

Standing Order

(Effective November 2024)

Judge Aicha MacCarthy
Probate Division - Calendar 10 (Adult Guardianship)
50 W. Washington St. - Room 1810 – Daley Center
Chicago, IL 60602
Telephone (312)603-5943
Fax (312)603-6721
Aicha.MacCarthy@cookcountyil.gov
Zoom Link: [Click Here](#)

Conducting of Hearings (In-Person, Remote or Hybrid)

Pursuant to Chief Judge Timothy Evans General Administrative Order and Probate Presiding Judge Daniel Malone’s Amended General Administrative Order Concerning Resumption of In-Person Court Operations, **Calendar 10** will operate as follows:

10am court call – Newly filed motions and uncontested post adjudication status hearings will be conducted **remotely via Zoom OR In Person**.

11am court call – All pre-adjudication of guardianship matters and emergency hearings will be **remotely via Zoom OR In Person**.

2pm court call – All Matters involving litigation, evidentiary and protracted hearings will all be **In Person unless otherwise specified on the court order**.

Any request to deviate from this format must be requested via written motion with a valid basis required. All orders setting or continuing a hearing MUST contain language indicating how the hearing will be held. The hearing will be conducted as designated above unless an order is entered to the contrary.

Courtesy Copies and Court Orders

With the exception of reports issued by a Guardian ad Litem on a Petition for Temporary Guardian or unless otherwise ordered by the Court, ***courtesy copies of all submissions to the court must be received by the court no later than 4:30 p.m. three court days (not actual days such as weekends and holidays) prior to the date set for presentation.*** Late submissions may cause delay in hearing the matter and may be considered when fee petitions are presented. The Court will accept emailed copies of annual reports and oath and bonds. No filing in excess of **25 pages** will be accepted by emailed but instead must be delivered to chambers.

ALL proposed court orders are to be emailed directly to the Court at the email listed above, not the courtroom email.

E-Filing

In order for the court to consider the timely appointment of a GAL, a courtesy copy of a Petition for Appointment of a Temporary Guardian or Plenary Guardian that is e-filed must be provided to the court upon filing.

Annual Accounting

Courtesy copies of current and final accounts must include:

1. Current or final account;
2. Previous year account or inventory if First Account is being presented;
3. Most current bond; and
4. Fee schedule of the guardian or trustee, if any.

Emergency Motions

All matters requesting to be heard on an emergency basis will be heard as add-ons on the 11:00 a.m. call. Upon request and the availability of the court, emergency matters may be heard as otherwise scheduled. **Parties requesting the emergency hearing shall provide a courtesy copy of the emergency motion, including a factual basis stating the nature of the emergency and all supporting documents via email. The Court will then respond as soon as possible with the scheduled date.**

Witness Lists and Exhibits

For all matters set for trial or hearing on the 2:00 p.m. call, a witness list and exhibits must be tendered to all parties, the GAL and the Court 1 week prior to the commencement of the trial or those witnesses and exhibits will be excluded from trial.