

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

**STANDING ORDER**

**EFFECTIVE: August 26, 2025**

**JUDGE WILLIAM B. SULLIVAN  
CALENDAR 15  
COURTROOM 2410**

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**ZOOM INFORMATION:**  
**MEETING ID: 955 3557 3920**  
**PASSCODE: No password is required.**  
**CALL-IN NUMBER: 312-626-6799**  
**WEB ADDRESS: <https://circuitcourtofcookcounty.zoom.us/j/95535573920>**

**THE COURT'S WEBPAGE:**  
  
**<https://www.cookcountycourt.org/judge/sullivan-william-b>**

**IT IS HEREBY ORDERED AS FOLLOWS:**

THIS STANDING ORDER, effective February 21, 2025, amends and restates all prior standing orders for Calendar 15. This Standing Order supplements the Illinois Code of Civil Procedure, Illinois Supreme Court Rules, Circuit Court of Cook County Rules, Circuit Court of Cook County General Orders, all Chancery Division Rules, and all applicable General Administrative Orders.

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**\*\*\*DO NOT COME TO COURT IN PERSON\*\*\***

**NO IN-PERSON HEARINGS WILL BE CONDUCTED UNLESS BY ORDER OF COURT.**

**ALL COURT HEARINGS WILL BE CONDUCTED VIA ZOOM UNLESS BY ORDER OF COURT REQUIRING PARTIES TO APPEAR IN PERSON.**

**I. GENERALLY**

- (a) 735 ILCS 5/1-104(b) vests this Court with the power to make rules regulating its docket, calendar, and business. The rules contained in this Standing Order have the force of a statute and are thus binding on the parties. *Jones v. State Farm Mutual Automobile Insurance Co.*, 2018 IL App (1st) 170710, 21. Such, “rules are meant to be followed, as written, and are not suggestions or guidelines from which deviations may be made by the litigants.” *VC&M, Ltd. v. Andrews*, 2013 IL 114445, 26. Finally, this Court has, “inherent authority to control matters before it as necessary to prevent undue delay or disruption in the proceedings.” *In re L.S.*, 2022 IL App (1st) 210824, 111.
- (b) Failure to strictly comply with the requirements set forth in this Standing Order may result in denial of a motion, dismissal of a case for want of prosecution, or any other appropriate sanction at the Court’s discretion.
- (c) All pleadings must contain the entire case caption and calendar number. All service notices must include each attorney or *pro se* litigant’s address, telephone number, and email address. Pursuant to Illinois Supreme Court Rule 11(b), a self-represented litigant who has an email address must designate a single email address to which service may be directed and include that email address on all court documents and correspondence.
- (d) Pursuant to Illinois Supreme Court Rule 13(c) and Circuit Court Rule 1.4(a), no party may appear without having previously filed an appearance, except for a petition to intervene. A party not represented by an attorney – a *pro se* litigant – will receive no preferential treatment and must comply with all applicable statutes and rules.

**II. COURT CALLS**

- (a) **The Court’s regular court calls take place on the following days and times:**

<b>Presentment Call:</b>	<b>Monday—Friday</b>	<b>9:30 AM</b>
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<b>Status and Case Management Call:</b>	<b>Monday—Friday</b>	<b>10:00 AM</b>
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<b>Contested Motion Hearings:</b>	<b>Monday—Friday</b>	<b>10:30 AM;</b>
	<b>Monday—Thursday</b>	<b>1:30 PM</b>

### **III. COURT PROCEEDINGS**

- (a) In accordance with Illinois Supreme Court Rule 45 and General Administrative Order No. 2023-03, the vast majority of Court proceedings will be held remotely via Zoom unless otherwise ordered by the Court.
- (b) The Court has the ultimate discretion to decide whether a hearing will be conducted remotely via Zoom or in person. If the Court determines a matter before it is complex due to the nature of the dispute, the nature of the parties, or severity of the matter, the Court has the ultimate discretion to require the parties to appear in person.
  - (1) Absent a highly compelling justification, all trials, evidentiary hearings, and settlement conferences shall be held in person and all witnesses, attorneys, court reporters, parties who wish to observe, parties with settlement authority, *etc.* shall appear in person before the Court.
- (c) Although “hybrid” hearings may occur and the courtroom is technologically equipped for such hearings, the Court strongly prefers to have hearings conducted either entirely via Zoom or entirely in person.
- (d) In the event a hearing is scheduled via Zoom and a litigant or attorney is unable to connect to Judge Sullivan’s Zoom hearing call, please IMMEDIATELY call (312) 603-6025 and/or email [calendar15.chancery@cookcountyil.gov](mailto:calendar15.chancery@cookcountyil.gov) to let the Court know of your difficulty connecting to the Zoom call.
- (e) Zoom download instructions may be found on the Court’s webpage.

