

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
MUNICIPAL DEPARTMENT, FIRST DISTRICT**

**STANDING ORDER – COURTROOM PROCEDURES  
EARLY RESOLUTION PROGRAM (ERP) - EVICTION**

The provisions of this Standing Order apply to courtrooms 1302 and 1308 in the First Municipal District hearing Early Resolution Program (ERP) Eviction cases. These provisions are in addition to requirements imposed generally under Illinois law as well as by General Administrative Orders entered by the Chief Judge, and the Presiding Judge of the First Municipal District. Courtroom Procedures may be amended regularly by the Presiding Judge or Supervising Judge to meet the needs of the court, staff, attorneys, or litigants.

**CALL SCHEDULES**

|                                               | COURTROOM 1302                                                                                                                                                                                                                             |               | COURTROOM 1308                                                                                 |               |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------|---------------|
| EMAIL                                         | <a href="mailto:ccc.FirstMuniCR1302@cookcountyil.gov">ccc.FirstMuniCR1302@cookcountyil.gov</a>                                                                                                                                             |               | <a href="mailto:ccc.FirstMuniCR1308@cookcountyil.gov">ccc.FirstMuniCR1308@cookcountyil.gov</a> |               |
| ZOOM INFORMATION                              | Meeting ID                                                                                                                                                                                                                                 | 922 8830 9469 | Meeting ID                                                                                     | 922 9098 9545 |
|                                               | Passcode                                                                                                                                                                                                                                   | 480525        | Passcode                                                                                       | 499080        |
|                                               | Dial-In                                                                                                                                                                                                                                    | 312-626-6799  | Dial-In                                                                                        | 312-626-6799  |
|                                               | <a href="#">Connect Quick Link 1302 Zoom</a>                                                                                                                                                                                               |               | <a href="#">Connect Quick Link 1308 Zoom</a>                                                   |               |
| 8:30 AM<br>Mon-Friday                         | <ul style="list-style-type: none"><li>• Routine Motions;</li><li>• Paper call (See Section I(C)(1))</li><li>• No Court Appearance Required</li></ul>                                                                                       |               |                                                                                                |               |
| 9:00 AM<br>10:00 AM<br>11:00 AM<br>Mon-Friday | <ul style="list-style-type: none"><li>• Set call times pursuant to GAO 2025-08</li><li>• Top of each hour: ERP Returns, compliance, matters from previous court dates</li><li>• Prove-ups called at 9:45am, 10:45am, and 11:45am</li></ul> |               |                                                                                                |               |
| 2:00 PM<br>Mon-Thursday                       | Non-Routine Motion Call                                                                                                                                                                                                                    |               |                                                                                                |               |
| Emergency<br>Motions                          | Scheduled by Leave of Court                                                                                                                                                                                                                |               |                                                                                                |               |

**COOK COUNTY LEGAL AID FOR HOUSING & DEBT (CCLAHD)**

The Early Resolution Program (ERP) is a program within the umbrella of the Cook County Legal Aid for Housing & Debt (CCLAHD). Free legal assistance is available to unrepresented tenants and unrepresented landlords. Legal assistance outside of court may be obtained by calling 1-855-956-5763 or by going to [www.cookcountylegalaid.org](http://www.cookcountylegalaid.org). Any case referred to ERP during a court proceeding will be connected with legal aid at that time.

**REMOTE PROCEEDINGS**

ERP court calls are conducted on Zoom in courtrooms 1302 and 1308, which are equipped for hybrid proceedings. Litigants may appear in person, in their assigned courtrooms, in order to receive ERP legal

assistance. Litigants should appear on Zoom either through a personal device or by visiting the Zoom Room in CL-16. Zoom information and all General Administrative Orders are available on the Court's website at <http://www.cookcountycourt.org/>.

## **COURT CALL PROCEDURES**

All motions, notices of motions, and pleadings must comply with the Illinois Code of Civil Procedure. Certificates of service may indicate service by United States mail or other allowable service under the Illinois Code of Civil Procedure the day after filing with the Clerk's office if the pleading, motion, or other documents were filed at the end of the day and the firm is unable to mail the documents prior to 3:00 P.M. on the day of filing.

