

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT, CHANCERY DIVISION
MORTGAGE FORECLOSURE/MECHANICS LIEN SECTION**

AMENDED AND RESTATED STANDING ORDER

**Honorable Chloé G. Pedersen
Circuit Court Judge
Calendar 63, Courtroom 2810
Richard J. Daley Center
50 West Washington
Chicago, Illinois 60602**

Judicial Law Clerk: Nicholas (312) 603-3885
Administrative Assistant: Fransua (312) 603-7554

Courtesy Copies and Emergency Motion Scheduling E-mail:
ccc.mfmlcalendar63@cookcountyil.gov

General Phone Number: (312) 603-7554

Zoom Information:

Meeting ID:	951 2497 0611
Passcode:	051684
Audio Only Zoom Call-In Number:	(312) 626-6799

The Court's Webpage: <https://www.cookcountycourt.org/judge/pedersen-chloe>

IT IS HEREBY ORDERED AS FOLLOWS:

THIS STANDING ORDER effective September 8, 2025 and amends and restates all prior standing orders for Calendar 63. This 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, Mortgage Foreclosure/Mechanic's Lien Section ("MF/ML") Courtroom Procedures, and all Chancery Division Rules, and all applicable General Administrative Orders.

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I. GENERALLY

All pleadings must contain the entire case caption, calendar number, and property address. All service notices must include each attorney or self-represented (*pro se*) litigant's address, telephone number and e-mail address. Pursuant to Illinois Supreme Court Rule 11(b), a self-represented litigant who has an e-mail address must designate a single e-mail address to which service may be directed and include that e-mail address on all court documents and correspondence.

No party may appear without having previously filed an appearance (Ill. S. Ct. Rule 13(c); Cir. Ct. R. 1.4(a)); the only exception is for a petition to intervene.

A party not represented by an attorney – a self-represented (*pro se*) litigant – will receive no preferential treatment and must comply with all applicable statutes and rules. Self-represented litigants must comply with the relevant Illinois Code of Civil Procedure, the Illinois Mortgage Foreclosure Act, Illinois Supreme Court Rules, and Circuit Court of Cook County Rules. These rules can be found on-line at the following websites: www.ilga.gov and www.state.il.us/court/SupremeCourtRules

Pursuant to the [Illinois Supreme Court Policy on Artificial Intelligence](#), the use of AI is permitted so long as it complies with legal and ethical standards. Disclosure of AI use is not required. Attorneys and self-represented litigants are still accountable for their final work product. Unsubstantiated or deliberately misleading AI-generated content that perpetuates bias, prejudices litigants, or obscures truth-finding and decision-making will not be tolerated.

II. RESOURCES FOR SELF-REPRESENTED (*PRO SE*) LITIGANTS

- A. Cook County Legal Aid for Housing and Debt – Call (855) 956-5763 or (855) 452-2637 for this county-wide initiative providing free legal assistance to residents facing eviction, foreclosure, consumer debt, and tax deed issues. For more details or information, visit: <https://www.cookcountylegalaid.org/>
- B. Self-represented litigants may seek free assistance:
 1. **In-Person:** 50 W. Washington, Chicago, IL 60602 – Resource Center for People Without Lawyers, located on the Concourse Level - Room CL-29: Tuesday through Thursday, 8:30am-4:00pm. No appointment needed; First come-first served basis.
 2. **Virtual Consultation** (via Zoom): Available Monday and Friday Only from 8:30am-4:00pm. Appointments and Drop-Ins, if available. Call (312) 726-2938 to schedule a virtual consultation session.
 3. From IL Court Help by calling (between 9:00 AM and 2:00 PM) or texting (at any time) (833) 411-1121 or by visiting <http://www.ilcourthelp.gov/> for copies of court forms, information on filing court documents, how to appeal a case, etc.
- C. Other potential resources for self-represented litigants include:

1. CARPLS Legal Aid Hotline - Talk to a lawyer for free legal advice and referrals to more help. Call (312) 738-9200 or visit carpls.org for further assistance.
2. Illinois Legal Aid Online - Apply for free legal aid at www.illinoislegalaid.org.
3. Chicago Volunteer Legal Services (CVLS) – Court Appointment and Foreclosure Mediation Programs providing *pro bono* volunteers to assist litigants including matters with deceased borrower consultation and/or federally-backed mortgage borrowers. Call (312) 332-8785 or e-mail cvls@cvls.org.
4. Chicago Legal Clinic – (312) 726-2938
5. JusticeCorp – (872) 529-1903; www.cookcountycourt.org
6. Cook County Sherriff’s Social Services – questions regarding evictions and relocation assistance: 312-603-3337.
7. Cook County Clerk’s Office – questions regarding court filing: 312-603-5133.
8. For more free or low-cost legal assistance, please refer to the following links:
 - i. <https://www.cookcountycourt.org/judge/pedersen-chloe>
 - ii. <https://chicagobarfoundation.org/public-resources/>

III. COURT CALLS & PROCEEDING RULES

A. Court Calls:

Contested Motions Call:	Monday- Thursday	11:00 A.M.
Default Motions/Case Management Call:	Monday- Thursday	3:00 P.M.
Emergency Motions (if authorized):	Monday- Thursday	11:00 A.M.