### **IV. REQUESTS FOR ZOOM HEARING “TEST RUN”**

- (a) The Court will work with *pro se* litigants to assist with the process of accessing the Court’s Zoom hearing call. Each *pro se* litigant may contact (312) 603-6025 to conduct a one-time “test run” to prepare to access the Court’s Zoom hearing call. Appointments must be made at least three business days prior to the *pro se* litigant’s scheduled court date. If a *pro se* party makes an appointment for a Zoom meeting “test run,” they must keep that appointment or call (312) 603-6025 to notify the Court of the party’s intent to cancel or reschedule the “test run.”

## V. MANDATORY ZOOM HEARING RULES

- (a) Zoom proceedings are still court proceedings! All persons appearing before the Court via Zoom shall conduct themselves accordingly. Conduct exhibited which does not comport with the decorum expected in a courtroom may result in the person being removed from the Zoom call and may potentially subject the person to appropriate sanctions at the Court's discretion.
- (b) No person shall use a virtual background when appearing before the Court via Zoom to limit distractions. Blurring the background is acceptable for privacy concerns.
- (c) 625 ILCS 5/12-610.2(b) prohibits a person from operating “a motor vehicle on a roadway while using an electronic communication device, including using an electronic communication device to (\*\*\*) participate in any video conferencing application, including, but not limited to, Zoom.” Accordingly, no person shall be engaged in the act of operating a motor vehicle while appearing before the Court via Zoom. If a person appearing before the Court is in the driver’s seat of a motor vehicle, the vehicle shall be safely pulled over to the side of the road or parked. *See* 625 ILCS 5/12-610.2(d)(5). If the Court finds a person is engaged in the act of driving a motor vehicle while appearing before the Court via Zoom, the person will be ordered to safely pull over or park the motor vehicle and the case(s) for which the person is appearing will be passed to the end of the call to allow for compliance. Out of an abundance of caution, failure of the person to comply with the Court’s order to safely pull over or park the motor vehicle will immediately result in the person being removed from the virtual courtroom.
- (d) All persons appearing before the Court via Zoom shall remain on mute with their cameras off until the case for which the person is appearing is called.
- (e) All persons appearing before the Court via Zoom shall unmute their microphones and activate their video function once the case for which the person is appearing is called.
- (f) All persons appearing before the Court via Zoom shall edit their “name” on Zoom to reflect the person’s full legal name. Names such as “Jane Doe’s iPhone,” “Samsung 1234,” “Jane,” or any other inappropriate name not clearly indicating the individual’s name are not permissible.
- (g) Each attorney appearing before the Court via Zoom shall edit his or her name to reflect the attorney’s name as provided to the Attorney Registration and Disciplinary Commission and shall also include the name of the law firm for which the attorney is appearing (e.g., Jane Doe - ABC Law Firm).

- (h) Illinois Supreme Court Rule 44 specifically prohibits “the photographic recording, digital capturing, or other recording of a [Zoom] proceeding except [...] by the court or at the court’s direction”. This prohibition “includes the audio or video transmissions or recordings made by telephones, personal data assistants, laptop computers, and other wired or wireless data transmission and recording devices.”
- (1) Failure of any party to adhere to the prohibitions set forth in Illinois Supreme Court Rule 44 will subject the violator to appropriate sanctions by the Court and/or penalties for contempt of court.

