

# **AMENDED STANDING ORDER**

*EFFECTIVE: December 1, 2024*

Honorable DANIEL TIERNAN, Associate Judge  
Probate Division - Calendar 7 – Decedent Estates  
Daley Center, 50 West Washington Street - Room 1803  
Chicago, IL 60602  
312-603-7546 – office number  
312-603-6721 – fax number

10:00 a.m.	Agreed Orders; Scheduling Orders; Motions
10:15 a.m.	Application for Letters and Proof of Heirship; Opening & Closing of Decedent Estates
11:00 a.m.	Petitions to Settle Cause of Action; Presentation of Vouchers; Set Matters
11:30 a.m.	Set Matters
2:00 p.m.	Set Matters

## **CHECK IN PROCEDURES WITH CLERK**

Please check in with the court clerk when you arrive in order to have your matter called. When checking in, please present the clerk with the last order or motion setting the date along with all other relevant paperwork. Please ensure all the documents presented are independently stapled and in chronological order.

Be advised there are no longer clerk files in the courtroom. **Attorneys must provide paper copies of all relevant documents to the Court on the date of hearing.**

## **COURTESY COPIES**

**E-mail will not be accepted for courtesy copies.**

Paper courtesy copies for openings, closings and settlements may be tendered in open court at the hearing along with proposed orders **or** provided prior to the hearing if hand delivered or mailed (not e-mail) to the Courtroom at the address listed above so that the court receives the paper copies at least 2 court days prior to the hearing date unless otherwise provided by a court ordered briefing

schedule. The Court encourages attorneys to provide courtesy copies prior to hearing for openings involving complicated heirship, closings with many heirs or legatees, all settlements, and all motions/petitions/claims for presentment.

If paper courtesy copies are provided pursuant to this order on time and are deemed sufficient by the court, the Court may sign the proposed orders and send the attorney for the movant an email indicating their appearance is waived.

## **AGREED ORDERS AND SCHEDULING ORDERS**

For estates appearing on the call, parties may ask the Court to **consider** entering agreed orders for continuances on uncontested matters via e-mail, regular mail or courier. Requests shall be provided at least 2 court days prior to the court date. All proposed agreed orders **shall** include a copy of the Court's previous order and a copy of an e-filed status report. **The Court will not accept "agreed" orders changing a hearing date on motions or trials.** If emailed prior to the scheduled court date, the proposed order shall be sent directly to the court at [daniel.tiernan2@cookcountyl.gov](mailto:daniel.tiernan2@cookcountyl.gov)

**Even if a request is made, you are required to appear pursuant to the last order, unless you receive an entered order prior to the scheduled hearing or are otherwise instructed by the Court that your appearance is waived.**

## **MOTIONS OF COURSE**

Motions for initial presentment shall be heard in person at 10:00 A.M. daily. In the event that the motion is a contested matter that will require a briefing schedule, moving counsel need only supply a courtesy copy of the motion (without supporting memorandum) in advance of the initial presentment date. Motions concerning discovery issues shall be accompanied by a copy of the most recent discovery or case management order entered in the case. Such motions must also contain a **factual** statement as to the efforts undertaken by counsel pursuant to Supreme Court Rule 201(k). Failure of moving counsel to include the Rule 201(k) factual statement constitutes grounds for striking the motion. For any order regarding claims, please ensure the CLASS and the AMOUNT of the claim are included on the order.

## **OPENING & CLOSINGS**

Opening & Closing of Decedent Estates, Application for Letters and Proof of Heirship, shall be heard in person at 10:15 a.m. daily. **If heirship is extensive, a courtesy copy is required along with a copy of the Will if applicable.** Notice to all parties must be given in accordance with the Illinois Supreme Court Rules, Circuit Court Rules and the Probate Act. Please also ensure for



openings that the date of death is included on the order appointing and for closings that any future date is stricken on the order of discharge.

Attorneys for the estate shall provide all relevant documentation required by the Probate Act in efiled paper form. For openings, these documents shall include but are not limited to the original petition, affidavit of heirship, copy of the will, proof of notice, proposed orders and bond. For closings, these documents shall include but are not limited to the original petition, order declaring heirship, copy of the will, proof of publication, proof of notice, receipts, vouchers, final report, and a proposed order of discharge. Failure to provide these documents may result in your case being continued.

## **PETITIONS TO SETTLE CAUSE OF ACTION**

These petitions shall be heard in person at 11:00 A.M. daily. Courtesy copies shall be tendered in the same manner as previously outlined in this order.

## **EMERGENCY MOTIONS**

Emergency motions will be heard as add-ons in person on the 11:00 a.m. call. A hard copy of the motion marked "EMERGENCY MOTION", which shall include a factual basis stating the nature of the emergency and all supporting documents in hard copy paper form, must be delivered to the courtroom by hand or mail (not e-mail) no later than 10:00 A.M. on the court day preceding presentment. Counsel should be aware that true emergencies are rare and that if, upon initial presentment in court it is determined that the matter presented is not a true emergency, counsel may be directed to place the matter on the Court's regular motion call. If the emergency is in regards to a testate opening, please indicate so in your petition so that the clerk will have sufficient time to make the original will available in court.

## **SET CALL**

The Set Call consists of contested matters and Final Pretrial Conferences. Contested matters set by the Court shall be heard in person beginning at 11:30 a.m. Please note that there is a fifteen (15) page [standard margins, double-spaced, size 14 font] limit on all supporting and response briefs. There is a ten (10) page [standard margins, double-spaced, size 14 font] limit on all reply briefs. Motions for leave to file oversize briefs are strongly discouraged. ***No filing should be e-mailed or faxed to chambers.*** On the status date following completion of briefing, a hearing date will be set. No hearing dates will be set unless the Court has been provided with paper courtesy copies of all relevant pleadings. The moving party must present a complete set of paper courtesy copies.

## **COURT REPORTERS**

Counsels should be aware that there are no official court reporters assigned to Probate Division Decedent Estate courtrooms. Any party desiring a transcript of proceedings of any matter heard on Calendar 7 is responsible for providing a private court reporter, who shall appear in person.

## **EMAIL**

Emails with proposed agreed orders or proposed continuances sent prior to court hearing shall be sent to [daniel.tiernan2@cookcountyil.gov](mailto:daniel.tiernan2@cookcountyil.gov). No other documents should be sent to this email. After court, proposed orders shall be sent to [Probatecert1803orders@cookcountycourt.com](mailto:Probatecert1803orders@cookcountycourt.com)

**The court shall not otherwise communicate with attorneys or litigants via email.**