B. Court Proceedings:

Pursuant to Illinois Supreme Court Rule 45, Illinois Supreme Court Rule 113(j), and General Administrative Order No. 2023-05 by Chief Judge Evans, and Chancery Division General Administrative Order 2023-1, Court proceedings will be held in-person or remotely via Zoom as ordered by the Court.

Starting February 1, 2025, all court participants with matters set for the Contested Motions Call at 11:00 A.M. on Tuesdays, Wednesdays, and Thursdays, should be prepared to attend in-person for any oral arguments unless otherwise ordered by the Court. The Contested Motions Call occurring on

Mondays at 11:00 A.M. will proceed remotely via Zoom and will generally be reserved for contested matters on status, presentment, or motions of a less complex nature as determined by the Court. All proceedings set during the Default Motions/Case Management Call (Mondays through Thursdays at 3:00 P.M.) will be conducted remotely via Zoom.

****Please review the Appearance Reference Guide below and as further noted herein for additional details on your required court attendance. Call (312) 603-7554 with any questions****

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.

Unless otherwise ordered, use the following table as a general reference for scheduling and planning your appearance:

Filing Type	Appearance Type & Days	For More Details
Case Management Call	Zoom (Monday – Thursday)	See Section VI
Uncontested Dispositive Motion or Default (JOF or OAS Motion)	Zoom (Monday – Thursday)	See Sections VIII; IX; X
Motions to Compel	Zoom (presentment/status only) or In-Person (as ordered by the Court post presentment)	See Sections VIII.C.; VIII.H
Motion for Leave to Withdraw as Counsel	Zoom (presentment/status only) or In-Person (as ordered by the Court post presentment)	See Section VIII.D.
Routine Motions	Generally, No Appearance – Disposed of “Off-Call”	See Section VIII.E.
Emergency Motions	Only as Scheduled by the Court	See Section VIII.F.
Receiver Motions (non-emergency)	Zoom (presentment/status only) or In-Person (as ordered by the Court)	See Sections VIII.G.; VIII.H
Contested Motions	<ul style="list-style-type: none"> - With Agreed Briefing Schedules – no presentment appearance - submit “Off Call” - Without Agreed Briefing Schedules - Zoom (presentment/status only – no argument) - Ruling Dates: Zoom - Hearing/Oral Arguments: In Person Only at 11AM on Tuesday, Wednesday or Thursday 	See Section VIII.H

In the event a litigant or attorney is scheduled to attend via Zoom, but is unable to connect to Judge Pedersen's Zoom hearing, please immediately call (312) 603-7554 and/or e-mail ccc.mfmlcalendar63@cookcountyil.gov to let the Court know of your difficulty in connecting with the Zoom hearing call. Zoom download instructions can be found on the Court's webpage.

C. Availability of Remote Access Terminals

If you do not have access to a computer or mobile device, you can visit a courthouse Zoom Room. The staff in the courthouse Zoom Room can help you use Zoom from a remote access terminal at the courthouse or from your mobile device to appear for your remote court date. The Zoom Room for the Richard J. Daley Center (50 W. Washington) is located on the Concourse Level East Lobby.

D. Zoom Hearing Rules & Procedures

1. Remember, Zoom proceedings are still court proceedings. All persons using Zoom shall conduct themselves accordingly. Conduct exhibited which is not fitting for a courtroom or disruptive to the Court 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.
2. Pursuant to 625 ILCS 5/12-610.2 no person shall be engaged in the act of driving 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 on the side of the road or parked. 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. Failure of the person to comply with the requirements of the statute or 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.
3. **All persons attending court remotely should be prepared to and shall leave their video on at all times while court is in session. Unless directed otherwise, all attendees must remain visible to the Court at all times when court is in session.**
 - i. No attendee shall use a virtual background with words or graphics disruptive to the Court when appearing before the Court via Zoom. Blurring the background is acceptable for privacy concerns. All attendees with virtual or blurred backgrounds must be capable of removing the backgrounds if requested by the Court.
 - ii. If you are appearing on Zoom by phone only (calling into the court proceedings without video function):
 - a. You must identify yourself when asked, and you will be assigned a name so that your phone number does not appear.

