

**STANDING ORDER**  
**CALENDAR 01 - - - PROBATE DIVISION**  
**MINOR'S ESTATES**  
**EFFECTIVE OCTOBER 1, 2024**

Judge Daniel R. Degnan  
Email: daniel.degnan@cookcountyil.gov  
Probate Division - Calendar 1  
50 W. Washington St. #1813  
Daley Center  
Chicago, IL 60602

**Zoom Instructions**  
**Zoom ID: 943-1309-9144**  
**Zoom Password: 598-671**  
**Zoom Link: [Click Here](#)**

**Effective October 1, 2024, unless otherwise ordered all matters may be heard via Zoom or in courtroom 1813 at the following times.**

9:00 a.m.	Presentation of Vouchers
10:00 a.m.	Petitions to Appoint; Petitions to Settle; Accounts; Other Set Matters
2:00 p.m.	Set Matters

**COURTESY COPIES**

Parties shall present courtesy copies no later than 10:00 a.m. two court days prior to the date set for presentation. Late submissions may cause delay in hearing the matter.

Parties may email courtesy copies directly to daniel.degnan@cookcountyil.gov, except that courtesy copies exceeding 25 pages must be delivered via hard copy to the address above.

The subject line in the email shall include the following: case name, case number, and date scheduled for presentment.

All courtesy copies, including petitions, exhibits, notices, proposed orders, and bonds shall be emailed as separate attachments in a single email. Each proposed order, bond or any other document requiring the Court's signature, shall be submitted in PDF format. Do not submit all documents in a single attachment. All proposed orders shall contain a valid email address of a person who can receive and distribute the stamped order.

Courtesy copies for the following shall include:

**1. Petition for Guardianship:**

- a. Filed Petition and Exhibit A to the Petition consistent with 755 ILCS 5/11-8(a);
- b. Filed Notice to those listed on Exhibit A or a signed and notarized waiver and consent;
- c. Notarized surety bond with the name and physical address of the agent for the surety printed on the face of the bond;

- d. The nominated guardian should be present at the time of presentment in order to be qualified per 755 ILCS 5/11-3(a);
- e. In lieu of item (d) a filed notarized affidavit of the nominated guardian may be accepted;
- f. If the proposed guardian of the estate is not a natural or adoptive parent;
  - i. Minor's birth certificate;
  - ii. Death certificates for parents listed on birth certificate, if applicable; and
  - iii. Criminal and DCFS background checks are required for the proposed guardian and any adults living in the proposed guardian's home. The forms and instruction for both are available at:  
*<https://www.cookcountycourt.org/judge/degnan-daniel-r>*

## **2. Petition to Approve Settlement:**

- a. Please see Local Rule 12.15;
- b. If the settlement has been approved by another division of the Circuit Court of Cook County or another court, include a copy of the order approving settlement;
- c. If the proposed settlement has **not** been approved by another division of the Circuit Court of Cook County or another court, include the following:
  - i. Filed report signed by the attorney containing the following:
    - 1. A description of the injuries and resulting damages;
    - 2. A statement by counsel that the proposed settlement is just and proper and why;
    - 3. If the settlement is for insurance policy limits or pursuant to uninsured motorist coverage, confirmation that an asset search has been completed and the results thereof;
  - ii. Accident reports, if applicable;
  - iii. Medical records sufficient to ascertain the nature and extent of the injuries (i.e. discharge records or records of physical therapy). **Medical records should be provided for in camera review. Do not file medical records;**
  - iv. If the minor is receiving medical treatment at the time the Petition to Approve Settlement is filed, a letter from the treating physician stating the nature of the treatment and the minor's prognosis; and
  - v. If the settlement is for insurance policy limits or is pursuant to an uninsured motorist policy provision, include a copy of the declarations page from the insurance carrier.

## **3. Vouchers and Proof of Restricted Account:**

- a. A copy of the Order approving settlement;
- b. Filed vouchers and proof of restricted account with all but the last 4 digits of account numbers redacted;
- c. Proof of restricted account must include the balance in the account and the requisite restricted language from the institution attesting that the account is restricted;
- d. Vouchers must demonstrate that each payee has received the court-approved disbursement and not merely that the funds have been disbursed;

- e. Photocopies of the front and back of cancelled checks are adequate proof of payment, as are receipts from payees or signed communications from payees indicating payment has been received.

**4. Petition for Guardian of the Estate Fees:**

- a. The Guardian's fee schedule; and
- b. A report showing month-end balance of assets under management and the applicable rate applied for that month. The report shall include the monthly fee as well as the total fee for guardian services.

**5. Petition to List Real Estate:**

- a. Current value of the estate;
- b. Current residence of the ward;
- c. Current condition of the real estate including whether it is occupied;
- d. Appraisal or Comparative Market Analysis;
- e. Broker agreement indicating that the fee shall not exceed 5%; and
- f. Most recent approved Inventory and/or Accounting.

**6. Petition to Sell Real Estate:**

- a. Court Order authorizing the listing;
- b. Bond for proceeds of sale; and
- c. Sale contract.

**7. Petition to Purchase Real Estate:**

- a. Court Order authorizing the search;
- b. Purchase contract;
- c. Most recent Inventory or Accounting;
- d. Appraisal or Comparative Market Analysis;
- e. Wasting Projection; and
- f. All relevant inspection reports.

**EMERGENCY MOTIONS**

All requests for an emergency hearing shall be sent directly to the court via email no later than 10:00 a.m. on the day preceding the requested presentment date. The request must include "Request for Emergency Hearing" in the subject line of the email and include the appropriate courtesy copies. The motion must include a factual basis stating the nature of the emergency. Do not include the factual basis and/or arguments within the body of the email.

Upon receipt and review of the request for emergency hearing the Court will respond with a confirmation email scheduling the date and time for presentment of the motion.

**AGREED OR UNCONTESTED MATTERS & REQUESTS FOR CONTINUANCE**

Within the discretion of the Court, agreed or uncontested matters and continuances may be disposed of in advance of the scheduled court date and the appearance of some or all of the parties

may be excused. When these matters can be disposed of prior to their scheduled court date, **the Court will notify Movant/Petitioner that no court appearance is necessary.** Movant/Petitioner shall notify all parties scheduled to appear that the order was approved and appearance on the scheduled date is excused.

**You are required to appear unless specifically excused.**

October 1, 2024

Date

*Daniel R. Degnan*

Judge Daniel R. Degnan