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

General Standing Order
Judge Nicole Castillo
Calendar 57
Courtroom 2809

Judicial Law Clerk:
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Zoom Information: Meeting ID: 966 5421 6984
Passcode: 816216
Dial In: 312-626-6799

Court's Webpage: **https://www.cookcountycourtil.gov/judge/castillo-nicole**

IT IS HEREBY ORDERED:

THIS STANDING ORDER is effective October 5, 2026 and amends and restates all prior standing orders for Calendar 57. 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, all applicable General Administrative Orders, Mortgage Foreclosure/Mechanic's Lien Section Courtroom Procedures, and All Chancery Division Rules.

COURT CALLS

Contested Motions and Emergency Motions	Motions to Appoint Receiver / Receiver Reports	Default / Case Management
9:45 a.m. Monday, Tuesday, Wednesday, and Friday	10:30 a.m. Tuesday, Wednesday, and Friday	2:00 p.m. Monday, Tuesday, Wednesday, and Friday

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I. Generally

All pleadings filed with the Court must contain the entire case caption, calendar number, and property address. All service notices must include each attorney and/or self-represented litigant's address and e-mail address. All parties appearing before the Court, including self-represented litigants, must designate a single e-mail address to which service may be directed. All parties must consistently use the same e-mail address on all court filings and documents submitted to the Court.

No party may appear or address the Court without previously filing an appearance. The only exception is for a petition to intervene. Any other motions filed with the Court without an appearance being filed, will be stricken off call and will not be heard.

A self-represented litigant will receive no preferential treatment and must comply with Calendar 57's Standing Order and applicable rules and statutes.

II. Resources for Self-Represented Litigants

Following is a non-exhaustive list for self-represented litigants who need additional assistance in navigating the legal process. This is a non-exhaustive list and is provided for reference only and is not intended to advise any party on how they should proceed in any legal proceeding.

A. Cook County Legal Aid for Housing and Debt
Phone Number: (855)956-5763 or (855)452-2637
https://www.cookcountylegalaid.org

B. Resource Center for People Without Lawyers
In Person: 50 W. Washington Street, Chicago, IL 60602
Located on the Concourse Level – Room CL-29
Hours: Tuesday thru Thursday 8:30 a.m. – 4:00 p.m.
No appointment necessary

Virtual: Call (312)726-2938 to schedule a virtual consultation
Hours: Monday and Friday 8:30 a.m. – 4:00 p.m.

C. IL Court Help
Call between 9:00 a.m. and 2:00 p.m. or text anytime: (833)411-1121
http://www.ilcourthelp.gov/

D. Other Sources:
- CARPLS Legal Aid Hotline call (312)738-9200 or visit carpls.org
- Illinois Legal Aid Online visit www.illinoislegalaid.org
- Chicago Volunteer Legal Services (CVLS) call (312)332-8785 or email cvls@cvls.org

- Chicago Legal Clinic call (312)726-2938
- JusticeCorp call (872)529-1903
- Cook County Sheriff's Social Services call (312)603-3337 or visit https://cookcountysheriffil.gov/evictions/social-services/
- Cook County Clerk's Office – questions regarding filing call (312)603-5133

III. Court Proceedings

All parties may appear remotely on the Contested Motion Call or on the Default/Case Management Call unless ordered by the Court. The Court has the ultimate discretion to decide whether a contested hearing will be conducted in-person or remotely.

In the event a party is scheduled to attend via Zoom and is unable to connect to Calendar 57's Zoom hearing, please immediately contact (312)603-3893 and/or email ccc.mfmlcalendar57@cookcountyil.gov to let the Court know that you are unable to connect to the Zoom hearing.

A. Zoom Hearing Rules and Procedures

All parties are expected to conduct themselves in a manner so as to not disrupt Court proceedings. Any party engaging in disruptive conduct is subject to removal from the courtroom and may be subject to sanctions at the Court's discretion.

No parties shall be engaged in the act of driving or operating a motor vehicle while appearing before the Court via Zoom. Failure to comply with the Court's order will subject that party to removal from the courtroom.

Parties attending court remotely must mute their devices and may keep their camera off until their matter is called. Upon their matter being called, all parties must be prepared to unmute and must turn on their camera.

All parties attending Court via Zoom must accurately edit their name. Attorneys shall edit their name and include the name of the law firm for which they are appearing.

Parties appearing on Zoom via phone shall identify themselves when asked. The Court will rename you so that you are accurately identified by your party name.

Press *6 to unmute your device
Press *9 to raise or lower your hand

IV. Case Management/Default and Discovery

Case Management conferences are held Monday, Tuesday, Wednesday, and Friday at 2:00 p.m.