## VI. ORDERS

- (a) Memorandum Opinions and Orders entered by the Court in cases deemed to be particularly legally or factually complex due to the nature of the dispute, the nature of the parties, or severity of the matter may be, at the Court’s discretion, publicly posted on the Court’s webpage for attorneys, other litigants, and the public to be able to review. Parties may specifically request, subject to the Court’s discretion, for the Court to publicly post or not post such an entered Memorandum Opinion and Order on the Court’s webpage.
- (b) Proposed court orders must be submitted to chambers **in word format** via email at [calendar15.chancery@cookcountyil.gov](mailto:calendar15.chancery@cookcountyil.gov) **no later than 5:00 p.m.** the same day as the court proceeding. **Failure to do so may result in a litigant’s matter being stricken, dismissed for want of prosecution, or other appropriate sanction.**
- (c) The form pre-trial timeline order to be entered at the first court call at which the parties confirm service has been effectuated on all defendants for cases instituted on or after March 1, 2025, is available on the Court’s webpage and shall be submitted with the proposed status order indicating such service.
- (d) In the event a party chooses not to proceed on a motion noticed before the Court and that party or their/its counsel submits to the Court in lieu of courtesy copies an order withdrawing the motion, entering and continuing the motion generally, or striking the motion from the call, such a proposed order and the email submitting said proposed order to the Court for entry either on or off call shall contain **both the date and time** for which the motion was originally scheduled.
- (e) All proposed orders shall include the Court’s contact and Zoom information.

- (f) Due to the complexity of cases on the docket, the law clerks will not provide copies of signed and entered orders to litigants. Please contact the Clerk of the Circuit Court of Cook County to obtain a copy of any previously signed and entered order. **Please DO NOT email or carbon copy the general calendar email address with such requests.**

## VII. COURTESY COPIES

- (a) In an effort to maintain an orderly and organized docket, courtesy copies which are not both timely and properly submitted pursuant to the requirements set forth in this Standing Order will NOT be considered by the Court.
- (b) Unless otherwise agreed to by the parties, the **moving party** is to supply the Court with all courtesy copies prior to each court date, as well as the briefing schedule order and any other relevant order(s) necessary for the Court to have a full understanding of a case's procedural history. Failure of the moving party to tender courtesy copies pursuant to the requirements set forth in this Standing Order is grounds for denial of the motion.
- (c) All documents a movant wishes the Court to consider in adjudicating any matter before it must bear a stamp demonstrating that the original document was filed with the Clerk of the Circuit Court and all pleadings, motions, and other documents shall be signed pursuant to Illinois Supreme Court Rule 137.
- (d) All courtesy copy submissions presented to the court that were filed with the Clerk of the Circuit Court "shall be legibly written, typewritten, printed, or otherwise prepared." Ill. Sup. Ct. R. 10(b); Ill. Sup. Ct. R. 131(a). Failure to submit legible courtesy copies may result in the Court striking the courtesy copies, not taking action on the scheduled matter, denial of the motion(s), or continuation of the matter to a new date subject to the Court's availability. This includes handwritten motions presented by *pro se* litigants.
- (e) All courtesy copy submissions must be fewer than 30 megabytes inclusive of all attachments to ensure delivery to the Court's email address.
- (f) Courtesy copies for motions set for Presentment shall be submitted to the Court in a SINGLE email for the case, in a neatly and intuitively organized fashion, containing ONLY TWO attachments:
  - (1) A SINGLE, tabbed PDF document containing the notice of motion, Zoom instructions, all motion(s) being presented, exhibit(s) thereto, prior relevant orders, *etc.*; and

- (2) A SEPARATE SINGLE MICROSOFT WORD document containing ALL proposed orders.
- (g) Courtesy copies of briefs submitted for Hearing shall be provided in PDF format with each separate PDF clearly labeled. Any exhibits submitted separate from the briefs must be clearly labeled, identifying the brief to which the exhibits correspond.
- (h) Noncompliant courtesy copy submissions will NOT be considered by the Court. The Court will NOT take action on the scheduled matter, may deny the motion(s), or may continue the matter to a new date subject to the Court's availability.
- (i) All parties are ordered to follow the timeline for submitting courtesy copies as set forth in this Standing Order, in order to guarantee receipt and to allow the Court sufficient time to review the courtesy copies.
- (j) The Court will not retain courtesy copies for continued motions. The movant shall submit a fresh set of courtesy copies to the Court's email prior to each new court date.
- (k) **All courtesy copies for matters coming before the Court on its presentment and status calls are due by 4:30 PM 10 COURT BUSINESS DAYS in advance of the scheduled court date.**
- (1) Please keep in mind that scheduled court holidays do NOT count as court business days.
- (2) The annual legal holiday schedule listing specific dates may be found on the Circuit Court of Cook County's website, but generally include the following:
- (i) New Year's Day;
  - (ii) Martin Luther King, Jr.'s Birthday;
  - (iii) Lincoln's Birthday;
  - (iv) Washington's Birthday (observed as Presidents' Day);
  - (v) Casimir Pulaski Day;
  - (vi) Memorial Day;
  - (vii) Juneteenth;
  - (viii) Independence Day;
  - (ix) Labor Day;
  - (x) Columbus Day;
  - (xi) Election Day (on election years);
  - (xii) Veterans Day;
  - (xiii) Thanksgiving;
  - (xiv) The Friday after Thanksgiving; and



