

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
COUNTY DEPARTMENT, CHANCERY DIVISION  
MORTGAGE FORECLOSURE/MECHANICS LIEN SECTION  
STANDING ORDER**

**CALENDAR 52 - COURTROOM 1502  
JUDGE ANTHONY C. KYRIAKOPOULOS**

LAW CLERK: RAINE ODOM (312) 603-3497  
CHAMBER TELEPHONE: (312) 603-1980

**COURT EMAIL:** [CCC.MFMLCALENDAR52@COOKCOUNTYIL.GOV](mailto:CCC.MFMLCALENDAR52@COOKCOUNTYIL.GOV)

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This Standing Order supersedes all prior Standing Orders regarding pending cases assigned to Calendar 52 in Room 1502 of the Richard J. Daley Center, Chicago. All prior Standing Orders of this Calendar are hereby vacated. This Standing Order serves as a supplement to the General Standing Orders of the Mortgage Foreclosure/Mechanic's Lien Section. Parties should obtain a copy of the General Orders of the Mortgage Foreclosure/Mechanics Lien Section, which address matters not covered in this supplemental standing order.

**A. APPEARANCE REQUIRED.**

Except for a petition to intervene, no motion, including emergency motions, may be presented unless the movant has filed an Appearance with the Clerk of the Court in Room 802. *See* Ill. Sup. Ct. R., 13(c)(1); Ill. R. Cir. Ct. Cook Co., R 1.4(a).

**B. FULL CAPTION REQUIRED.**

All notices of motion, motions, and orders submitted for the Court's review must include a full caption containing the names of all parties, the case number, and the calendar number.

**C. SCHEDULING – PIGGY-BACKING MOTIONS AND AGREED ORDERS.**

- All motions, excluding Emergency Motions, must be spindled and filed with the Clerk's office in room 802 or via Odyssey E-filing at <https://illinois.tylerhost.net/OfsWeb/>.
- Motion Call is on Tuesdays, Wednesdays, and Thursdays at 10:00 a.m.
- Status Call is on Tuesdays, Wednesdays, and Thursdays at 10:15 a.m.
- Case Management Call is on Tuesdays, Wednesdays, and Thursdays at 10:30 a.m.
- Hearings on contested motions are on Tuesdays, Wednesdays, and Thursdays at 11:00 a.m.
- The Court may also schedule hearings on contested matters at other times when necessary.
- Piggy-backed motions are allowed **only** with leave of Court.
- **Parties may not unilaterally schedule Zoom appearances for motions or hearings when picking a court date on Odyssey.**
- The Court may, in its discretion, enter agreed orders off-call.

## **D. DAILY CALL: CASE MANAGEMENT / STATUS.**

### **1. Initial Case Managements.\***

If your case has been set for an initial case management conference, **your case will not be heard on that date either remotely or in person**. Instead, parties are required to **file and submit** either: (a) a joint written status report agreed upon by all of the parties, or (b) each party may submit its own status report. The status reports shall be sent to the Calendar 52 email address, [ccc.mfmlcalendar52@cookcountyil.gov](mailto:ccc.mfmlcalendar52@cookcountyil.gov), at least **seven (7) days** prior to the court date with the case caption and case number in the email's subject line. The report should include any pertinent information about the case, such as a general status of the case, the status of discovery, an estimate of when that discovery will be completed, and any motions that are pending before the Court. The report shall also include proposed dates for further status.

The Court will issue a written order and the Clerk of the Circuit Court of Cook County will distribute an electronic Courtesy copy of the order to all counsel of record and any self-represented litigants ("pro se") at their email addresses on file with the Clerk of the Circuit Court. **If parties do not receive a copy of the order, they are instructed to contact the Clerk of the Circuit Court of Cook County.**

### **2. Statuses.\***

All statuses shall be conducted **in-person**, unless otherwise instructed by court order.

**\* However, the Court reserves the right to ask parties to appear via Zoom or in-person based on the status of the case.\***

## **E. MOTIONS.**

**NOTE: WHEN PARTIES FILE MOTIONS WITH THE CLERK'S OFFICE,  
THE COURT IS NOT NOTIFIED OF SUCH.  
IT IS THE PARTIES RESPONSIBILITY TO SEND THE COURT PHYSICAL AND  
DIGITAL COURTESY COPIES OF THE MOTIONS FILED.**

**THE FOLLOWING MOTIONS MUST BE PRESENTED IN-PERSON IN  
COURTROOM 1502 OF THE DALEY CENTER:**

- **Motions to Compel**
- **Motions for Sanctions**
- **Motions to Strike**
- **Motions for Default**
- **Motions to Dismiss**
- **Motions for Summary Judgment**
- **Motions to Reconsider**

- **Motions for Fees**
- **Motions for Judgment on the Pleadings**
- **Motions to Disqualify**
- **Motions to Vacate and/or Quash**

Presentment of all motions, *excluding* emergency motions, must be filed with the Clerk of the Circuit Court and spindled on the Court's motion call. **Parties shall NOT piggy-back motions without prior leave of the Court.** Physical courtesy copies of all motions must be sent to Courtroom 1502. Digital courtesy copies of all motions must be sent to the Calendar 52 email address, [ccc.mfmlcalendar52@cookcountyil.gov](mailto:ccc.mfmlcalendar52@cookcountyil.gov), with the case caption and case number in the email's subject line. All courtesy copies must be sent at least **seven (7) days** prior to the presentment date. Failure to provide courtesy copies in the manner requested may result in the Court not calling the matter, refusing to hear the motion, or striking the motion.

### **1. Emergency Motions.**

Emergency motions must involve some circumstance, which could lead to irreparable damage to a party if relief is not obtained before the party can be heard on the regular motion call. *See Nagel v. Gerald Dennen & Co.*, 272 Ill. App. 3d 516, 519-20, 650 N.E.2d 547, 550 (1st Dist. 1995), defining emergencies.

Movant must have an appearance on file before presenting their emergency. Movant must contact the Judge's law clerk **either by telephone, e-mail or in-person** to obtain a date to hear the emergency motion, or else the motion will not be heard. If the motion is placed on the Court's call as an emergency, the moving party must then file the motion **with the Clerk of the Circuit Court** (Odyssey E-filing at <https://illinois.tylerhost.net/OfsWeb/>) and a file stamped copy must be **sent via email ([ccc.mfmlcalendar52@cookcountyil.gov](mailto:ccc.mfmlcalendar52@cookcountyil.gov)) or in-person to the Court staff in courtroom 1502**. Further, a notice of motion, listing the presentment time and date, and the motion itself must be sent to the opposing attorney/party the day before presentment by means reasonably calculated to reach the opposing side in time for him/her to attend the scheduled time, such as **e-mail** or hand-delivery.

### **2. Motions for Special Process Server or Alternative Service.**

Ex-parte Motions for Special Process Server and Alternate Service should be e-filed with the appropriate supporting documentation, a court date chosen on Odyssey, and file stamped copies with a proposed order sent to the Court's email at [ccc.mfmlcalendar52@cookcountyil.gov](mailto:ccc.mfmlcalendar52@cookcountyil.gov).<sup>1</sup>

### **3. Motions for Default.**

Motions for Default must be accompanied by an e-filed Affidavit of Service. Prove-up documents of damages must be provided to the Court for a default to be entered.

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<sup>1</sup> The party asking for relief may contact the Judge's law clerk or administrative assistant to request that this matter be heard off-call.

#### **4. Motions to Withdraw.**

Motions to Withdraw should be e-filed with the appropriate supporting documentation, a court date chosen on Odyssey, and file stamped copies sent to the Court's email, [ccc.mfmlcalendar52@cookcountyil.gov](mailto:ccc.mfmlcalendar52@cookcountyil.gov), with a proposed order and all applicable proof of service and confirmation of service (i.e., signature green card from the USPS).

#### **5. Contested Motions.**

Page limits for briefs shall be strictly adhered to. Briefs in support of and in response to a motion shall not exceed fifteen (15) pages. Reply briefs shall not exceed eight (8) pages.

The Court, at its discretion, will allow the parties to proceed to oral argument on their motion.

The Court must receive physical and digital courtesy copies seven (7) days prior to the date of presentment and/or hearing date.

#### **6. Motions to Consolidate.**

Motions to Consolidate must be e-filed, noticed-up, and heard by the **Presiding Judge** of the Chancery Division for consideration.

### **F. HEARINGS.**

All hearings shall be conducted **in-person**, unless otherwise instructed by court order.