- b. Press *6 to mute or unmute yourself at the appropriate times, and
- c. Press *9 to raise and lower your hand as needed.

4. Names and Identification

- i. 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 “John Doe’s iPhone”, “Samsung 1234”, “John”, or other inappropriate names are not permissible.
 - ii. Attorneys appearing before the Court via Zoom shall edit their name on Zoom 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 they are appearing (*e.g.*, John Doe - ABC Law Firm).
 - iii. Those needing assistance in changing their names may communicate with the Court via the Zoom Chat feature for assistance.
5. All Zoom attendees shall remain on mute until the case for which the person is appearing is called.
6. **Please remain patient. The Court will call cases in the order of Check-in, complexity, and availability of resources. Cases requiring an interpreter will be called upon the interpreter’s availability.**
7. Illinois Supreme Court Rule 44 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.”
- i. Failure of any party to adhere to the prohibitions set forth in Illinois Supreme Court Rule 44 and 45 will subject the violator to appropriate sanctions by the Court and/or penalties for contempt of court.
8. Non-Case Participants (including members of the public or media that are not parties or witnesses in a case) seeking to observe scheduled Zoom proceedings must adhere to these Zoom Rules and Procedures, including but not limited to remaining visible to the court at all times while in session and remaining muted unless asked to speak. Non-Case Participants are invited to attend matters scheduled in-person at the Daley Center. Scheduled in-person matters will not be broadcast via Zoom.
9. Failure to adhere to these rules and procedures may result in the person or persons being removed from the Zoom proceedings, and may potentially subject the person or persons to appropriate sanctions at the Court’s discretion.

E. **Courtesy Calls and Communications to Chambers**

1. For administrative concerns, please contact the Court's administrative assistant.
2. For legal or procedural concerns, please contact the Court's judicial law clerk.
3. As a courtesy to the Court, please make immediate attempts to contact the Court's judicial law clerk if any fully briefed matter has been resolved and/or the parties will not argue their briefs on their scheduled hearing date.
4. **Failure to observe these requirements including the demonstration of inappropriate and/or unprofessional behavior towards the Court's staff may result in sanctions at the Court's discretion.**

IV. **ORDERS**

- A. Proposed orders for each motion should be provided to the Court with the courtesy copy submission and **should not be attached to any other document.**
1. Court-supplied, fill-in-the-blank orders should be used whenever possible.
 2. 1-2 page Case Management orders shall be used. A form version of this order is available on the Court's webpage and shall be submitted with the proposed orders for each case management conference held. These forms must include the Court's Zoom information.
 3. DO NOT "pre-check" any boxes in proposed orders as the Court's ruling may differ from the "pre-checked" box.
 4. Orders should not include a pre-filled date by the signature block as the Court may not enter the order on the date listed depending on the time or date of its receipt. The Court will date all orders on its own upon execution.
 5. Proposed orders to be submitted by the litigants to the Court following a hearing are due to the Court no later than 24 hours after the hearing. If proposed orders are not received by the Court 72 hours after the hearing, the Court may enter its own order without input from the parties, strike the motion, and/or may subject the case to dismissal for want of prosecution.
 6. All proposed orders shall include the Court's contact information and Zoom information.
- B. The form pre-trial timeline order to be entered concurrently with the entry of an order striking a case from case management (4331) for cases instituted on or after July 1, 2022, is available on the Court's webpage and shall be submitted with the proposed orders for each case management conference held along with the standard 1-2 page

proposed case management order. Failure to tender a copy of a proposed pre-trial timeline order with case management conference courtesy copies may subject the case management conference to be stricken off the call requiring the plaintiff to re-notice the case management conference.

- C. In the event a movant chooses not to proceed on a motion noticed before the Court the movant or movant's counsel should immediately send 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.
- D. Dates certain, *e.g.*, "February 1, 2025," are required for redemption dates.
- E. Due to the increasing volume and complexity of cases on the docket, the law clerk will not provide copies of signed and entered orders to litigants. Copies of signed orders are sent to parties by the Clerk of the Court through an automated process. If parties would like a copy of an order sooner, they may request it from the Clerk's Office directly at courtesyorders2@cookcountycourt.com. **Please DO NOT email or carbon copy (cc:) the Court's general calendar or law clerk email addresses with such requests.**

V. COURTESY COPIES

- A. Courtesy copies are due **by 4:00pm at least 10 court business days/14 calendar days prior to** the scheduled court date. Failure of the moving party to timely tender courtesy copies will result in the motion/s being stricken by the Court. Documents considered to be courtesy copies transmitted to the court's designated email address (ccc.mfmlcalendar63@cookcountyl.gov) after 4:00 p.m. will be considered received on the following BUSINESS DAY.
- B. **Submission of Courtesy Copies is Required**
 - 1. Due to the high volume of cases and 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.
 - 2. Unless otherwise agreed to by the parties, the **moving party** is to supply the Court with all courtesy copies, as well as the proposed briefing schedule order **and any other relevant prior court order(s)** necessary for the Court to have a full understanding of a case's procedural history. Failure of the parties to tender courtesy copies pursuant to the requirements set forth in this standing order is grounds for denial or striking of the motion.
 - i. 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.