### **I. SCHEDULING CASES FOR AN ERP EVICTION CALL**

With the exception of emergency and routine motions (addressed below), all pleadings, motions, notices, and other documents must be electronically filed and scheduled for presentment with the Clerk of the Circuit Court, unless the filer qualifies for e-filing exemption.

#### **A. Automatic Dates.**

Residential eviction cases are scheduled for an automatic first case management date 30-days after the date of filing. Cases will be assigned to Courtroom 1302 and Courtroom 1308 at either 9:00AM, 10:00AM, or 11:00AM.

A failure of Plaintiff to appear at any case management date or submit an order for the case may result in entry of an order dismissing the case for want of prosecution.

#### **B. Continuance Dates.** Continuance dates are scheduled by the court and will adhere to the following schedule. Attorneys who may have a conflict may address the judge but are encouraged to find coverage so as not to disrupt the continuance schedule:

*(See next page for continuance chart)*

*Continuance Schedule*

| <b>Type</b>                               | <b>Description/Parameters</b>                                                                                                                                                                                                                                                                                                      | <b>Continuance</b>                                                                                                                               |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Service Affidavit Missing from the Docket | <ul style="list-style-type: none"> <li>Plaintiff present in Court;</li> <li>Plaintiff indicates they submitted an Affidavit of Service for the complaint and summons to the Clerk's Office at least 48 hours prior to the court call; and</li> <li>The service affidavit is not appearing on the Clerk's docket system.</li> </ul> | 7 days                                                                                                                                           |
| Alias Summons/Posting                     | Cases with a Routine Motion for continuance for Alias Summons or Posting                                                                                                                                                                                                                                                           | 28 days<br>Called at top of the hour                                                                                                             |
| ERP Referral 1                            | <ul style="list-style-type: none"> <li>First time up;</li> <li>Service affidavit on file; and</li> <li>Plaintiff and defendant are both present</li> </ul>                                                                                                                                                                         | 28 days<br>ERP Referral                                                                                                                          |
| ERP Referral 2                            | <ul style="list-style-type: none"> <li>Second time up (for prove-up); and</li> <li>Defendant did not appear on first court date but has appeared at second court date.</li> </ul>                                                                                                                                                  | 14 days<br>ERP Referral                                                                                                                          |
| ERP Referral 3 (ERP Return)               | <ul style="list-style-type: none"> <li>Second time up after 4- or 2-week ERP referral; and</li> <li>Parties request additional time to finalize an agreement.</li> </ul>                                                                                                                                                           | 7 days or by court discretion                                                                                                                    |
| Prove-Up                                  | <ul style="list-style-type: none"> <li>First time up;</li> <li>Service affidavit on file;</li> <li>Plaintiff present in court; and</li> <li>Defendant did not appear</li> </ul>                                                                                                                                                    | 14 days<br>Called at the bottom of each hour (9:45am, 10:45am, 11:45am)                                                                          |
| Compliance                                | <ul style="list-style-type: none"> <li>Case already referred to ERP;</li> <li>Parties have an agreement; and</li> <li>The case needs a date for compliance with the agreement terms.</li> </ul>                                                                                                                                    | 7 days or court discretion<br>Called at top of the hour                                                                                          |
| Mediation                                 | <ul style="list-style-type: none"> <li>Case referred to ERP;</li> <li>Parties have a mediation scheduled.</li> </ul>                                                                                                                                                                                                               | 21-28 days, court discretion                                                                                                                     |
| Jury Trial                                | <ul style="list-style-type: none"> <li>Cases that have a jury demand on file; and</li> <li>The case has already been referred to ERP.</li> </ul>                                                                                                                                                                                   | 7 days<br><i>ERP Eviction Jury Transfer Order (First District) CCM0074</i><br>9:30am, Courtroom 1307                                             |
| Non-Jury Trial                            | <ul style="list-style-type: none"> <li>Cases referred to ERP;</li> <li>No agreement; and</li> <li>No jury demand previously filed.</li> </ul>                                                                                                                                                                                      | 21 days<br><i>ERP Eviction Combined Order (First District) CCM0068</i><br>9:30am in courtrooms 1402, 1404, 1406, 1408, as assigned in the order. |

