

THE HONORABLE CAROLINE KATE MORELAND

CALENDAR 10 STANDING ORDER

CCC.ChanceryCalendar10@cookcountyil.gov
2302 Richard J. Daley Center
Chicago, Illinois 60602
(312) 603-6042

Law Clerks: Lizzie Jedrasek and Elvia Anguiano
Courtroom Clerk: Al Heard

Court Schedule*:

9:30 a.m. Clerk's Status
10:00 a.m. Written Rulings
10:30 a.m. Initial Case Management Call &
Motion Call
11:00 a.m. Status Call
11:00 a.m. and 2:00 p.m. Hearings and Trials

*Scheduling is at the Court's discretion.

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I. Zoom Proceedings.

- a. The Court will conduct all initial case managements, status, motions, and hearings via Zoom unless explicitly scheduled by court order for in-person proceedings. If parties so desire, they are welcome to attend proceedings in-person.
- b. Zoom Information:
 - i. Zoom ID: 952 6244 1199
 - ii. Zoom Password: 541722
 - iii. Zoom Dial-In: (312) 626-6799
 - iv. Zoom Link:
<https://circuitcourtofcookcounty.zoom.us/j/95262441199?pwd=amxXeGI3TzZsRlJya2dTVjNUQXJtUT09#success>

II. Courtesy Copies.

- a. The Court does not automatically receive copies of filings made through the Clerk's electronic system; thus, parties must submit courtesy copies of all pleadings and motions to the Court via e-mail to CCC.ChanceryCalendar10@cookcountyil.gov at least three (3) business days prior to the status or presentment date.
 - i. Pleadings must be sent in .pdf format and otherwise comply with this standing order.
 - ii. All pleadings should be typed in 12-point font, double-spaced, with 1-inch margins.

- iii. Pleadings that attach exhibits must include a table of contents, and the exhibits must be clearly marked.
- iv. All administrative records, regardless of exhibit length, must be submitted electronically.
- v. The subject line of the e-mail submission must include the case caption and case number. E.g., “19CH12345 Anguiano v. Jedrasek”
- vi. Any attached documents must include the case number and brief title of the pleading. E.g., “19CH12345 Pl.’s Mot. for Summ. J.”
- vii. The Court may request hard copy courtesy copies at its discretion.
- b. Once parties have entered into a briefing schedule on a motion, parties can wait to submit courtesy copies of the briefings (e.g. the response and reply) until the Clerk’s Status date. See Section IV & V.
- c. The Court will notify parties if hard copy courtesy copies are necessary and advise parties on how to submit hard copy courtesy copies at the time of the request.
- d. The Court may reject any courtesy copies not in compliance with this standing order.

III. Motions.

- a. Contested Motions. Scheduling for presentation of contested motions and routine motions that are not agreed is done through the online e-filing system. Litigants may notice presentment of contested or routine motions on the next available 10:30 a.m. Motion Call or “piggy-back” motions onto existing status dates. Courtesy copies should be provided in accordance with Section II of this order.
- b. Routine Motions and Agreed Orders. Agreed Orders and Routine Motions, accompanied by a copy of the proposed order, may be presented to the Court off call via e-mail. All parties should be CC’d on the e-mail submission.
 - i. Voluntary Dismissals: Litigants are required to strike any future court dates in a proposed agreed dismissal order.
 - ii. Special Process Server: Motions for the Appointment of a Special Process Server must include the license number of the process server to be appointed. Where service is sought in Cook County, Motions for the Appointment of a Special Process Server must include a statement that service was attempted through the Sheriff’s Office.
- c. Motions for Default: All parties who have been served must be given notice of the motion for default, even if they have not filed an appearance. Motions for default must be accompanied by the actual affidavit of service from the Cook County Sheriff or the special process server. A

printout of the status of service from the Cook County Sheriff's website is not an affidavit of service and is not sufficient to prove service.

- d. Notice of Removal: The Court requests that litigants e-mail copies of a proposed order striking the case from the call if it has been removed to another court. The order must specify which court the case has been removed to, and must strike any future dates in this Court, including the initial case management date.

IV. Briefing

- a. There is a 15-page limit on all motions and response briefs. There is a 10-page limit on reply briefs. These page limits include all supporting memoranda, and exclude any supporting exhibits.
- b. Briefs filed in excess of the page limitations will not be accepted without leave of Court upon written motion containing good cause. Agreed orders extending the page limits will not be accepted.
- c. Sur-reply and sur-response briefs are discouraged and will not be accepted without leave of Court upon written motion containing good cause. Agreed orders allowing for sur-reply or sur-response briefs will not be accepted.

V. Clerk's Status.

- a. Clerk's Statuses are scheduled for 9:30 a.m. on the first Friday after a reply is due.
- b. Clerk's Statuses are conducted via e-mail. The movant must send one e-mail containing courtesy copies of all parties' pleadings to the Law Clerk at CCC.Chancerycalendar10@cookcountyil.gov. The movant must CC all parties, including those who did not brief the current motion.
- c. Once courtesy copies are received, the law clerk will then set a hearing or ruling date with the parties via e-mail.
 - i. Hearings are oral arguments or oral rulings where parties appear. Movant is required to provide a court reporter.
 - ii. Rulings are written opinions the Court issues. Parties do not appear unless otherwise instructed by the Court.
- d. The parties may request oral argument at the time of the Clerk's Status. The Court in its discretion will determine whether to hear oral argument or set the matter for written ruling.
- e. The Court will notify parties if hard copy courtesy copies are necessary and advise parties on how to submit hard copy courtesy copies at the time of the request.

VI. Emergency Motions and TROs.

- a. Counsel for the movant must submit the file-stamped emergency motion and a copy of the verified complaint via e-mail to the Court before 3:00 p.m. to discuss scheduling of an emergency motion or TRO with the law clerk.
- b. If the matter is determined not to be a true emergency, the law clerk may instruct counsel to notice the matter on the 10:30 a.m. motion call.
- c. After scheduling the emergency motion, parties must file a notice of motion and send it to opposing parties.
- d. Movant is required to provide a court reporter for hearings on emergency motions.

VII. Court Reporters and Interpreters

- a. Court reporters are required for all oral rulings and contested hearings set on the 11:00 a.m. and 2:00 p.m. calls. This includes TROs, preliminary injunctions, and trials. The parties are responsible for providing for a court reporter.
- b. Parties must provide their own interpreters if needed. If a party is indigent and cannot afford an interpreter, the party should contact the law clerk at least three (3) days before the next scheduled court date to request an interpreter.

VIII. Settlement Conferences

- a. Parties are encouraged to engage in settlement discussions. The Court is generally willing to conduct a settlement conference with the parties. Counsel should contact the Court to discuss scheduling a settlement conference.

IX. Trials

- a. Parties must confer with the Court regarding trials. Once a trial is scheduled, the Court will provide additional details on trial proceedings.