

**JUDGE CARRIE E. HAMILTON  
GENERAL STANDING ORDER**

Markham Courthouse, Room 208  
Circuit Court of Cook County, Sixth Municipal District  
16501 Kedzie Parkway  
Markham, IL. 60428  
Courtroom Email: [d6crt208orders@cookcountycourt.com](mailto:d6crt208orders@cookcountycourt.com)

Courtroom Clerk: April Manuel  
Email: [d6crt208orders@cookcountycourt.com](mailto:d6crt208orders@cookcountycourt.com)

Zoom Meeting ID No. 940-4468-5993 Password 057404

**I. DAILY COURT CALL**

**A. Appearances**

- a. All cases may be heard either via Zoom or in-person, unless the Court specifically orders one or the other.
- b. Individuals without access to a computer with a camera or cell phone with a camera may access Zoom from the Zoom Room in the Lower Level at the Markham Courthouse.

**B. Daily Schedule**

- a. The Court hears eviction matters on Tuesdays and Thursdays at 1 p.m. All motions on eviction cases must be set for a Tuesday or Thursday at 1 p.m.
- b. The Court hears eviction trials **IN PERSON** on Tuesdays and Thursday at 1:30 p.m. All parties must have an appearance on file in order to participate in a trial.
- c. All other matters are heard Monday-Friday at 10 a.m., unless otherwise ordered by the Court. Parties may not schedule matters for any other time without prior permission of court.
- d. Parties are expected to have communicated prior to the Court call. If this has not occurred, parties should request to be put in a breakout room over Zoom. Parties may not have conversations during the Court's call.

**C. Orders**

- a. All proposed orders are to be submitted 48-hours before the call via email to [d6crt208orders@cookcountycourt.com](mailto:d6crt208orders@cookcountycourt.com). If you are submitting orders in advance that have future dates please

confirm the date with Courtroom Clerk. Orders submitted following the appearance should properly reflect what occurred in Court.

- b. All other orders must be submitted via email immediately after the court appearance and must include all parties and/or attorneys in the matter. The Court will not enter orders sent after 3 p.m. of the date on which the case was heard.
- c. Stamped copies of orders will be available on Odyssey. The Clerk's office does not email individual orders to each litigant.

#### **D. Self-represented Litigants**

- a. Extensive information regarding available services often accompanies the complaint with which you were served. Please thoroughly review all material.
- b. Free legal assistance can often be found as follows:
  - i. Legal Aid Chicago at [www.legalaidchicago.org](http://www.legalaidchicago.org)
  - ii. Chicago Legal Clinic at [www.clclaw.org](http://www.clclaw.org) or (312) 726-2938
  - iii. Cook County Legal at [cookcountylegalaid.org](http://cookcountylegalaid.org) or (855) 956-5763
  - iv. IL Court Help at [ilcourthelp.gov](http://ilcourthelp.gov) or (833) 411-1121
- c. Illinois Statewide Forms for filing in your case can be found at [www.ilcourts.info/forms](http://www.ilcourts.info/forms)
- d. Self-represented litigants must comply with the relevant Illinois Code of Civil Procedure, Illinois Supreme Court Rules and the Circuit Court of Cook County Rules. These rules can be found at:  
[www.ilga.gov](http://www.ilga.gov) and [www.state.il.us/court/SupremeCourtRules](http://www.state.il.us/court/SupremeCourtRules)

#### **E. Communications**

- a. All communications with the Court other than the submission of orders as set forth above, should be by filing of pleadings, motions, briefs, etc. The opposing party and/or attorney must be included on all communications with the Court.
- b. If your case is not on the Court's docket, please do not appear on Zoom to ask questions about your case.
- c. If, for some reason, you are having trouble scheduling a motion through the Clerk's office, you may email the Courtroom Clerk directly to inquire about scheduling.