(xv) Christmas Day

- (l) **Unless otherwise provided by court order, courtesy copies of fully briefed motions set for oral argument are due to the Court ON THE SAME DAY THAT THE REPLY BRIEF IS DUE.**
- (m) **All electronic courtesy copies, regardless of volume, shall be emailed to calendar15.chancery@cookcountyiil.gov ONLY.**
- (n) **No paper or physical courtesy copies will be accepted unless ordered by the Court or unless submitted for an in-person hearing.**
- (o) **In the event an in-person hearing is set by order of Court, the movant shall tender BOTH physical courtesy copies to Courtroom 2410 and electronic courtesy copies to the email listed above.**
  - (1) When tendering physical courtesy copies, the courier should call either of the Court's law clerks upon arrival to courtroom 2410 so that chambers staff may accept delivery and confirm receipt of the physical courtesy copies.
  - (2) Physical courtesy copies SHALL be neatly organized and bound with labeled tabs.
- (p) **When emailing courtesy copies, parties must strictly adhere to the following guidelines:**
  - (1) The subject line of the email must include only the case number, the case name, and the court date (*e.g.*, 25-CH-00000 Smith v. Martin 2/XX/2025). For routine motions, please indicate "off call" instead of the court date.
  - (2) Please format case numbers exactly as 25-CH-00000, so that emails can easily be searched and located in the Court's inbox. Case numbers should include a "0" placeholder for a digit without a numerical value, the "20" in the year should be omitted, and the "CH" should be set apart by hyphens.
  - (3) The body of the email must include the case number, court date, and a brief description of the motion being presented (*e.g.*, Attached are courtesy copies for the February XX, 2025, hearing in 25-CH-00000 (Smith v. Martin) up on Plaintiff's or Defendant's Motion to \_\_\_\_\_/etc.).
  - (4) Please do NOT include any "internal" file numbers of the law firm submitting the courtesy copies in the subject line or body of the email.
  - (5) Attachments to the email should be in **PDF form ONLY** and should each have clear and conspicuous titles explaining what is contained within that

PDF. DO NOT send courtesy copies as “Word” documents or in any other format other than PDF. Only proposed orders shall be submitted in “Word” format.

- (6) All motions must be in **ONE tabbed PDF file with all supporting documents**. Each tab must be **clearly titled** (*e.g.*, Notice of Motion, Complaint, Service Affidavits, Motion for Default, *etc.*) and **neatly and intuitively organized**.
  - (i) The Notice of Motion or continuance order should ALWAYS be the first page of this PDF packet and should never be separately attached.
- (7) Proposed orders must be attached as a **separate MICROSOFT WORD** attachment in the **same courtesy copy email clearly titled** “Proposed Order(s).” Multiple proposed orders should **all** be submitted **together in one MICROSOFT WORD** attachment.
- (8) Proposed orders shall contain the Court’s email address, phone number, and Zoom information.
- (9) All parties who have filed an appearance must be carbon copied on courtesy copy emails to the Court. Failure to carbon copy any party who has filed an appearance in the case and provided an email address may result in the striking of the motion.
- (10) If attachments are too large to be attached in one email, movants may send the courtesy copies in a Dropbox link, a Google Drive link, or other similar format. If none of these options are feasible, multiple emails are acceptable **only** if **conspicuously** labeled in the subject line and body of the email (*e.g.*, Part 1 of 3, Part 2 of 3, *etc.*). Zipped files are allowed but not encouraged.

