

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: Natalie Cook and Jaclyn Smalls

Courtroom Clerk: Delores Butasi

Court Schedule*:

9:30 a.m. Clerk's Status
10:00 a.m. Written Rulings
10:30 a.m. Initial Case Management & 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

Table of Contents:

- I. Zoom Proceedings
- II. Courtesy Copies
- III. Motions
- IV. Briefing
- V. Clerk's Statuses
- VI. Emergency Motions and TROs
- VII. Court Reporters and Interpreters
- VIII. Settlement Conferences
- IX. Trials

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=amxXeGI3TzZsRlJya2dTbNUQXJtUT09#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 file-stamped courtesy copies of all pleadings, motions, and notices of motions to the Court via email to CCC.ChanceryCalendar10@cookcountyil.gov.
 - i. Pleadings and Motions must be sent in .pdf format and otherwise comply with this standing order.
 - ii. All Pleadings and Motions should be typed in 12-point font, double-spaced, with 1-inch

margins, and numbered pages.

- 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 with a table of contents.
- 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 abbreviated title of the pleading or brief. E.g., “19CH12345 Pl.’s Compl.”
- 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. All motions require a notice of filing and notice of motion.
- b. 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. Questions regarding filing should be directed to the Clerk’s Office at 312-603-5030. Courtesy copies should be provided in accordance with Section II of this order.
- c. Routine Motions and Agreed Orders. Routine Motions, Unopposed Motions, and Agreed Orders may be presented to the Court off call via email. All parties should be CC’d on the email submission. Parties should submit all orders in Word format.
 - 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, the address where service is sought, and a statement that service was attempted through the Sheriff’s Office.
 - iii. Alias Summons: File-stamped courtesy copies of Motions for Leave to Issue Alias

Summons should be sent with a corresponding proposed order granting the motion.

- iv. Briefing Schedules: Parties may submit an agreed briefing schedule on a motion off-call and strike the presentment date.
- d. 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.
- e. 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 email. No appearance is necessary. The movant must send one email containing courtesy copies of all parties' briefings to the Law Clerk at CCC.Chancerycalendar10@cookcountylil.gov. The movant must CC all parties, including those who did not brief the current motion.
 - ii. If the pleadings are not attached as an exhibit to the briefs, the movant shall include file-stamped courtesy copies of the pleadings in the Clerk's Status email.
 - iii. If the full set of courtesy copies is too large to send in one email, parties should upload the files to the DropBox link provided by the Court upon request.
- c. Once courtesy copies are received, the law clerk will then set a hearing or ruling date with the

parties via email.

- i. Hearings may be oral arguments, oral rulings, or evidentiary hearings where parties appear. Movant is required to provide a court reporter.
- ii. Rulings are written opinions the Court issues. Parties do not appear for written rulings 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 on the motion 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 email 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.
- d. The movant must provide notice of the scheduled hearing on the emergency motion by emailing all opposing parties file-stamped courtesy copies of the complaint, motion, and notice of motion.
- e. 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 arguments on contested motions, evidentiary hearings, and trials set on the 11:00 a.m. and 2:00 p.m. calls. This includes TROs and preliminary injunctions. The parties are responsible for providing for a court reporter.
- b. If an interpreter is needed, the party should contact the law clerk as soon as the need for an interpreter arises, but not fewer than three (3) days before the scheduled court date.

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.