3. Courtesy copies are due **no sooner** than 28 calendar days prior to hearing/presentment, and **no later** than 14 calendar days prior to hearing/presentment. The Court therefore will not retain courtesy copies for continued motions. Courtesy copies should be timely re-submitted to the Court's e-mail **no later** than 14 calendar days prior to each new court date.
4. **All courtesy copies, regardless of volume, should be e-mailed to ccc.mfmlcalendar63@cookcountyil.gov. No paper courtesy copies will be accepted unless otherwise specifically order by the court.**

C. Contents & Form of Courtesy Copies

1. **When e-mailing courtesy copies, parties must strictly adhere to the following guidelines:**
 - i. The subject line of the e-mail must include only the case number, the case name, and the court date (e.g., 20 CH 0001 PNC v Martin 12/30/2024). For routine motions, please indicate "off-call" instead of the court date.
 - ii. The body of the e-mail must include the case number, court date, and a brief description of the matter. (e.g., Attached are courtesy copies for December 30, 2020, for 20 CH 0001 (PNC v. Martin) up on Case Management/Judgment Motions/Order Approving Sale/Status on _____/Plaintiff's or Defendant's Motion to /etc.)
 - a. Please do not include any "internal" file numbers of the law firm submitting the courtesy copies
 - iii. Attachments to the e-mail should be in **PDF form ONLY**.
 - a. All motions must be in **ONE** Bookmarked/tabbed PDF file with **all** supporting documents. Each bookmark/tab must be **clearly titled** (e.g., Notice of Motion, Complaint, Service Affidavits, Motion for Default, etc.) and **neatly organized**. PDFs without bookmarks/tabs should include a table of contents providing page numbers for each referenced pleading submitted to the Court.
 - b. Proposed orders must be attached as a **separate PDF** attachment in the **same courtesy copy e-mail clearly titled** "Proposed Order(s) for Case Number." Multiple proposed orders should **all** be submitted **together in ONE PDF** attachment.
 - (1) Proposed orders shall contain the court's e-mail address, phone number, and Zoom information.

- iv. **Prior Orders related or pertaining to the motion or appearance must be provided.** For example: Emergency Motions must include the prior order from which relief is being sought along with the Judgment of Foreclosure, if applicable. Continued Case Management materials must include case management orders from at least the prior appearance. Contested motion materials must include the briefing schedule order and any revisions thereto.
- v. All parties who have filed an appearance must be carbon copied on courtesy copy e-mails. Failure to carbon copy any party who has filed an appearance in the case and provided an e-mail address may result in the striking of the motion. **No *ex parte* communication with the Court will be allowed over e-mail.**
- vi. If attachments are too large to be attached in one e-mail, parties are encouraged to send the courtesy copies in a zipped file, a Dropbox Link or a Google Drive link. If none of these options are feasible, multiple e-mails are acceptable **only** if **conspicuously** labeled in the subject line and body of the e-mail. (e.g., Part 1 of 3, Part 2 of 3, etc.).

VI. CASE MANAGEMENT & DISCOVERY

- A. Case management conferences are scheduled on the court's default motions call (**Monday, Tuesday, Wednesday, Thursday at 3:00 PM**) and will be conducted remotely via Zoom.
 - 1. No default judgments may be entered prior to case management being stricken by the Court (4331). This shall apply to residential and commercial properties. Noticing up motions for judgment prior to a continued case management conference is strictly prohibited.
 - 2. Contested motions may not be presented at a case management conference. **No other motions may be piggy-backed onto a case management conference without contacting Judge Pedersen's law clerk via e-mail for permission.**
 - 3. Plaintiff or Plaintiff's counsel shall submit courtesy copy packets for case management conferences. Such a submission shall include the following:
 - i. Notice of initial case management pursuant to Illinois Supreme Court Rule 218;
 - ii. Completed Chancery Division/ Mortgage Foreclosure case management status form and supporting materials (if applicable);
 - iii. The proposed Chancery Division/ Mortgage Foreclosure (1-2page case management order -form version of which is available on the Court's webpage);
 - iv. Zoom instructions in both English and Spanish;
 - v. Certificate of service of the notice of initial case management;
 - vi. prior case management orders; and
 - vii. any additional materials related to the anticipated status report to the Court.