## VIII. DISCOVERY

- (a) Illinois Supreme Court Rule 218(a) clearly states that “the court shall hold a case management conference.” Therefore, such conferences are mandatory and not permissive.
- (b) Under no circumstance may any contested motion or any judgment motion be presented at a case management conference, and **no routine motion may be piggy-backed onto a case management conference without first contacting one of the law clerks via email or phone for permission**.
- (c) In *In Re: Time Standards for Case Closure in Illinois Trial Courts, M.R. 31228*, the Illinois Supreme Court established standards for the disposition of

a variety of case types within specific timeframes. Therefore, effective for cases instituted on or after March 1, 2025, the following timeline shall be followed for discovery and filing of dispositive motions:

- (1) Upon entry of an order indicating all defendants have been served, the Court will concurrently enter a pre-trial timeline order in which the parties shall thereafter have:
  - (i) 8 months to complete written discovery;
  - (ii) 14 months to complete oral discovery;
  - (iii) 15 months to complete disclosure of expert witnesses; and
  - (iv) 17 months to complete expert witness discovery.
- (2) ALL dispositive motions from ALL parties shall be filed no later than 20 months after the entry of the pre-trial timeline discovery order.
- (3) As the need arises, the case shall be set for trial no later than 24 months upon entry of the pre-trial timeline discovery order.
- (4) The Court retains the authority to modify this timeline for good cause on its own motion or by a motion of a party where appropriate.
- (5) Failure to follow this timeline may be a basis for sanctions or may result in the case being dismissed *sua sponte* for want of prosecution.
- (6) Any deliberate and obvious attempt by a party to delay the prosecution of a case by filing frivolous motions shall subject the motion to being facially stricken and potentially subject the movant to appropriate sanctions, at the Court's discretion.

## **IX. ROUTINE MOTIONS**

- (a) Routine motions may be submitted for entry outside the Court's regular calls. The following motions are considered routine and may be submitted with a proposed order for entry off call:
  - (1) Motion to appoint a special process server;
  - (2) Motion to voluntarily dismiss a case in its entirety; and
  - (3) Agreed orders may be presented in court or off call if accompanied by a stipulation and signed by all parties or their attorneys.
  - (4) Motion for entry of stipulated protective order
  - (5) Motions to vacate technical defaults and for leave to file an Appearance or responsive pleading
  - (6) Motions for leave to file any responsive overdue pleading
  - (7) Motions for leave to file an amended Complaint when no dispositive motion is pending,

- (8) Motions for leave to appear as additional counsel, or to substitute counsel by agreement, and
  - (9) Motions to amend deadlines in a briefing schedule where such amendments do not affect the ultimate hearing date.
- (b) Motions to voluntarily dismiss a case in its entirety shall include the basis for the dismissal in both the motion and the proposed order. Additionally, the proposed dismissal order shall state whether the dismissal is with or without prejudice.

## X. MOTIONS

- (a) A motion to appoint a special process server is no longer required to be brought pursuant to 735 ILCS 5/2-202 effective as of January 1, 2025.
- (b) A motion to issue an alias summons must state when the summons will issue and identify the person on whom it is being issued.
- (c) A motion for leave to amend or to file a third-party claim must specify what is being amended and attach a proposed filing.
- (d) Pursuant to Illinois Supreme Court Rule 201(k): “The parties shall facilitate discovery under these rules and shall make reasonable attempts to resolve differences over discovery. Every motion with respect to discovery shall incorporate a statement that counsel responsible for trial of the case after personal consultation and reasonable attempts to resolve differences have been unable to reach an accord or that opposing counsel made himself or herself unavailable for personal consultation or was unreasonable in attempts to resolve differences.”
  - (1) Accordingly, motions seeking to compel discovery shall “include a statement that after *personal consultation* the parties were unable to resolve their differences.” *In re Marriage of Lai*, 253 Ill. App. 3d 111, 115 (1st Dist. 1993) (emphasis added). “The more drastic the relief requested, the more necessary compliance with Rule 201(k).” *Id.*
  - (2) “The purpose behind Rule 201(k) is to urge counsel to adopt a spirit of cooperation with regard to discovery. Counsel are not to use discovery rules to engage in harassment, delay, and pettifoggery. Where a party immediately moves for sanctions, the requirements of Rule 201(k) are not met as it demonstrates that party’s failure to make a reasonable attempt to resolve the discovery problem before seeking judicial intervention. The imposition of sanctions for noncompliance with discovery rules and court orders rests largely within the circuit court’s discretion.” *In re Marriage of*

*Lai*, 253 Ill. App. 3d 111, 115-16 (1st Dist. 1993) (internal citations and quotations omitted).

