

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
COUNTY DEPARTMENT, LAW DIVISION  
MOTIONS SECTION**

**STANDING ORDER**

**CALENDAR C**

**Richard J. Daley Center, Courtroom 2203**

**Calendar C Email: [Law.calCcc@cookcountyil.gov](mailto:Law.calCcc@cookcountyil.gov)**

**(312) 603-5500**

**Zoom Meeting ID: 922 9776 9842**

**Passcode: 184 216**

**<https://circuitcourtofcookcounty.zoom.us/j/92297769842?pwd=SnA2NjAxR3F2aTFBaUQ5b01vYVRvdz09>**

This Standing Order applies to all matters pending on Calendar C. This Standing Order should be read to be consistent with all Administrative Orders issued by the Chief Judge and the Presiding Judge of the Law Division.

**Schedule. (Effective prospectively May 6, 2024—Previously scheduled matters will be heard as noticed and/or ordered.)**

Monday	Tuesday	Wednesday	Thursday	Friday
9:30 Initial CMC 10:15 Emergency Motions 10:30 Motions 11:00 Set Hearings	9:30 Interim CMC 10:15 Emergency Motions 10:30 Focused CMC/Trial Cert 11:00 Set Hearings	9:30 Interim CMC 10:15 Emergency Motions 10:30 Motions 11:00 Set Hearings	9:30 Initial CMC 10:15 Emergency Motions 10:30 Motions 11:00 Set Hearings	10:15 Emergency Motions 10:30 Focused CMC/Trial Cert 11:00 Set Hearings/Pretrials
2:00 Set Hearings	2:00 Set Hearings	2:00 Set Hearings	2:00 Set Hearings	1:00 Pre-Trials

**Court Appearances (Generally).** Calendar C will hear all matters in person in Courtroom 2203. Counsel are generally expected to appear in person for all hearings. Contact the Court via [law.calccc@cookcountyil.gov](mailto:law.calccc@cookcountyil.gov) if a party wishes to appear remotely. Regardless of the purpose the Court appearance, Counsel should be prepared to provide the Court with the last order entered and the CMO.

**Initial Case Management (Monday and Thursday at 9:30).** A Rule 218 Case Management Order will be entered in every case at initial case management conference or once the parties are at issue. The parties must use one of the prescribed form orders—Category 1 or 2. The dates utilized on the order must be calculated based upon the filing date of the complaint. Any substantial deviation from the prescribed dates in the draft order presented to the Court must be expressly identified for the Court. Plaintiff’s counsel must be prepared to provide the Court with a detailed description of the special damages at the Initial Case Management Conference.

**Interim Case Management (Tuesday and Wednesday at 9:30).** Counsel with knowledge of the case shall appear and be prepared to report of the status of discovery and compliance with the CMO. Any amendments to the CMO should specifically reference the overdue task that needs to be completed--e.g., “Dr. Smith’s deposition to be taken on May 5.”

**Motions (Mondays, Wednesdays and Thursdays at 10:30):** Motions shall be e-filed and spindled on the motion call using Odyssey. Motions may also be “piggy-backed” on a previously set case management date. Timely notice of motion must be served on all parties who have filed appearances. Courtesy copies of all motions should be delivered to the Court in the basket outside of Courtroom 2203 three court days in advance of presentment. Counsel should be prepared at presentment to address the Court’s questions regarding motions. Briefing schedules will not be given in all motions. If the respondent seeks discovery before responding to the motion, an affidavit pursuant to Illinois Supreme Court Rule 191(b) will be required.

**Emergency Motions (Daily at 10:15).** Emergency Motions with a proposed order must be submitted via email (with notice to all parties) to Calendar C email account by 9:00 a.m. to be heard at 10:15 that same day. (If the motion, with exhibits, exceeds 15 pages, a hard copy must be delivered to Courtroom 2203 by 9:00 a.m.). The Motion must set forth in detail the grounds for hearing the motion on an emergency basis. The Court may, in its discretion, determine that the matter is not an emergency and direct the movant to re-set the motion on the regular motion call or some other date. See Section 3.5(A) of General Administrative Order 20-9 for the definition of an emergency.

**Agreed and Routine Motions.** Routine Motions may be noticed and submitted at 8:45AM Monday-Friday to the court clerk or to the basket outside Courtroom 2203. Absent receipt of an objection, orders will be entered off call without appearance. See Section 3.6(B) of the General Administrative Order 20-9 of the Circuit Court of Cook County for a listing of “Routine Motions.” Parties may submit Agreed Motions (with accompanying draft orders marked “Agreed”) at any time by emailing [law.calccc@cookcountyil.gov](mailto:law.calccc@cookcountyil.gov) and notating in the email it is agreed an Agreed Motion. Matters appropriate for such agreed orders may include motions for entry of HIPPA orders and dismissals pursuant to settlement. Any orders dismissing matters pursuant to settlement must include a statement disclosing whether or not voluntary mediation was utilized in reaching settlement.

**Clerk’s Status.** If briefing is ordered on a motion, a “clerk’s status” will be set at which counsel must appear with a complete set of courtesy copies. In some cases, Clerk’s statuses may be set with the Court’s Law Clerk at which a hearing/ruling date is set without a formal appearance before the Court.

**Hearings.** Oral argument will not be granted on all contested motions. The Court generally will not entertain oral argument on motions to transfer pursuant to Illinois Supreme Court Rule 187. At presentment, the parties should advise the court whether oral argument is requested. If requested, a hearing will be set at Clerk’s Status. If the Court determines that it will issue a ruling without hearing, the Court will notify the parties in advance of the hearing date. In most cases, however, the Court will issue an oral ruling at the close of the hearing. The parties are responsible for securing a court reporter.

**Briefs.** All briefs shall conform to the following page limitations: Opening and Response Briefs shall be no more than fifteen (15) double-spaced pages and Replies shall be no more than ten (10) double-spaced pages. Motions to file a brief in excess of these limitations must be filed in advance of the filing deadline. Courtesy copies of exhibits (if more than 20 pages) should be provided separately in a single packet with a table of contents and tabs. Documents relied upon on motions for summary judgment and involuntary dismissal pursuant to Section 2-619, must be attached to an affidavit in compliance with Illinois Supreme Court Rule 191(a).

**Petitions to Approve Settlement.** Petitions to settle cases involving minors, disabled persons and survival and wrongful death claims should be presented to the Court by dropping off an unfiled draft petition. Once the Court approves the petition, counsel may file the petition and set the matter on the motion call, if no date has been previously set. See Local Rules 6.4 and 6.5 and the “Final Procedures Concerning Disposition of Minors’ and Disabled Persons’ Personal Injury Cases, Survival Actions, and Wrongful Death Cases with Sample Petitions and Orders,” issued March 2023.

**Remote Appearances.** Counsel and parties participating by zoom are reminded that a remote court appearance should be treated with the same respect and dignity as an “in person” court appearance. Counsel and parties are encouraged to participate from a quiet, private location with adequate lighting. Counsel and parties are expected to wear appropriate attire for remote court appearances.

**Pretrial Settlement Conferences.** May be scheduled in open Court or by email to the Calendar C email account.

**Court Reporters.** The parties are responsible for securing court reporters.

Effective May 6, 2024