4. The parties should be prepared to present a status to the court during the remote video conference, indicating the following: service of all parties; appearances filed; discovery commenced/contemplated; loss mitigation efforts ongoing/completed; settlement negotiations underway/completed; motions pending or completed or ready for dispositive motion.
- B. The Illinois Supreme Court has established standards for the disposition of mortgage foreclosure cases within specific timeframes. The period set forth for mortgage foreclosure cases is three (3) years from the date of institution of the case; therefore, effective for cases instituted on or after July 1, 2022, the following timeline shall be followed for discovery and filing of dispositive motions:
1. Upon entry of an order striking the case from case management (4331), 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. 14month to complete oral discovery;
 - iii. 15 months to complete disclosure of expert witnesses; and
 - iv. 17 months to complete expert witness discovery.
 2. The parties may use the time for discovery to conduct loss mitigation and settlement discussions if the case is “on loss mitigation hold,” but the timeline will continue to run and will not be tolled or stayed unless done so by order of the Court.
 3. The parties may file dispositive motions at any point after the entry of the order striking the case from case management (4331); however, ALL dispositive motions from ALL parties shall be filed no later than 20 months after the entry of the order striking the case from the case management call (4331).
 - i. The order striking the case from case management (4331) shall be included as an exhibit to all dispositive motions and a statement shall be made in the filed motion that the motion complies with this timeline.
 4. As the need arises, the case shall be set for trial no later than 24 months upon entry of the order striking the case from case management (4331)
- C. Failure to follow this timeline may be a basis for Illinois Supreme Court Rule 219(c) sanctions or may result in the case being dismissed *sua sponte* for want of prosecution.
1. 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
- D. 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.

VII. REQUIRED ATTACHMENTS

A. Notice to Homeowners & Zoom Instructions:

1. Pursuant to General Administrative Order No. 2022-03:
 - i. All summonses must include the Notice to Homeowners informational sheet in English and Spanish; and
 - ii. All notices of motion and notices of initial case management must include a copy of all four pages of the required Zoom instructions in English and Spanish.
2. Failure to strictly comply with General Administrative Order No. 2022-03 shall result in the matter being continued to a new date subject to the Court's availability.

VIII. MOTIONS

A. Generally

1. Scheduling & Notices: Except for Emergency Motions, each party shall file his/her/its submission electronically with the Clerk of the Circuit Court. For information about filing electronically, contact the Clerk of the Court at <http://www.cookcountyclerkofcourt.org/NewWebsite/efile-Information-Portal.aspx>.
2. All pleadings submitted to the Court must contain the Clerk's stamp showing previous electronic filing and are required to be sent to every other party to this litigation in the same manner and form. The party requesting relief from the Court (the Movant) is required to send Notice of all matters scheduled to be heard by the Court to all parties of record. The Notice of Motion must be accompanied by a copy of the pleadings the Movant seeks to present to the Court. Failure to provide the required Notices will prevent the Court from hearing the case.
3. All pleadings must contain the entire case caption, calendar number, and property address. All service notices must include each attorney or self-represented 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.
4. Motions for leave to amend or to file third-party claims must specify what is being amended and attach a proposed filing.
5. A motion to issue an alias summons must state when the summons will issue

and identify the person on whom it is being issued.

6. 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 Judge Pedersen’s law clerk, providing timely courtesy copies, and giving proper notice of the motion to all parties entitled to notice.
 - i. 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 the law clerk is contacted.
7. Emergency Motions must include the prior order from which relief is being sought along with the Judgment of Foreclosure, if applicable. Continued Case Management materials must include case management orders from at least the prior appearance. Contested motion materials must include the briefing schedule order and any revisions thereto.

B. Dispositive Motions

1. Dispositive motions brought pursuant to Code of Civil Procedure sections 2-1005, 2-619, and 2-301(b) will be screened for Rule 113 and/or Rule 191 compliance.
 - i. Loss mitigation affidavits in support of dispositive motions should be as timely as possible, but must be dated within 60-days of the filing of the dispositive motion.
2. A party seeking discovery before responding must provide on the presentment day an affidavit in strict compliance with Rule 191(b). Failure to do so may waive all discovery prior to a response.