### **G. COURTESY COPY REQUIREMENT.**

**The moving party** must provide physical and digital copies of all motions and/or briefs to the Court **seven (7) days prior to presentation of the motion or the hearing of the motion** for the Court's review. Failure to provide courtesy copies in the manner requested may result in the Court not calling the matter, refusing to hear the motion, or striking the motion.

The Court requires **hard copies** to be delivered to Courtroom 1502. **Digital copies** must be sent to the Court's email: [ccc.mfmlcalendar52@cookcountyil.gov](mailto:ccc.mfmlcalendar52@cookcountyil.gov).

### **H. OBTAINING COURT ORDERS.**

The Clerk of the Circuit Court of Cook County sends the entered court orders out to the respective parties via the email provided when an appearance is filed. In the event the parties do not receive an email from the Clerk of the Circuit Court of Cook County with their order attached, they may obtain the order by registering with the Clerk of the Circuit Court of Cook County at: <http://cccportal.cookcountyclerkofcourt.org/CCCPortal>.

**Self-Represented ("Pro Se") Litigants:** Copies of court orders can be obtained by sending an email to: [ChanceryDivservices@cookcountycourt.com](mailto:ChanceryDivservices@cookcountycourt.com), calling (312) 603-5133 or visiting the Chancery Division at the Daley Center, 50 W. Washington St., Room 802, Chicago, IL 60602.

**I. COURTESY CALL TO CHAMBERS WHEN A FULLY BRIEFED MOTION WILL NOT BE HEARD.**

As a courtesy to the Court, please contact the Judge's law clerk or his secretary, if any scheduled fully briefed matter has been resolved and will not be heard.

**J. SELF-REPRESENTED ("PRO SE") LITIGANTS.**

A party who participates in the case without an attorney must comply with established rules of court procedure, including the rules on how to prepare pleadings found in the Illinois Code of Civil Procedure and Illinois Supreme Court rules in the same manner as required of licensed attorneys.

These rules are on the internet at [www.ilga.gov](http://www.ilga.gov) and [www.state.il.us/Court/SupremeCourt/Rules](http://www.state.il.us/Court/SupremeCourt/Rules) and are available in book form in the Cook County Law Library on the 29th floor of the Daley Center. The Chancery Division Help Desk in room CL 18 of the Daley Center also provides advice to self-represented parties. Note that a "pro se" litigant classification provides no special legal status.

**K. RECUSALS.**

Pursuant to Supreme Court Rule 63 (c) (1) (d), Judge Anthony C. Kyriakopoulos recuses himself from all cases and matters in which any of the following entities is a party:

- BMO Harris Bank NA;
- Harris Bank NA;
- BMO;
- Harris Trust and Savings Bank; or
- Any other related entities.

**L. ADDITIONAL REQUIREMENTS FOR MOTIONS FOR ORDER APPROVING SALE WHERE PLAINTIFF IS SEEKING A PERSONAL DEFICIENCY AND THE DEFENDANT HAS NOT FILED AN APPEARANCE:**

- Proof of service on the defendant of whom the deficiency is being sought;
- Copy of the Complaint;
- Copy of the Judgment of Foreclosure Order;
- BPO / Recent Appraisal.

**M. COURT REPORTERS.**

Parties are responsible for court reporting services.

**N. PRE-TRIAL / SETTLEMENT CONFERENCES.**

At the parties' request, the Court will engage in a pre-trial/settlement conference. Pre-trial/settlement conferences are conducted **in-person**. Clients with authority to settle and who have knowledge of the case must be present in-person with their attorneys.

## **O. ZOOM.**

The Court, in its discretion, may order parties to appear via Zoom for status updates. Contested hearings, pre-trial/settlement conferences, and trials shall be conducted in-person, unless otherwise instructed by court order.

**Parties must indicate the case number followed by their full name when signing into the meeting: e.g. 21CH1234: *John Doe*.**

## **P. ADDITIONAL INFORMATION.**

Administrative Orders provide additional guidance with respect to other issues that may arise.

Dismissal Orders may be sent to the Calendar 52 email address and handled at any time.

Counsel for all parties of record or any pro se litigants **must** be carbon copied (“CC’d”) on any email or communication to the Court.

If the parties miss a status report or fail to appear for status on three (3) consecutive court dates, their case **may be dismissed for want of prosecution at the discretion of the Court.**