## **F. Civility and Decorum**

### **RECORDING ZOOM COURT PROCEEDINGS IS STRICTLY FORBIDDEN, INCLUDING ANY PHOTOGRAPHS OF THE ZOOM SCREEN.**

- a. A party or lawyer shall treat the Court, opposing counsel, parties, or witnesses in a civil and courteous manner, not only on Zoom but also in all written and oral communications. Zealous advocacy is an attorney's professional obligation, but incivility of any kind will not be tolerated by this Court, particularly if directed at the Judge's Courtroom Clerk or Deputy Sheriff.
- b. All parties must abide by Chief Judge Timothy Evans' standing order on Zoom proceedings. Violations of that order may result in a party losing his/her right to appear over Zoom. General Zoom instructions and admonishments may be also found on the Cook County Court's website ([www.cookcountycourt.org](http://www.cookcountycourt.org)).

## **G. Proof of Service of Pleadings & Motions**

- a. All pleadings/motions shall be served in compliance with the Illinois Supreme Court Rules. All motions must be filed with the Clerk of the Circuit Court. The Court will not generally entertain oral motions, nor will the Courtroom Clerk file motions.
- b. All attorneys are Officers of the Court bound by the Rules of Professional Conduct as enforced by the Illinois Attorney Disciplinary Commission.
- c. When presenting Motions for Default Judgments, the attorney is making a representation to the Court that service has been made upon the defendant, that the defendant was given notice of the Court proceeding that day (Proof of Notice - See Circuit Court Rule 2.1), and that the appropriate affidavit(s) have been filed.
- d. Motions must be personally served, emailed, or faxed if appropriate, no later than 4:00pm on the second preceding court day, or mailed no later than the fifth preceding court day. See Illinois Supreme Court Rule 11 (b) (4); Cook County Circuit Court Rule 2.1(c) (i).

- e. On all motions, the moving party must present proof that they have served the motion on the opposing party as set forth in Circuit Court Rule 2.1, or in compliance with section 5/1-109 of the Illinois Rules of Civil Procedure or the Illinois Supreme Court Rules.

#### **H. Agreed Orders**

- a. Agreed Orders are strongly encouraged to resolve a case or set a briefing schedule. Agreed orders and stipulations may be emailed to the Courtroom Clerk prior to the call.
- b. The Court will generally allow 28 days to respond to a motion and 14 days to reply, unless it is agreed that the Court should rule upon the motion upon presentment.
- c. Any case that has been settled or otherwise resolved between the parties does not require a court appearance. Either party may submit via email an agreed order to be entered and filed provided that it has been signed by the parties.
- d. All agreed orders must be emailed to the Courtroom Clerk with the case title and number in the re: line. If the matter has been set for trial and has been resolved, please note that in the body of the email itself and strike all future dates in the order.

## **II. MOTIONS AND STATUS CALLS**

### **DO NOT SUBMIT PAPER COURTESY COPIES OF ANYTHING**

#### **A. Regular Motions**

- a. Do not submit courtesy copies of routine motions.
- b. Failure to appear for a motion that has been filed will result in the motion being denied or stricken without further notice.
- c. If the parties reach an agreement on any motion prior to the hearing date, please immediately contact the Courtroom Clerk to avoid the Court spending time preparing for the hearing.

#### **B. Non-Routine Motions**

- a. Copies of all non-routine motions are to be provided to the Court via email 5 days prior to the date of presentment.

### **C. Briefs & Artificial Intelligence**

- a. The preferred format for all briefs, excluding exhibits, is double spaced, 13-point font (Times New Roman or Century Schoolbook) with standard 1-inch margins.
- b. Motions and response briefs are strictly limited to 15 pages. Reply briefs should be no longer than 8 pages, unless leave of Court to exceed 8 pages is granted.
- c. Any brief prepared with the assistance of AI shall state on page 1 thereof: "Created by or with the assistance of AI." There is an ethical obligation not to submit "hallucination" case citations to this Court.