- (e) A party may present a motion on a date and at a time previously scheduled for the presentment of another motion or at a hearing (“piggy-backing”) **only** after obtaining leave from one of the Court’s law clerks, providing courtesy copies, and giving proper notice of the motion to all parties entitled to notice.
- (1) In the interest of fairness, piggy-backing of dispositive motions to existing hearing dates will generally not be permitted if the scheduled hearing date is less than 14 days from the date one of the Court’s law clerks is contacted.
- (f) Unless otherwise specified, **motions and response briefs are limited to 15 pages (reply briefs are limited to 10 pages)**, double-spaced, with 1-inch margins on all sides, and paginated in the bottom margin, exclusive of exhibits.
  - (1) Headings, footnotes, and block quotations in excess of 50 words may be single-spaced.
- (g) All motions and briefs shall be typeset in a Century family (*e.g.*, Century Expanded, New Century Schoolbook, or Century Schoolbook), Times New Roman, Equity, or other similar font with serifs in 12-point type. Quotations in excess of 50 words shall be indented an additional 1/2 inch on the left and right margins. The typeface of footnotes shall be 10-point type.
- (h) Citations must be to official reporters only and must comply with the most recent edition of “The Bluebook: A Uniform System of Citation.”
  - (1) “Citation of Illinois cases filed prior to July 1, 2011, and published in the Illinois Official Reports shall be to the Official Reports, but the citation to the North Eastern Reporter and/or the Illinois Decisions may be added. For Illinois cases filed on or after July 1, 2011, and for any case not published in the Illinois Official Reports prior to that date and for which a public-domain citation has been assigned, the public-domain citation shall be given and, where appropriate, pinpoint citations to paragraph numbers shall be given; a citation to the North Eastern Reporter and/or the Illinois Decisions may be added but is not required. Citation of cases from other jurisdictions that do not utilize a public-domain citation shall include the date and may be to either the official state reports or the National Reporter System, or both. If only the National Reporter System citation is used, the court rendering the decision shall also be identified. For other jurisdictions that have adopted a public-domain system of citation, that

citation shall be given along with, where appropriate, pinpoint citations to paragraph numbers; a parallel citation to an additional case reporter may be given but is not required. Textbook citations shall include the date of publication and the edition. Illinois statutes shall generally be cited to the Illinois Compiled Statutes (ILCS) but citations to the session laws of Illinois or to the Illinois Revised Statutes shall be made when appropriate.” Ill. Sup. Ct. R. 6.

- (2) Citations to sources within the body of a motion or brief shall be in the body of the text and shall not be as an endnote.
- (3) Citations should only be to Lexis Nexis. The Court does not have access to Westlaw or many secondary sources such as treatises. If a party wishes to cite authority that is not found on Lexis, they should attach a copy of that authority to their motion or brief.
- (i) The Court is aware of the use and development of emerging technologies such as artificial intelligence (“AI”) in the practice of law; however, while the use of AI before this Court is authorized and need not be disclosed in filings presented for the Court’s review, such use of AI is only permitted provided that its use complies with all applicable legal and ethical standards. Compliance includes checking all citations and propositions generated by AI. This Court will be vigilant against AI technologies that jeopardize due process, equal protection, or access to justice. Unsubstantiated or deliberately misleading AI-generated content that perpetuates bias, prejudices litigants, or obscures truth-finding and decision-making will not be tolerated. This Court remains ultimately responsible for its decisions, irrespective of technological advancements. *See* Ill. Sup. Ct. R 2.7, 1.2. Attorneys and litigants shall be subject to appropriate sanctions, at the Court’s discretion, for submitting legally or factually unfounded documents for the Court’s review. *See* Ill. Sup. Ct. R. 137.
- (j) All notices of motion for any motion noticed up on the Court’s call shall contain the date and time of the scheduled hearing in the body of the notice of motion itself. Blank lines in the body of the notice of motion, “see above” or other language referencing the Clerk of the Circuit Court’s stamp in the upper left-hand corner of the page, or any deviation from the format required herein is strictly prohibited. Failure to comply with this requirement will result in the Court treating the motion as not properly noticed. The Court will strike the motion off the call requiring the motion to be re-noticed.
- (k) Pursuant to local rule 2.1(c)(1), all notices of motion shall be served upon all parties of record no fewer than 5 business days prior to the scheduled hearing. Notices of motions served fewer than 5 business days prior to the scheduled hearing will result in the Court treating the motion as not properly