- No default judgments will be entered prior to case management being stricken from the call (4331). This shall apply to both residential and commercial properties.

- Contested Motions shall not be presented at the case management conference without prior authorization from the Court. A party should reach out to the Court's law clerk to receive prior authorization.

- The parties should be prepared to present a status to the Court during the case management conference including: status of service on all parties; appearances filed; discovery commenced/completed; status of loss mitigation efforts; settlement negotiations; and pending motions or impending dispositive motions.

- If no appearance or answer is filed, the following motions may be scheduled for presentment during the Court's Case Management/Default Call:

    - Motion to amend complaint;
    - Motion for Service by Special Order of Court pursuant to 735 ILCS 5/2-203.1;
    - Motion for Service by Publication accompanied by a sworn affidavit;
    - Motion to strike a case management date;
    - Motion to substitute parties or attorneys;
    - Motion to add or dismiss a party;
    - Motions for entry of a default judgment of foreclosure and sale;
    - Motions to shorten the redemption period, with a sworn affidavit of vacant or abandoned property;
    - Motion to prove up the lien of a junior lien holder;
    - Motion to amend the judgment of foreclosure and sale;
    - Motion to appoint a judicial selling officer; and
    - Motion for Order Approving Sale and for Order of Possession.

Discovery/Dispositive Motions shall be conducted pursuant to the following schedule. The Illinois Supreme Court has established timelines by which foreclosure cases must be disposed. Accordingly, the following timeline shall be followed for discovery and filing of dispositive motions:

- Written Discovery	8 months
- Oral Discovery	14 months
- Disclosure Expert Witnesses	15 months
- Completion of Expert Witness Discovery	17 months
- Dispositive Motions	20 months after 4331 Order
- Trial	24 months after 4331 Order

A loss mitigation hold will not extend or toll the discovery schedule. Modification of the above schedule will only be done upon good cause shown by a party pursuant to motion and upon the entry of an order by the Court.

Any deliberate attempt by a party to delay the prosecution of the case by filing frivolous motions will result in those motions being stricken and may subject the movant to appropriate sanctions.

Dispositive Motions may be filed at any time after entry of the order striking the matter from the case management call (4331).

- ALL dispositive motions must be filed no later than 20 months after the 4331 order. A copy of the entered 4331 order must be attached to all dispositive motions.

- Motions filed pursuant to ILCS §2-301(b), §2-619 or §2-1005 will be screened for Rule 113 and/or Rule 191 compliance.

- Any party seeking discovery before responding to a dispositive motion must provide the Court with an affidavit in strict compliance with Rule 191(b). Failure to do so may waive that party's right to discovery prior to a response.

- Dispositive Motions will be heard at 9:45 a.m. Monday, Tuesday, Wednesday and Friday. Dispositive Motions may not be scheduled on the Court's Case Management/Default call.

V. Motions / Courtesy Copies

1. Contested Motions are heard at 9:45 a.m. on Monday, Tuesday, Wednesday and Friday. Contested Motions are any motions filed by a party after an answer has been filed by any defendant. Motions for Default are heard at 2:00 p.m. on Monday, Tuesday, Wednesday and Friday.

2. All motions must be set for hearing in the Clerk's Office, Room 802. Motions that are not properly set on the correct call will be stricken and must be re-noticed for presentment.

3. All motions must contain the entire case caption, calendar number and property address. Notices of motions must include each attorney or self-represented litigant's address and e-mail address.

4. Motions for leave to amend or file third-party claims must specify what is being amended and attach the proposed filing.

5. Prior to initial presentment, litigants are encouraged to contact all parties to prepare an agreed briefing schedule. An agreed briefing schedule may be submitted "Off Call" provided the proposed order setting forth the briefing schedule is signed by all parties. Generally, the following will be standard briefing timelines:
    a. Response 28/35 days;
        i. Page limit 15 pages
    b. Reply 14/21 days;
        i. Page limit 10 pages
    c. Courtesy Copy due date (not later than 14 days before presentment date);
    d. No sur-responses will be permitted without leave of Court; and
    e. Any briefs exceeding the page limits herein without prior leave of Court will be stricken.
    f. The parties must indicate whether: i) They wish to present oral argument at an IN-PERSON hearing; or ii) They will rest on their briefs. Failure to include this information will result in no oral argument being heard and the parties resting on their briefs.

6. Piggy-backing Motions. A party may present a motion on a date and at a time previously scheduled for presentment of another motion as long as the piggy-backed motion is filed and courtesy copies are delivered to the Court no later than fourteen (14) days prior to the hearing date.

