

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

**CALENDAR 54 - COURTROOM 1504
JUDGE DANIEL PATRICK BRENNAN**

LAW CLERK: (312) 603-3086 SECRETARY: (312) 603-4812

COURT EMAIL: CCC.MFMLCALENDAR54@COOKCOUNTYIL.GOV

1. Case Managements, Motions, Hearings, and Status Dates.

- A. Initial Case Management hearings occur Monday, Tuesday, and Wednesday at 11:30 a.m. via Zoom. Zoom Meeting ID: 949 8385 1497—Passcode: 707493.
- B. Status dates and hearings are scheduled Monday through Friday as ordered by the Court.
- C. Parties may present motions on Monday, Tuesday, and Wednesday at 11:00 a.m. in-person in Room 1504 of the Daley Center. **Parties may not unilaterally schedule Zoom appearances for motion presentments when picking court dates on Odyssey.**

Upon request, AT LEAST SEVEN DAYS PRIOR TO A PROPOSED PRESENTMENT DATE, the Court may, in its discretion, allow any motions to be presented via Zoom *at some time other than the 11:00 a.m. in-person call.*

All motions presented to the Court, excluding emergency motions, must be filed with the Clerk of the Circuit Court via the Odyssey E-Filing System and spindled to the Court's motion call.

****Note: When parties file motions with the Clerk's Office, the Court is not notified of such. It is the parties' responsibility to send the Court paper courtesy copies of the motions filed.****

2. Courtesy Copy Requirement.

The moving party must provide **PAPER COPIES** of all motions and/or briefs to Courtroom 1504 **seven days prior to presentation of the motion or the hearing of the motion** for the Court's review. If granted leave by the Court, voluminous exhibits may be provided via email. (The Court may, in its discretion, require parties to print and present their exhibits via hard copy). If courtesy copies are not provided to the Court in the manner requested, the Court in its discretion may not hear the motion.

3. Pre-trial/Settlement Conferences.

At the parties' request, the Court will engage in a pre-trial/settlement conference. Pre-trial/settlement conferences are conducted in-person, unless the Court approves conducting the conference via Zoom. **Party representatives with authority to settle and who have knowledge of the case must be present with their attorneys.**

4. Agreed Orders.

The Court may, in its discretion, enter agreed orders off-call.

5. Emergency Motions.

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 (1st Dist. 1995), defining emergencies.

Movant must have an appearance on file before presenting the emergency motion. Movant must contact the Judge's law clerk either by telephone, email, or in-person to obtain a date to hear the emergency motion, or the motion will not be heard. If the motion is placed on the Court's call as an emergency, the moving party must then file the motion with the Clerk of the Circuit Court (Odyssey E-Filing at <https://illinois.tylerhost.net/OfsWeb/>) and a file stamped copy must be sent via email (ccc.mfmlcalendar54@cookcountyil.gov) or in-person to the Court staff in courtroom 1504. Further, a notice of motion, listing the presentment time and date and the motions itself must be sent to the opposing attorney/party the day before presentment by means reasonably calculated to reach the opposing party in time for the opposing party to attend the scheduled time, such as e-mail or hand-delivery.

6. Motions for Special Process Server or Alternative Service.

Ex-parte Motions for Special Process Server and Alternative Service should be e-filed with the appropriate supporting documentation, a court date chosen on Odyssey, and file stamped copies with a proposed order sent to the Court.

7. Motions for Default.

Motions for Default must be accompanied by an Affidavit of Service that has been e-filed. Prove-up documents of damages must be provided to the Court for a default judgment to be entered.

8. Motions to Withdraw.

Motions to Withdraw should be e-filed with appropriate supporting documentation, a court date chosen on Odyssey, and file stamped paper copies sent to the Court with a proposed order and all applicable proof of service and confirmation of service (i.e., signature green card from the USPS).