C. Motions to Compel

1. Compliance with discovery requests must strictly conform to Illinois Supreme Court Rule 201(k), which provides that “(e)very 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.” Unanswered letters, emails, or text messages to opposing counsel seeking to initiate a personal consultation regarding discovery disputes **do not themselves constitute a personal consultation**. As a result, motions pursuant to Rule 201(k) that are supported only by “no response” or “unresponded to” written communications will be stricken.

D. Motions for Leave to Withdraw as Counsel

1. All motions of counsel for leave to withdraw must strictly conform to Supreme

Court Rule 13(c)(2-4). Additionally, at presentment of the motion counsel must provide the court with proof of delivery of the motion on the defendant. Acceptable forms of proof of delivery include a signed return U.S. Postal Service certified mail receipt, or a print-out of tracking information showing delivery by any third-party delivery service

E. Routine Motions

1. Routine motions generally will not require a Court appearance in person or remotely. These matters may be disposed of “Off Call” - signed and entered outside the court’s regular calls. The following motions are considered routine:
 - i. Voluntary Dismissals as provided for in the MF/ML Courtroom Procedures
 - ii. Motions to Substitute Counsel
 - iii. Motions for Entry of a Consent Judgment
 - iv. Agreed Motions:
 - a. to Amend Pleadings to Substitute Parties
 - b. to Add or Dismiss a Party
 - c. to Continue the case
 - d. with Briefing Schedules upon presentment of a party’s motion
 - e. Receiver’s Bond (Agreed orders may be presented in court, or off-call when accompanied by a stipulation).
 - v. Motion to appoint a special process server
 - a. A motion to appoint a special process server must contain the process server’s name, employer, and license number.
 - vi. Other matters upon which an Agreement can be reached
2. Agreed orders may also be heard at the beginning of the call if Judge Pedersen’s law clerk is notified before the beginning of the call. (Parties may send a chat message to the Court’s law clerk in the Zoom chat to indicate that the parties have an agreement.)
3. 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.
4. Where applicable, include in the Order a sentence striking any previously set Court date.
5. When submitting proposed orders for routine motions indicate in the subject

of the email that this is an “Off Call” matter.

F. Emergency Motions

1. Emergency Motions must involve some circumstance which could lead to irreparable damage to a party if relief is not obtained before the party can be heard on the regular motion call. See *Nagel v. Gerald Dennen & Co.*, 272 Ill. App. 3d 516, 519-20, 650 N.E.2d 547, 550 (1st Dist. 1995), defining emergencies. Emergency motions must be brought in conformance with Circuit Court Rule 2.2. Emergency motions brought with less than 24-hour notice to opposing counsel will be denied outright absent highly compelling reasons. The movant must comply with the General Administrative Order No. 2018-05 regarding Mortgage Foreclosure Emergency Motion Procedures and Notice to all parties given.
2. Emergency motions must be scheduled by contacting Judge Pedersen’s Judicial Law Clerk. The law clerk will provide the date and time the emergency motion will be heard, depending on the availability of the Judge.
3. Pleadings and Notices for Emergency Motions must be emailed to ccc.mfmlcalendar63@cookcountyil.gov no later than 1 day prior to the hearing date and received before 3:00 p.m.
 - i. Due to the nature of the emergency motion, the date and time on the notice of motion **may not be pre-selected by the moving party**. The law clerk will provide the date and time the emergency motion will be heard, depending on the availability of the Court.
4. Emergency motions to stay a judicial sale must include the sale date and time and must indicate whether the party previously sought a stay. A party seeking to stay judicial sale based on a purchase contract or a short sale contract must provide the court with a pre-approval letter for the buyer, or any proof of funds if the sale contract does not contain a mortgage contingency provision along with the judgment amount. A party seeking to stay judicial sale based on a completed loss mitigation application must provide the court with proof that an application was submitted to the lender and/or that the lender has acknowledged receipt of a completed loss mitigation application.
5. Emergency motions to stay possession must include the final judgment date, the possession expiration date, and whether the party previously sought a stay.
6. Emergency motions to appoint a receiver or mortgagee in possession may be brought only if the verified petition contains factual allegations indicating an immediate health or safety threat.