### **C. Motions.**

#### **1. Routine Motions.**

- (a) Routine Motions include:
  - (i) Motions for Alias Summons;
  - (ii) Motions for a Special Process Server
  - (iii) Motions to vacate a Dismissal for Want of Prosecution (DWP) Order, if filed within 30 days;
  - (iv) Motion to vacate a default order if filed within 30 days of default
- (b) Presentation of Routine Motions:
  - (i) Scheduling. Routine Motions are scheduled for the 8:30AM paper call.
  - (ii) Courtesy Copies. Courtesy copies of the written motion, notice of motion, and proposed order must be emailed to the court at least two (2) business days before the court call and sent to the email for the courtroom:  
ccc.FirstMuniCR1302@cookcountyil.gov or  
ccc.FirstMuniCR1308@cookcountyil.gov.
  - (iii) Proper notice. Notice of routine motions to the other party must comply with Circuit Court of Cook County Local Rule 2.1 and the Illinois Code of Civil Procedure.
  - (iv) No appearance in court is required for a routine motion.

#### **2. Non-Routine Motions.** All non-routine motions should be scheduled through the Clerk of the Court e-filing system for 2:00PM, Monday through Thursday in the courtroom where the case is assigned. Courtesy copies of the motion, notice of motion, and any proposed order must be sent to the email for the courtroom: ccc.FirstMuniCR1302@cookcountyil.gov or ccc.FirstMuniCR1308@cookcountyil.gov at least two (2) business days prior to the scheduled presentation hearing.

#### **3. Emergency Motions.** Emergency motions can only be scheduled by court staff or the judge presiding over the matter. ***Attorneys and litigants may not select their own date for presentment.***

- (a) *Emergency Defined.* For purposes of the ERP Eviction Courtrooms, an “emergency” is defined as:
  - (i) A matter involving an illegal lockout;
  - (ii) A matter involving imminent or ongoing activity that poses a serious threat the property or bodily harm to any landlord or tenant(s), including tenants residing in the building or property; or
  - (iii) Other such relevant matters approved by the court for emergency scheduling (e.g., an emergency motion to stay an eviction based on lack of jurisdiction).
- (b) *Scheduling.* To schedule a presentment date for an emergency motion, movants must email the courtroom where the case is assigned (either:

ccc.FirstMuniCR1302@cookcountyil.gov or  
ccc.FirstMuniCR1308@cookcountyil.gov) and include copies of a notice of motion  
(with a blank for the date and time) along with a file stamped copy of the motion.

**Upon receiving a motion presentment date and time from the court, movant must: (1)** e-file the notice of motion with the Clerk of the Court; **(2)** email courtesy copies of the motion (file-stamped if possible) and notice to the court no later than 3:30PM of the court day prior to presentment; **and (3)** serve all parties with file-stamped copies of notice, motion, and all attachments and any other documents relied upon no later than 4:00PM on the court day prior to presentment of the motion.

- D. Call Cut-Off.** No cases will be allowed to be added to call less than 48-hours prior to the court call without leave of court. All motions and hearings must be scheduled a minimum of 48-hours in advance. The Clerk of the Court is directed to not schedule any cases on a call less than 48-hours before the call.

## **II. COURTESY COPIES AND ORDER SUBMISSION**

- A. Orders.** There shall be one order for each individual case. Attorneys are not allowed to submit a single order with multiple case numbers on it.