9. Contested Motions.

- Page limits for briefs shall be strictly adhered to. Briefs in support and in response to a motion shall not exceed fifteen (15) pages. Reply briefs shall not exceed eight (8) pages.
- The Court, at its discretion, will allow the parties to proceed to oral argument on their motion.
- **The Court must receive paper courtesy copies seven (7) days prior to the date of presentment and/or hearing date.**

10. Motions to Consolidate

Motions to Consolidate must be e-filed and noticed-up with the Presiding Judge of the Chancery Division for Consideration.

11. Appearance Required.

Except for a petition to intervene, no motion, including emergency motions, may be presented unless the movant has filed an Appearance with the Clerk of the Court in Room 802. *See* Ill. Sup. Ct. R., 13(c)(1); Ill. R. Cir. Ct. Cook. Co., R 1.4(a).

12. Full Caption Required.

All notices of motion, motions, and orders submitted for the Court's review must include a full caption that includes the name of all parties.

13. Additional Requirements for Motions for Order Approving Sale Where Plaintiff is Seeking a Personal Deficiency and the Defendant Has Not Filed an Appearance.

- Proof of service on the defendant of whom the deficiency is being sought
- Copy of the Complaint
- Copy of the Judgment of Foreclosure Order
- BPO/ Recent Appraisal

14. Courtesy Call to Chambers When a Fully Briefed Motion Will Not be Heard.

As a courtesy to the Court, please contact the Judge’s law clerk or his secretary, if any scheduled fully briefed matter has been resolved and will not be heard.

15. Obtaining Court Orders (If Not In-Person).

The Clerk of the Circuit Court of Cook County sends the entered court orders out to the respective parties via the email provided when an appearance is filed. In the event the parties do not receive an email from the Clerk of the Circuit Court of Cook County with their order attached, they may obtain the order by registering with the Clerk of the Circuit Court of Cook County at: <http://cccportal.cookcountyclerkofcourt.org/CCCPortal>.

16. Self-Represented (“Pro Se”) Litigants.

A party who participates in the case without an attorney must comply with established rules of Court procedure, including the rules on how to prepare pleadings found in the Illinois Code of Civil Procedure and Illinois Supreme Court Rules in the same manner as required of licensed attorneys.

These rules are on the internet at www.state.il.us/Court/SupremeCourt/Rules and www.ilga.gov and are available in book form in the Cook County Law Library on the 29th floor of the Daley Center. Depending on the type of case, there may be a Help Desk in the Daley Center or other Court facility for self-represented parties. Visit <https://www.cookcountycourt.org/help-desks-court-house> for a list of Help Desks. Additionally, self-represented litigants in Cook County can also access free legal information, advice, and referrals by Calling the Coordinated Advice and Referral Program for Legal Services (CARPLS) Legal Aid Hotline at (312)738-9200.

17. Court Reporters.

Parties are responsible for Court reporting services.

18. Zoom.

The Court, in its discretion, may hear any matter via Zoom.

Parties must indicate the case number followed by their first and last name when signing into a scheduled Zoom meeting: e.g. 26CH1234: John Doe.

The Court’s Zoom information is as follows:

- **Meeting ID: 949 8385 1497**
- **Passcode: 707493**
- **Zoom Dial In: (312) 626-6799**

19. Additional Information.

- Administrative Orders provide additional guidance with respect to other issues that may arise.
- Dismissal Orders may be sent to the Calendar 54 email address and handled at any time.
- Counsel for all parties of record or any *pro se* litigants must be carbon copied (“CC’d”) for any email or communication to the Court.

This Standing Order supersedes all prior Standing Orders regarding pending cases assigned to Calendar 54 in Room 1504 of the Richard J. Daley Center, Chicago. All prior Standing Orders of this Calendar are hereby vacated. This Standing Order serves as a supplement to the General Standing Orders of the Mortgage Foreclosure/Mechanics Lien Section. Parties should obtain a copy of the General Orders of the Mortgage Foreclosure/Mechanics Lien Section which address matters not covered in this supplemental standing order. This order is not intended to conflict with Illinois Supreme Court Rules 45 and 241 in any way.