

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT, LAW DIVISION**

Plaintiff(s),	)	
	)	Commercial Calendar N
v.	)	
	)	No. _____
	)	
Defendant(s).	)	Judge James E. Hanlon Jr.
	)	Courtroom 2010

BRIEFING SCHEDULE ORDER

This cause coming on for entry of a briefing schedule on the motion of Movant(s),
_____, for

- ☐ 2-615 Dismissal ☐ 2-619 Dismissal ☐ Rule 103(b) Dismissal
☐ Summary Judgment ☐ Other _____

IT IS HEREBY ORDERED AS FOLLOWS:

1. _____ Movant Brief is due on _____.
2. _____ Response Brief is due on _____.
3. _____ Reply Brief is due on _____.

4. No motion, movant's brief, or response brief shall exceed *15 double-spaced pages* (exclusive of exhibits). No reply brief shall exceed *7 double-spaced pages*. The font size in the body of the text shall be 12 points and in footnotes no less than 10 points. All margins shall each be a minimum of 1 inch.

6. The matter is set for a Clerk's Status on _____ at 9:00 a.m. via email only.

7. Other: _____

HYBRID HEARING INSTRUCTIONS

Hearings will be held both in person as well as remotely via Zoom. To attend via Zoom, please enter Meeting ID 972 4167 2936 and Password 909053 or telephone via (312) 626-6799.

Name _____
Address _____
City/State _____
Telephone _____
E-mail _____
Atty. For _____
Atty. No. _____

ENTERED:

Honorable James E. Hanlon, Jr. 2216

Please See Explanatory Notes on Reverse Side

EXPLANATORY NOTES

Briefs and Citations. Briefs shall include citations of authority and, as applicable, a procedural history section. Record citations are required.

Exhibits and Pleadings. Exhibits and relevant pleadings (including any pleading attacked) must be e-mailed to the court with electronic copies of the briefs. Exhibits may be provided in PDF format. Each exhibit should be a separate PDF. A list of exhibits must be provided for each document that contains more than one exhibit. A Table of Contents linked to individual exhibits is helpful to the court.

Length of Briefs and Motions. No motion, movant's brief, or response brief shall exceed *fifteen (15) double-spaced pages with 12-point font and one-inch margins* (exclusive of exhibits). No reply brief shall exceed *seven (7) pages*. Oversized briefs are disfavored and require leave of court. Briefs that exceed the 15-page limit must have a table of contents with the pages noted and a table of cases. No sur-replies will be permitted.

E-mail Courtesy Copies. *THE MOVANT* shall submit an electronic version of all brief(s) as an e-mail attachment to the following e-mail address: law.calncc@cookcountyil.gov. The subject line of the e-mail must include the case number and name, and a description of the attachment(s). **The Original brief only must be submitted to the court in Word file format (.docx or .doc).** Exhibits may be submitted in PDF format.

Clerk's Status. Please note that courtesy copies are due *on or before* the date set in the order. There is no appearance by counsel on the Clerk's Status date. If the court has not received the required courtesy copies on or before the clerk status date, the motion may be stricken. The court does not hear motions on the clerk status date.

Modification to Briefing Schedule. The court will grant a reasonable request to extend a briefing schedule if the proposed modification does not affect a scheduled hearing date or trial date and the request is made before the day electronic courtesy copies are due. To the extent possible, the parties should confer and agree on a proposed modified schedule.

If the modified schedule is agreed, the parties must: (1) advise the court's case coordinator by phone or email (312-603-4804); and (2) submit a proposed order as an e-mail attachment to the following e-mail address: law.calncc@cookcountyil.gov. The subject line of the e-mail must include the case number and name, and the title of the order that is proposed. All such proposed orders must be submitted using the court's briefing schedule order (a fillable copy is available for download under the "Forms" section of Judge Hanlon's webpage on the Circuit Court's website), and the parties shall indicate in the "Other" field that it is an agreed order modifying the briefing schedule entered on [date of previous order]. All parties must be copied on the e-mail to the court.

In those rare instances when the parties are unable to agree on a modified schedule, the party requiring the extension will need to present a motion.

Documents Not Complying May be Stricken. Any document that does not comply with this or any other court order shall be filed subject to being stricken by the court.

Standing Order. An electronic copy of the court's standing order is available on the Circuit Court's website: