.
- b. If the case is up for a motion and a continuance date is required, the continuance date will be set for a future date on the incarcerated litigants call. The attorney will provide the date and time to the ILC scheduler at drd.ilc@cookcountyil.gov and will advise the scheduler whether or not the incarcerated individual is required to make an appearance. If the incarcerated individual will need to appear, you are to provide the scheduler with all of the information listed in paragraph 2(c) of this Standing Order.