1. *Inclusion of Line Number, Call Time, Room Number, and Judge:* Any order submitted to the court must contain in the upper right-hand corner the following information:
  - Courtroom Number
  - Call Date
  - Call Time
  - Judge's Name
  - Line Number
2. *Proposed Orders.*
  - (a) *Routine Motions.* At least two (2) business days before the order will be entered by the Court, a draft order will be emailed to the email for the courtroom at:  
ccc.FirstMuniCR1302@cookcountyil.gov or  
ccc.FirstMuniCR1308@cookcountyil.gov.
  - (b) *Agreements or Settlements.* Proposed orders for agreements or settlements worked out among the parties shall be emailed to the email for the courtroom,  
ccc.FirstMuniCR1302@cookcountyil.gov or  
ccc.FirstMuniCR1308@cookcountyil.gov, by 3:00PM one (1) business day before the court call. Any proposed order settling a case must contain the language required by and comply with General Administrative Order 2025-08.
3. *ERP Referral Orders.* ERP case managers will prepare ERP Referral orders.

4. *Orders Sent in after a Hearing.* Any case which is heard during any ERP call and which requires an attorney to submit an order after the hearing must comply with the following guidelines:
- (a) Deadline.
    - For the morning call, orders must be emailed to the email for the courtroom, [ccc.FirstMuniCR1302@cookcountyil.gov](mailto:ccc.FirstMuniCR1302@cookcountyil.gov) or [ccc.FirstMuniCR1308@cookcountyil.gov](mailto:ccc.FirstMuniCR1308@cookcountyil.gov), no later than 3:00PM the day of the hearing
    - For the afternoon call, orders must be emailed to the email for the courtroom, [ccc.FirstMuniCR1302@cookcountyil.gov](mailto:ccc.FirstMuniCR1302@cookcountyil.gov) or [ccc.FirstMuniCR1308@cookcountyil.gov](mailto:ccc.FirstMuniCR1308@cookcountyil.gov) no later than 4:00PM the day of the hearing.
  - (b) Failure to Send in An Order in Timely Manner. If an email is not received with the order from the hearing by the deadlines stated above, the case will be dismissed for want of prosecution (DWP).
  - (c) Format: Emailed orders after a hearing shall include the call time, judge, courtroom, and line number in the upper right corner and have the following format for the subject line:

***Single Order Submission:***

Call Date YYYY-MM-DD Time; Case Number; PROPOSED ORDER [type] or COURTESY COPY [type] or ORDER AFTER HEARING  
e.g.: Subject: 2026-08-13 9:00AM; 20261123456; ORDER AFTER HEARING

***Multiple Order Submission by Firm/Entity***

Firms and entities with multiple orders to submit may submit a single email with the orders from the hour of the court call. Submission of multiple orders in one email must comply as follows:

- Subject line format: YYYY-MM-DD Time [FIRM OR ENTITY NAME]  
Orders  
e.g.: Subject: 2026-08-13 9:00AM MAIN FIRM LAW Orders
- Include in the body of the email a list containing the line number, case number, and case name - in order by line number; and
- Either: a single PDF of the orders placed in order by line number or multiple PDFs with the line number and case number in the file name

**B. Courtesy Copies.**

1. *Format.* All courtesy copies shall be submitted electronically in a PDF format. PDF files containing multiple documents must be tabbed within the PDF.
2. *Email Format.* All courtesy copies, including proposed orders shall be sent to the email for the courtroom, [ccc.FirstMuniCR1302@cookcountyil.gov](mailto:ccc.FirstMuniCR1302@cookcountyil.gov) or [ccc.FirstMuniCR1308@cookcountyil.gov](mailto:ccc.FirstMuniCR1308@cookcountyil.gov), and have the following subject line format:

Call Date YYYY-MM-DD Time; Case Number; PROPOSED ORDER [type] or COURTESY COPY [type] or ORDER AFTER HEARING

For example, the subject line for a case with a proposed settlement order would look like this:

Subject: 2026-08-13 9:00AM; 20261123456; PROPOSED ORDER [Settlement Agreement]

Subject: 2026-08-13 9:00AM; 20261123456; COURTESY COPY [Notice & Motion for Alias]