G. Receiver Motions

1. Non-emergency Motions to Appoint a Receiver or Mortgagee in possession will be heard Monday – Thursday at 11:00 AM. After obtaining a presentment date

and time from the clerk's system, **the movant must submit courtesy copies 14 days in advance of the hearing date.**

2. Motions to appoint a receiver will be heard only if the movant provides:
 - i. The complaint, mortgage, and note
 - ii. A proposed receiver
 - iii. Proposed receivers' current resume and fee schedule
 - iv. Proof of service meeting all statutory requirements
 - v. A completed proposed form order
3. The presence of the proposed receiver is not required on presentment day. Once appointed, the receiver **MUST** be personally present at all hearings on receiver's reports, without exception, unless expressly excused by the Court. Only the receiver and/or their legal representatives are allowed to appear in court on behalf of the receiver.
4. A receiver bond must be issued by a court-approved surety and executed in compliance with all applicable court rules. The bond must have a raised seal, the receiver's signature, and a signature block for the judge. The bond must be signed by Judge Pedersen and should not be filed in Room 802. After the bond is entered, the court clerk will file and enter the bond, and place a copy in the court file.
5. Once a receiver is appointed for a case, the receiver **shall not**:
 - i. Serve as a selling officer for the property;
 - ii. Provide a Broker's Price Opinion; or
 - iii. Act as a listing or selling broker (unless pursuant to a court approved listing agreement)

H. Contested Motions Briefing Schedule & Oral Argument

1. Litigants with motions for initial presentment (newly filed motions) are encouraged to contact all parties of record and prepare an Agreed Briefing Schedule. An Agreed Briefing Schedule may be submitted "Off Call" alleviating the need for the parties to appear to be given a Briefing Schedule by the Court. Generally, the Briefing Schedule should provide:
 - i. Motion to be filed instant or within 7 days
 - ii. Responsive pleading to be filed within 28/35 days
 - iii. Reply to be filed 14/21 days

- iv. Courtesy Copy due date
- v. Request for Hearing/Argument or a ruling date
 - a. Litigants must contact Judge Pedersen's Judicial Law Clerk to obtain the hearing or ruling date.
 - b. Ultimately all rulings are based upon the pleadings. Thus oral arguments will not be scheduled until requested by the parties and agreed to by the Court.
- 2. No sur-responses may be filed without leave of court and will be limited to **5 pages** unless otherwise ordered by the Court.
- 3. **Motions and response briefs are limited to 15 pages, reply briefs are limited to 10 pages**, using typed 12-point font and be double-spaced, exclusive of exhibits. **Pages must be numbered.** Citations must be to official reporters only and must comply with the most recent edition of "The Bluebook: A Uniform System of Citation."
- 4. During the hearings for Motions for Summary Judgment, Judgment of Foreclosure and Confirmation of Sale, Counsel should be prepared to answer any questions the Court may have regarding amounts sought by Plaintiff, including but not limited to post-judgment fees, advances and expenses.

IX. JUDGMENT OF FORECLOSURE (JOF) PACKET CONTENTS

- A. The Court requires that courtesy copy packets including a Motion for Judgment of Foreclosure and Sale shall include the following:
 - 1. Notice of Motion.
 - 2. Complaint, with all exhibits including Mortgage(s) and Note(s).
 - 3. Assignments and merger/successor documents, if any.
 - 4. Certificate of Service of Process, with proof of service on all defendants.
 - 5. Military Affidavit (as required by the Service-Member's Civil Relief Act).
 - 6. Where applicable, Notice to Residents of COVID-19 Declaration form.
 - i. Proof of Sending the Notice of COVID-19 Declaration to each resident, mortgagor(s), and additional notice addressed to "Residents and Tenants" of the property. Said proof shall be in the form of an affidavit.
 - 7. Judgment Motions (default, judgment of foreclosure and sale, motion to appoint selling office, motion to shorten redemption, if applicable, etc.).
 - 8. Rule 113/191 Affidavit.
 - i. **The Rule 113/191 affidavit and loss mitigation affidavit shall have**

the affiant's signature and notary on the same page.

9. A Plaintiff seeking property preservation fees must provide a breakdown of the fees, invoices relating thereto, and proof of payment thereof. Failure to provide a breakdown of the property preservation fees will result in striking of the motion or continuing the motion for 30-60 days to allow time for the plaintiff to comply.
10. Loss Mitigation Affidavit (if applicable).
 - i. Loss mitigation affidavits in support of dispositive motions should be as timely as possible, but must be dated within 60-days of the filing of the dispositive motion.
11. Attorney Affidavit of fees and costs, if sought—including detailed billing/time and tally reports if fees exceed \$4,100.
12. Any motion seeking to reform the legal description of a property in a Mortgage, Note, or any Assignment thereof must comply with the General Administrative Order No. 2016-03 and clearly identify (1) the original legal description; (2) the correct legal description, specifically identifying the change(s) made; (3) the reason the legal description is different or was incorrect, as appropriate; and (4) evidentiary support for the change.