### **D. Emergency Motions – VERY RARE**

**ONLY THE COURT WILL DETERMINE WHETHER THE MATTER IS AN EMERGENCY AND, IF SO, WILL PROVIDE A DATE VIA E-MAIL FOR THE MOTION TO BE HEARD ON AN EMERGENCY BASIS.**

- a. Emergency motions are very rare. The motion must be about a true emergency, or it will be stricken.
- b. An emergency is some unforeseen circumstance that could lead to irreparable damage if relief is not procured prior to the time a party could be heard on the regular motion call. The Cook County Circuit Court Rules generally indicate in sum (they vary in different Divisions, e.g., Rule 2.2, 13.4(a)(ii)(b), and 22.7(B)) as follows:  
*Generally, facts identifying the nature of the sudden or unforeseen circumstances which give rise to the emergency and the reason why the matter should take precedence shall be stated with particularity in an affidavit or verification in support of the emergency motion.*
- c. You must file your motion with the Clerk and immediately contact the Courtroom Clerk via email if you believe that you have an emergency.
- d. A courtesy copy of the filed motion marked, "EMERGENCY MOTION" and all supporting documents or exhibits must be delivered to the Courtroom Clerk via e-mail at least 24-hours before the party desires to be heard. The opposing party (and attorney, if applicable) shall be included on the email.

#### **E. Motions to Vacate Orders for Possession (Eviction Orders)**

- a. Motions to vacate an order for possession must be filed within 30 days of the date of entry of the order.
- b. All motions to vacate an order of possession must be emailed to the Courtroom Clerk and include the opposing party (and attorney, if applicable). The email must include the case name and number.
- c. Parties are allowed to file a motion to advance a motion to vacate an order of possession and the Court may, on its own, advance a motion to vacate. Any such motion must be emailed to the Courtroom Clerk and include the opposing party (and attorney, if applicable). The email must include the case name and number.

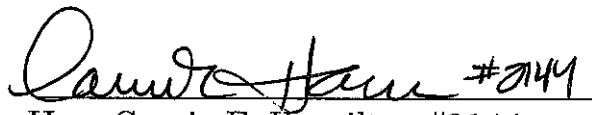
### **III. TRIALS**

- a. Trials are set by the Court. Trial dates are firm and will not be re-scheduled absent compelling circumstances. Any request for a continuance for trial must be in writing and supported by a detailed, compelling affidavit and heard as soon as possible or at least five (5) business days preceding trial, unless exigent circumstances arise.
- b. Obtaining new counsel on the eve of trial is generally viewed as a delay tactic and will not serve as a valid basis to continue the trial.
- c. Substituting attorneys must be prepared to proceed on the date scheduled for trial.
- d. Parties must provide their own court reporter if they wish to have one.
- e. Parties shall notify the Court if they need an interpreter or special accommodations.
- f. The Court has a separate standing order for all jury trials, which must be followed. If the standing order is not followed, a party's jury demand may be deemed waived.
- g. All trials are conducted in person unless prior approval is granted by the court.
- h. All parties must have an appearance on file to participate in a trial.

#### IV. PRE-TRIAL SETTLEMENT CONFERENCES

- a. The Court conducts pre-trial settlement conferences at the request of parties. These conferences typically occur over Zoom on Monday, Wednesday or Friday at 11:00 a.m. or 1 p.m.
- b. The Court requires all attorneys and parties to be present for the pre-trial settlement conference.
- c. The Court requires that a demand and offer be made prior to the pre-trial settlement conference.
- d. The parties must submit and exchange pre-trial memos setting forth a brief nature of the case, the stipulated and contested issues, the status of settlement negotiations and any other information any party believes would educate the judge or facilitate a compromise. This memo should be delivered to the Court via e-mail at least three (3) days before the settlement conference.
- e. Participation in a pre-trial settlement conference with the trial judge may constitute a waiver of a party's right to a substitution of judge for cause as permitted by 735 ILCS 5/2-1001(a)(3). The parties waive their right to request a substitution of judge for cause based upon there being *ex-parte* communications during said conference. See Ill. Sup. Ct. R. 2.9(A)(4). See also, e.g., Ill. R. Cir. Ct. Cook. Co., R 13.4(j)(iv) & 17.4.

This Order is effective April 7, 2025. The Clerk of the Circuit Court of Cook County shall spread this Order of record in all cases in Courtroom 208, Sixth Municipal District Markham.



Hon. Carrie E. Hamilton #2144  
Circuit Court of Cook County