Subject: 2026-08-13 9:00AM; 20261123456; ORDER AFTER HEARING

### III. **SERVICE REQUIREMENTS**

#### A. **Affidavit of Service for the Complaint and Summons.**

##### 1. ***Docket Requirement.***

- (a) **On the Docket 48-hours Before Court Hearing.** If a case is scheduled on the call, and service for the complaint and summons has been effected by the plaintiff, the affidavit of service must be on file with the Clerk of the Court 48 hours prior to the scheduled court hearing.
  - (b) It is the responsibility of the plaintiff or plaintiff's attorney to submit the affidavit to the Clerk's Office in a timely manner to ensure it is uploaded to the docket. It is also the plaintiff's responsibility to follow-up with the Clerk's Office if they have submitted the affidavit and it has not been uploaded as the court date nears.
  - (c) Self-Represented Plaintiffs may be directed by the judge or court staff to Cook County Legal Aid for Housing and Debt (CCLAHD) 1-855-956-5763 [www.cookcountylegalaid.org](http://www.cookcountylegalaid.org) for assistance with proper service and re-noticing the case.
2. ***Continuances:*** Cases where an affidavit of service is not on file, and the plaintiff is requesting an alias summons or posting will be continued for seven (7) days for the filing of the affidavit of service.

#### B. **Proof of Service of Court Date/Notice of Motion.**

1. ***Compliance.*** All hearing dates must be noticed in compliance with the Illinois Code of Civil Procedure, General Administrative Order 2025-08, and these courtroom procedures.
2. ***Mandatory Language.*** All Notices of motions, hearings, or rescheduling of cases, including cases rescheduled for shall contain the following language in bold, prominent language:

**This is a court hearing for an eviction proceeding. Free legal aid is available in court through the Early Resolution Program (ERP). You may also receive free legal assistance outside of court through Cook County Legal Aid for Housing and Debt (CCLAHD) at 1-855-956-5763 or at [www.cookcountylegalaid.org](http://www.cookcountylegalaid.org).**

#### **IV. IN-COURT PROCEDURES**

##### **A. Morning Calls**

1. ***Pre-Court.*** Attorneys and litigants may join the video proceedings as early as 8:15AM to speak with a CCLAHD Coordinator about any issue or item they may have on the call including but not limited to:
  - (a) Advising the court of the need to be in multiple courtrooms;
  - (b) Routine Motions/ASTI that were not placed on the routine motion call or some issue related to the motion; and
  - (c) Identifying if your case has an agreed order, dismissal, or settlement agreement;
2. ***Check-in.*** Attorneys may check in with a CCLAHD Coordinator before or during the call if they need assistance. Attorneys should chat personnel from CCLAHD (Office of the Chief Judge (OCJ)) directly and they will assist through chat or in a breakout room.
3. ***Triage.*** Calls will function in a manner similar to this structure for each hour at 9:00AM, 10:00AM, and 11:00AM:
  - (a) Compliance and ERP Returns: Called at the top of the hour.
  - (b) Triage. Cases will be called and identified based on needs of the case. Settlements and dismissals will be addressed immediately while prove-ups will be held to ensure that all parties have had enough time to appear and unmute for the prove-up.
  - (c) Any cases that had not been addressed.
  - (d) Prove-ups: Prove-ups will be scheduled at 9:45am, 10:45am, and 11:45am.

The call triage may be subject to change to meet the needs of the court and litigants.

##### **B. Afternoon Motion Calls (Non-Routine Motions).**

1. ***Call Schedule.*** Afternoon motions are scheduled for 2:00PM in Courtroom 1302 and 1308 and are held either in-person or on Zoom.
2. ***Filing and Presentation.*** Motions (non-emergency) must be filed and scheduled with the Clerk of the Circuit Court of Cook County. Motions filed for the 2:00PM call should comply with the requirements set forth in Section I(C)(2).
3. ***Courtesy Copies.*** Courtesy copies of the Notice of Motion, Motion, and any proposed order must be emailed to the court at least two (2) business days before the hearing date of the motion. Motions filed for the 2:00PM call should comply with the requirements set forth in Section I(C)(2) and any other provisions within this Standing Order, including notice compliance with Circuit Court of Cook County Local Rule 2.1 and the Illinois Code of Civil Procedures.