B. Proposed Judgment of Foreclosure Orders, which may include any language authorizing immediate possession; immediate possession is authorized by statute only after meeting statutory requirements and upon presentment of an appropriate motion. One example of prohibited language is: "That the parties hereto who shall be in possession of said premises, or any part thereof, including leaseholders, or any person who may have come into possession under them or any of them, since the inception of the mortgage or commencement of this suit, shall upon presentment of said Judicial/Sheriffs Deed of Conveyance, surrender possession of said premises to said grantee, his representative or assigns, and in default of so doing, an Order of Possession shall issue."

C. All requests for a sealed-bid auction must be presented by separate motion.

X. MOTIONS TO APPROVE JUDICIAL SALE (OAS)

- A. Motions seeking court approval of a judicial sale must meet all Mortgage Foreclosure Section rules and procedures. The Court requires that courtesy copy packets include the following:
 1. Notice of Motion
 2. Report of Sale
 3. A Motion for Order Approving Sale
 4. Motion for Immediate Possession (if sought)

5. Certificates of Publication
6. Receipt of Sale
7. Certificate(s) of Sale
8. Notice of Sale in compliance with 735 ILCS 5/15-1507(c), as amended, including proof of mailing the Notice of Sale, and proof of e-mailing the notice of sale for all parties of record with an e-mail address pursuant to Amended S. Ct. Rule 113, and Rule 11 (c)
9. Proposed Order approving report of sale and granting possession.

B. *In personam* deficiency

1. If a party seeks an *in personam* deficiency, the movant should **also** provide:
 - i. The complaint
 - ii. The judgment of foreclosure
 - iii. The proof of service on the defendant(s) against whom the deficiency is sought, or if said defendant(s) filed an appearance, a copy of their appearance
 - iv. Copies of a blank memorandum of judgment
 - v. A filed and signed broker's price opinion (BPO) from a licensed Illinois real estate broker or a filed and signed appraisal from a licensed Illinois appraiser of the value of the property prepared and executed by a disinterested third-party not greater than 60 days prior to the date of the judicial sale, unless otherwise ordered by Judge Pedersen. The "BPO" shall not be a "comparative market analysis."
2. Copies of all documents listed above, including the BPO or appraisal, must be filed with the Clerk of the Court and provided to **all** parties prior to presentation of the motion to approve the judicial sale. The Court will not grant an *in personam* deficiency if a BPO or appraisal in compliance with this order is not provided to all parties prior to hearing and included in the courtesy copies.

C. The Court prefers that a memorandum of judgment be presented at the time the sale is confirmed. A memorandum may be submitted to be signed off call within 14 days after the confirmation of sale, provided the plaintiff submits a stamped copy of the confirmation of sale. **Memoranda of judgment submitted beyond 14 days will not be signed Off Call.**

D. **Motions seeking approval of a judicial sale filed by third-party bidders must comply with the same requirements of motions filed by Plaintiffs and include all required documents. Failure to provide any of the required documents is grounds for denial of the motion.**

E. In case of surplus, proposed orders **must** include the following language:

1. "When mailing a copy of this order approving sale, counsel for plaintiff shall notify the mortgagor, in a cover letter, of the existence of surplus funds. The cover letter shall specify that the funds may be obtained upon presentation to the Presiding Judge (Daley Center Room 2403) of a Petition for Turnover of Surplus Funds. A copy of the current petition form shall be included in the mailing."

XI. CITATION TO DISCOVER ASSETS/POST-JUDGMENT COLLECTION

- A. Citations to discover assets are heard in the Law Division (Tax Section). To properly transfer matters to the Law Division, Judge Pedersen will sign a transfer order upon presentation of proper motion. A hearing date may be obtained from the clerk's office in room 802 or via the e- filing system. Proper notice of hearing must be sent to all parties of record and courtesy copies should be provided to the court. Transfer requests will not be approved or entered Off Call.

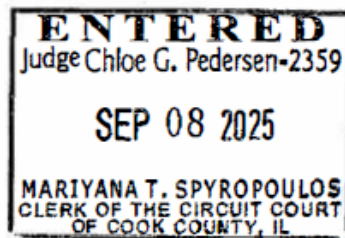
XII. DISQUALIFICATION PURSUANT TO 2.11(A)(5)(C)

- A. Judge Pedersen's prior law firm, Fletcher & Sippel LLC, shall be an automatic recusal until May 12, 2026. Judge Pedersen makes a Remittal of Disqualification pursuant to the Illinois Code of Judicial Conduct of 2023 Rule 2.11(A)(5)(c) on all matters in which the above firm is either a party or representing party. All attorneys with knowledge of these individuals or firms' involvement in any matter pending on Calendar 63 should bring it to the Court's immediate attention.

IT IS SO ORDERED

Date:

ENTERED:



Honorable Chloé G. Pedersen
Cook County Circuit Judge
Cal 63 RJDC - Courtroom 2810