7. Emergency Motions. Emergency motions are only heard on the contested motion call. No emergency motions will be heard on Thursdays. Emergency motions are limited to the following:

    a. Motion to Stay Judicial Sale
        i. Must include the date of the sale in the motion along with a request for a stay in the prayer for relief.

    b. Motion to Stay Possession
        i. Must attach the previously entered Order of Possession and include the date of possession in the motion.

c. Motion to Appoint Receiver / Mortgagee in Possession
    i. Only when the Verified Petition alleges an immediate threat of health or safety. The Receiver seeking appointment must be present when the motion is presented. The order appointing the Receiver will not be entered nor will it become effective until a bond by an authorized surety is submitted to the Court.

d. Emergency motions are scheduled through Judge Castillo's law clerk and shall be emailed to ccc.mfmlcalendar57@cookcountyil.gov
    i. A party seeking to present an emergency motion must present the emergency motion for scheduling **no later than 3:00 p.m.** on the preceding day. The law clerk will provide the date and time the emergency motion will be heard, depending on the Court's availability.

    ii. The moving party must have an appearance on file and transmit a notice of motion to all parties by any means reasonably calculated to provide sufficient notice prior to the hearing.

8. Routine Motions. The following motions may be heard as routine or "off call" motions and need not be scheduled or presented in Court. Routine motions must comply with courtesy copy requirements as set forth herein. When presenting the routine motion, the parties shall include in the subject line of the courtesy copy email "Off Call" or "Routine Motion".

    a. Plaintiff's motion to dismiss case
        i. Must include a proposed order stating the basis for dismissal as well as whether the dismissal is with or without prejudice.

    b. Motions to substitute counsel
        i. Must include a proposed order providing all information of substitute counsel

    c. Motions for Entry of Consent Judgment

    d. Agreed Motions – must be presented as agreed and include a proposed order signed by all parties.
        i. Motions to amend pleadings or substitute parties
        ii. Motions to add or dismiss a party
        iii. Motions to continue the case
        iv. Other matters upon which an agreement can be reached provided all parties sign a proposed agreed order.

e. Agreed orders may be called at the beginning of the Court's call provided the law clerk is notified at the beginning of the call via a chat message to the Court's clerk.

9. Courtesy Copies. Courtesy copies must be submitted electronically no later than fourteen (14) days prior to the scheduled presentment date. Courtesy copies shall be e-mailed to: ccc.mfmlcalendar57@cookcountyil.gov
    a. Courtesy copies must be submitted in PDF format, submitted separately for each case, and include in the Subject Line the case number, what the matter is scheduled for, and the date and time the matter is scheduled for presentment.
        i. EXAMPLE: 25 CH 00123 – Courtesy Copies; Plaintiff's Motion for Summary Judgment; 12/10/2026 at 9:45 a.m.

    b. The body of the email should include a brief description of the case to be heard.

    c. A party shall not submit courtesy copies for multiple cases in one e-mail.

    d. It is the movant's responsibility to tender a complete set of courtesy copies of all briefs for any contested motion. In the event a movant files a motion and provides the Court with a courtesy copy prior to briefing, the movant must provide the Court with a complete set of courtesy copies of all briefs filed prior to the next scheduled presentment date as reflected in the briefing order. The Court does not retain courtesy copies for continued hearings.

10. Oral Argument. The Court requires IN-PERSON hearings on all oral arguments for dispositive motions. The parties can waive oral argument and rest on their briefs and a remote hearing on the Court's ruling will be scheduled at the time a briefing schedule is entered.

VI. Judgment on Foreclosure Packet Contents

1. Courtesy copy packets for a Motion for Judgment of Foreclosure and Sale shall include the following:
    a. Notice of Motion;

    b. Complaint, with all exhibits including Mortgage(s) and Note(s);

    c. Assignments and merger/successor documents, if any;

    d. Certificates of Service of Process, with proof of service on all defendants;

    e. Military Affidavits;

    f. Judgment Motions (default, judgment of foreclosure and sale, motion to appoint selling officer, motion to shorten redemption, if applicable, etc.);

g. Rule 113/191 Affidavit;
    i. Affidavits shall have affiant's signature and notary on the same page.

h. If seeking property preservation fees, Plaintiff must provide a breakdown of the fees, invoices relating thereto, and proof of payment. Failure to provide a breakdown of preservation fees will result in the motion be stricken or continued;

i. Loss Mitigation Affidavit (if applicable);
    i. Must be dated within 60 days of the filing of the dispositive motion.

j. Attorney fees affidavit attesting to fees and costs including detailed billing records if fees exceed $4,100;

k. If seeking to amend the legal description, movant must clearly identify: 1) the original legal description; 2) the correct legal description – specifically identifying the changes made; 3) the reason the legal description was incorrect; and 4) evidentiary support for the change such as a survey; and

l. Proposed Judgment of Foreclosure Order.