noticed. The Court will strike the motion off the call requiring the motion to be re-noticed.

- (l) Dispositive motions brought pursuant to Illinois Code of Civil Procedure will be screened for strict compliance with Illinois Supreme Court Rules, as required. The Court “can—and should—*sua sponte* strike affidavits that are insufficient under Rule 191(a).” *Essig v. Advocate BroMenn Medical Center*, 2015 IL App (4th) 140546, 56.
- (m) A party seeking discovery prior to responding to a dispositive motion brought pursuant to Illinois Code of Civil Procedure **must** provide on the presentment date of the dispositive motion a filed affidavit in strict compliance with Illinois Supreme Court Rule 191(b). Failure to comply with this requirement may waive all discovery by that party prior to being given an opportunity to file a response brief to the dispositive motion.

## **XI. BRIEFING SCHEDULES**

- (a) The Court does not enter briefing schedule orders except at the Court’s discretion. *See TIG Insurance Co. v. Canel*, 389 Ill. App. 3d 366, 375 (1st Dist. 2009) ([I]t [is] well within the circuit court’s discretion to grant or withhold permission regarding a briefing schedule. No authority exists to nullify that discretion.”).
- (b) The Court does not hear oral argument except at the Court’s discretion. *See Parkway Bank & Trust Co. v. Meseljevic*, 406 Ill. App. 3d 435, 441 (1st Dist. 2010) (“Oral argument in a civil proceeding tried (\*\*\*) by the court without a jury is a privilege, not a right, and is accorded to the parties by the court in its discretion”).
- (c) All briefing schedule orders entered will provide a response time, reply time, a date by which courtesy copies are due, and the hearing date provided by the Court. All hearing dates will be set by the Court subject to the Court’s availability.
- (d) In the event a fully briefed motion’s oral argument is entered and continued generally, continued from another calendar following a prior substitution of judge, or for any other reason not heard and continued from the originally scheduled hearing date without setting a new hearing date, the movant may not simply re-notice the previously fully briefed motion for hearing without first filing a motion to set a new hearing date or contacting one of the Court’s law clerks to achieve the same. Rescheduled hearings will only be held if a court order sets the hearing date. Such orders may be entered by agreement

off-call. All hearing dates will be set by the Court subject to the Court's availability.

## **XII. EMERGENCY MOTIONS**

- (a) Emergency motions are motions where the movant seeks immediate relief, bypassing some combination of the regular motion call, the Clerk of the Circuit Court's spindling procedures, the notice and timing requirements of the Illinois Supreme Court Rules, or applicable Cook County Local Rules. Emergencies arise in situations that (a) are not reasonably foreseeable, and (b) threaten irreparable harm if unaddressed prior to the next available court date. Emergencies are not created by a party's failure to seek timely relief.
- (b) A party seeking to present an emergency motion must email chambers staff at [calendar15.chancery@cookcountylil.gov](mailto:calendar15.chancery@cookcountylil.gov) by 2:00 p.m. the day before the matter is sought to be heard. Motions emailed to chambers after 2:00 p.m. are generally ineligible for hearing on the following court day.
- (c) Movant must email file-stamped copies of the Motion and any relevant pleadings. The Motion must set forth the emergency basis for the matter. Movant must be prepared to explain the nature of the emergency, the basis for emergency relief, the relief sought, and the party's plans to notice the other parties, or good cause to not do so.
- (d) If a matter is deemed to be an emergency, a presentment date will be set. Movant will be required to notice the matter as directed.

