

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

**STANDING ORDER – SETTING A PRETRIAL
SETTLEMENT CONFERENCE**

Richard J. Daley Center, Chicago – Courtroom 2303
Telephone: Court Clerk: Ashley Smith, 312-603-6044
Courtroom 2303 Email Address: ccc.lawcr2303@cookcountyil.gov

<u>Courtroom 2303 Zoom Information:</u> Zoom ID: 943 6230 2347 Zoom Password: 429020 Zoom Conference Call Number: 312-626-6799
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PRE-TRIAL CONFERENCES:

- Communication with the Court: All scheduling with the Court will take place through the email address dedicated to Courtroom 2303: ccc.lawcr2303@cookcountyil.gov. **All email correspondence to the Court must notice/copy all parties.** Please include the date of the hearing, if applicable, in the subject line of the email.
- To schedule a settlement conference, confer with opposing counsel and then email the Court at ccc.lawcr2303@cookcountyil.gov with 2 or 3 suggested dates. The case must be pending in the Law Division. Please include the case name and number. Copy all counsel of record. The judge will select the first available date.
- Once you have a confirmed date, a Pre-Trial Transfer Order must be entered in Courtroom 2005 transferring the case to Courtroom 2303 for pretrial purposes only. After receiving the date for the pretrial, the parties are to submit a second order to this Court setting the case for pretrial on the agreed date.
- Parties shall submit a pre-trial memorandum to ccc.lawcr2303@cookcountyil.gov containing the date and time of the pretrial, any history of settlement negotiations, a summary of the facts, demand and offer. The memoranda are to be short (3-5 pages) and submitted to the Court three days before the hearing.

**ALL SCHEDULED PRETRIALS ARE SUBJECT TO CHANGE DUE TO THE JUDGE'S
TRIAL SCHEDULE.**

_ /s/ Judge Gerald Cleary _____
ENTERED

_ 02/14/2024 _____
DATE