

**STANDING ORDER**  
**Judge Scott D. McKenna - Courtroom 2101**  
**[scott.mckenna@cookcountyil.gov](mailto:scott.mckenna@cookcountyil.gov)**  
**Zoom Info: 717 221 8916 / 513208**

**I. Pre-Trial/Settlement Conferences**

- Once all parties are in agreement to go before Judge McKenna, the parties must obtain from Courtroom 2005 an Order transferring the case to Judge McKenna for pre-trial only. The parties can then schedule a date for pre-trial by emailing the Judge at [scott.mckenna@cookcountyil.gov](mailto:scott.mckenna@cookcountyil.gov), with all parties cc'd on the email, indicating the case information and time frame requested for the pre-trial. Judge McKenna will provide available dates and, once a date has been confirmed, the parties must send an Order to the Judge scheduling the Conference. Brief (no longer than 3 pages) Pre-Trial Memos are appreciated, although not required, by emailing to the Judge at any time before the day of the Conference.

**II. Post-Trial Motions**

- After being filed in Odyssey, any such motions may be emailed to Judge McKenna, who will consult with counsel on a resolution to the motion. All motions/briefs filed are restricted to no longer than 15 pages, absent prior leave of Court.

**III. Petitions to Approve Settlement**

- For cases which were assigned to Judge McKenna for trial - but in which all or some portion of a case involving minors, disabled persons or survival/wrongful death claims has settled - said Petition and proposed Order shall be presented to the Court by emailing it to the Judge. If a Petition requires clarification, or must be set for a hearing on dependency or other issues, the Court will notify the parties.
- Petitions shall include: (1) an itemized list of costs; (2) a description of all lien claims, even if the lien does not attach to the proceeds; and (3) appropriate language where further probate proceedings are required, a sample of which is:

IT IS THEREFORE ORDERED that the settlement is approved, provided that the settlement amount approved herein shall be paid only to a Guardian appointed by the Probate Division or Circuit Court where the minor or disabled person resides, and this Order shall be effective only after entry in the appropriate Probate Division of an Order approving the bond or other security required to administer the settlement and distribution provided for in this Order.