## **XIII. REFERRED ATTORNEYS**

- (a) Chicago Volunteer Legal Services ("CVLS"):
  - (1) If deemed appropriate, the Court may refer a defendant to CVLS.
  - (2) In such a situation:
    - (i) The referred defendant shall call CVLS at (312) 332-7574 immediately after the court call to inform CVLS of the referral and to set up a consultation.
    - (ii) The Court shall prepare and send a copy of the CVLS referral order to CVLS immediately after the court call and shall set a 60 day status date for CVLS to advise the Court on the status of representation. If CVLS declines representation, CVLS shall notify the Court and the parties of its decision prior to the above date and said notice shall be in lieu of appearing in court.
    - (iii) Plaintiff's counsel shall email all relevant pleadings and orders to CVLS within 7 business days.



#### **XIV. MOTIONS FOR SERVICE BY SPECIAL ORDER OF COURT**

- (a) All motions for service by special order of court pursuant to 735 ILCS 5/2-203.1 shall be accompanied with an affidavit stating the nature and extent of the investigation made to determine the whereabouts of the defendant and the reasons why service is impractical under items (1) and (2) of subsections (a) of Section 2-203, including a SPECIFIC statement showing that a diligent inquiry as to the location of the individual defendant was made and reasonable efforts to make service have been unsuccessful.
- (b) “In addition to the affidavit requirements of section 2-203.1 of the Illinois Code of Civil Procedure, a movant requesting service by text message, e-mail, or social media shall include in the supporting affidavit the reasons the movant believes the defendant/respondent has recently sent and received transmissions from a specific e-mail address or telephone number or the defendant/respondent maintains an active social media account on the specific platform utilized for service.” Ill. Sup. Ct. R. 102(f)(2).

#### **XV. CITATION TO DISCOVER ASSETS/POST-JUDGMENT MATTERS**

- (a) Citations to discover assets are heard in the Law Division (Tax Section). To properly transfer matters to the Law Division, Judge Sullivan may sign a transfer order upon presentation of a proper motion. A hearing date may be obtained from the Clerk of the Circuit Court. Proper notice must be sent to all parties of record and courtesy copies shall be provided to the Court by the movant. Transfer requests will not be approved or entered off call.

#### **XVI. COURT REPORTERS**

- (a) The Court does not record or save a copy of any proceeding including those occurring via Zoom.
- (b) The Court does NOT provide a court reporter. Any party seeking a transcript of any proceeding before the Court shall be responsible for ordering a court reporter at that party’s own expense.
- (c) For all matters scheduled for a Zoom hearing in which any party orders a court reporter, that court reporter **shall** also appear via Zoom.
- (d) For all matters scheduled for an in-person hearing in which any party orders a court reporter, that court reporter **shall** also appear in person.

**XVII. REQUESTS FOR A FOREIGN LANGUAGE INTERPRETER**

- (a) If you require a foreign language interpreter, please either call one of the Court's law clerks or email the Court before your court date, message one of the Court's law clerks using the chat function in Zoom when in court, or inform Judge Sullivan when your case is called.
- (b) Spanish and Polish interpreters are generally immediately available upon request.
- (c) For other languages, please notify one of the law clerks at least 72 hours prior to your court date so the Court may arrange for an interpreter to be present for the requested language.

**XVIII. EX PARTE COMMUNICATIONS**

- (a) Pursuant to Illinois Supreme Court Rule 2.9(A), the Court shall not initiate, permit, or consider *ex parte* communications, or consider other communications made to it outside the presence of the parties or their lawyers, concerning a pending or impending matter before the Court.
- (b) Any attempt at an *ex parte* communication will be screened, entirely disregarded, and will be given no consideration in the Court's adjudication of any matter before it.
- (c) *Ex parte* communications via phone, email, or any other method are strictly prohibited.

**XIX. COURTESY CALLS TO CHAMBERS**

- (a) As a courtesy to the Court, please contact one of the Court's judicial law clerks if any fully briefed matter has been resolved and the parties will not argue their briefs on the hearing date.

**IT IS SO ORDERED.**

Date: August 26, 2025

ENTERED:

/s/ William B. Sullivan

Judge William B. Sullivan, No. 2142