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

VII. Motions to Appoint Receiver or Mortgagee in Possession

1. Motions to appoint receiver or mortgagee in possession will be heard on Tuesday, Wednesday, or Friday at 10:30 a.m. after obtaining a date and time from the clerk's system. Parties must submit courtesy copies fourteen (14) days in advance of the hearing date.

2. Motions to appoint receiver packets must include:
    a. The complaint, mortgage, and note;
    b. The identity of a proposed receiver;
    c. The proposed receiver's current resume and fee schedule;
    d. Specific reference to the complaint or to the mortgage provision authorizing the appointment of a receiver;
    e. Proof of service meeting all statutory requirements; and
    f. A proposed order.

3. The proposed receiver or representative from his or her office must be present in Court when the motion is scheduled to be heard and all future court dates relating to the receivership.

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 Castillo 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. The order appointing the receiver will not become effective until the Court has approved the bond.

6. Once appointed, the receiver **shall not:**
    a. Serve as a selling officer of the property;
    b. Provide a Broker's Price Opinion; or
    c. Act as a listing or selling broker (unless pursuant to a court approved listing agreement).

VIII. Motions to Approve Judicial Sale

1. Motions to approve judicial sale must all mortgage foreclosure section rules and procedures. The Court requires courtesy copy packets include the following:
    a. Notice of Motion;

    b. Report of Sale;

    c. Motion for Order Approving Sale;

    d. Motion for Immediate Possession (if sought);

    e. Certificates of Publication;

    f. Receipt of Sale;

    g. Certificate(s) of Sale;

    h. Notice of Sale in compliance with 735 ILCS 5/15-1507(c), as amended, including proof of mailing the notice of sale, proof of e-mailing the notice of sale for all parties of record with an e-mail address.

    i. Proposed order approving report of sale and granting possession.

2. Deficiency Judgment. If a party seeks a deficiency judgment, the movant shall file with the Clerk of the Court and provide the following prior to presentment of the motion to approve judicial sale:
    a. The complaint;

    b. The judgment of foreclosure;

c. The proof of service on the defendant(s) against whom the deficiency judgment is requested or if said defendant(s) filed an appearance, a copy of their appearance;

d. Copies of a blank memorandum of judgment; and

e. A filed and signed broker's price opinion 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 from the date of the judicial sale. A comparable market analysis will not be accepted.

3. While the Court prefers that a memorandum of judgment be presented at the time the sale is confirmed, a memorandum of judgment may be submitted to be signed off call within fourteen (14) days after the confirmation of the sale as long as plaintiff submits a stamped copy of the confirmation of sale. **A memorandum of judgment submitted beyond fourteen days will not be signed off call and must be motioned up for presentment.**

4. In the case of surplus, proposed orders must include the following language:
"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."

IX. Orders

1. 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.
   a. Court approved, fill-in-the-blank orders should be used whenever possible.

   b. 1-2 page case management orders shall be used. A form 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.

   c. DO NOT pre-check any boxes in proposed orders as the Court's ruling may differ from the pre-checked box.

   d. Orders should not include pre-filled date by the signature block. The Court will date all orders on its own upon execution.

e. 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. Any order not received within 48 hours must be re-noticed.

f. All proposed orders shall include the Court's contact information and Zoom information.

2. The form pre-trial timeline order to be entered concurrently with the entry of an order striking a case management (4331). The pre-trial timeline order 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 the proposed pre-trial timeline order with case management conference courtesy copies may subject the case management conference to be stricken off call.

3. In the event a movant chooses not to proceed with a motion, the movant shall immediately send the Court an order withdrawing the motion, entering and continuing the motion or striking the motion from the call. The e-mail submitting said proposed order shall reflect the Case Name, Case Number, and the date and time the motion was originally scheduled for presentment.

4. Copies of signed orders can be obtained from the Clerk of the Circuit Court. The Court's law clerk will not provide copies of signed and entered orders to litigants. Please do not email the general calendar email address with such requests.

X. Citations to Discover Assets / Post-Judgment Collection

Citations to discover assets are heard in the Law Division (Tax and Miscellaneous Remedies Section) of the Circuit Court of Cook County. In order to properly transfer matters to the Law Division, the Court will sign a transfer order upon presentation of the proper motion. A hearing date may be obtained from the Clerk's Office Room 802, or via the e-filing system. Proper notice of motion must be sent to all parties of record and courtesy copies shall be provided to the Court. Transfer requests will not be heard off call.

IT IS SO ORDERED:

Date:

ENTERED
Judge Nicole Castillo-2340
OCT 14 2026
MARIYANA T. SPYROPOULOS
CLERK OF THE CIRCUIT COURT
OF COOK COUNTY, IL

ENTERED:

Honorable Nicole Castillo #2340