

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

Judge Patrick T. Stanton
Calendar 6 - Courtroom 2508
Telephone: (312) 603-4890

Chambers email: ccc.chancerycalendar6@cookcountyil.gov
Website: <https://www.cookcountycourt.il.gov/judge/stanton-patrick-t>

ZOOM MEETING ID: 928 4730 2982
ZOOM MEETING PASSWORD: 411367
CALL IN: 312-626-6799

STANDING ORDER FOR ALL MATTERS ON CALENDAR 6
(Updated June 1, 2026)

I. GENERAL MATTERS

A. Court Appearances

Court will be conducted in Courtroom 2508 consistent with schedule set forth below. Unless otherwise specifically ordered, parties and counsel may appear in person or remotely via Zoom for Case Management/Status Conferences, Regular Motions, and Clerk's Status. The Court will generally order that trials, evidentiary hearings, contested hearings and settlement conferences will be held in person, unless otherwise ordered. Parties appearing by Zoom are expected to conduct themselves professionally as if they were appearing in person in court.

B. Court Reporters and Interpreters

Parties must provide their own court reporter if they wish to have one. Parties shall make advance arrangements with the Court if they need an interpreter or special accommodations. Video recording, audio recording, photographing and/or reproducing of the livestream is prohibited except as allowed by the Illinois Supreme Court Rules.

C. Communications with the Court and its Staff

Communications with the Court should be solely through filed pleadings, motions, applications, petitions, briefs, legal memoranda, etc. Communication with the Court's law clerks is allowed only to address administrative and scheduling matters via email and telephone. Parties are responsible for tendering proposed orders, reviewed and approved by all parties, as a Word document via email to ccc.chancerycalendar6@cookcountyil.gov within 3 hours of their court appearance.

D. Court’s Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 A.M.			Clerk’s Status		
9:30 A.M.	Status	Status	Status	Status	Set Matters*
10:00 A.M.	Motions	Motions	Motions	Motions	
10:30 A.M.	Set Matters*	Set Matters*	Set Matters*	Set Matters*	Set Matters*
1:30 P.M.	Set Matters*	Set Matters*	Set Matters*	Set Matters*	Set Matters*

** The term “Set Matters” refers to matters scheduled by the Court, including contested hearings, settlement conferences, and trials.*

II. AGREED ORDERS

A. Procedure

Proposed agreed orders may be submitted via email to ccc.chancerycalendar6@cookcountyil.gov at any time. (All parties must be copied on the email.) Ordinarily, the court will enter agreed orders as a routine matter without a court appearance.

B. Agreed Protective Orders

Parties may agree to the entry of protective orders, but they may not agree that documents are to be filed under seal without presenting a motion addressing the specific documents to be filed. Such motions may be granted only in limited circumstances upon good cause shown. Before presenting such motions, parties shall seek to agree on redactions that will allow documents to be filed in the public court record. If agreement is not possible, the party wishing to file a confidential document under seal must seek leave of court.

III. MOTIONS

A. Courtesy Copies (Presentment)

Courtesy copies of a file-stamped notice of motion and the file-stamped motion must be delivered to the court at least three business days prior to the presentment date. Parties shall deliver the notice of motion and the motion by email, with exhibits, to the Chambers email address. All notices of motions shall provide the Courtroom, date, time, Zoom meeting ID, password and call-in number. **Any motions exceeding 20 pages in length (including exhibits) shall also be provided in physical format to the Court.**

B. Regular Motions

- 1. Procedure.** The regular motion call is at 10:00 a.m. Monday through Thursday. A regular motion may be scheduled using the Clerk of the Circuit Court’s electronic filing and scheduling system.

2. **Piggybacking.** Motions may be noticed for presentment on previously scheduled court dates (“piggybacked”), but only if proper and timely notice is given.
3. **Discovery Motions.** Discovery motions must contain a specific statement as to the efforts undertaken by the parties under Illinois Supreme Court Rule 201(k) and shall clearly identify the specific discovery items outstanding or sought to be compelled. The Court may resolve discovery motions on the day the motion is presented and not set a briefing schedule. Proposed Agreed Orders on reasonable discovery extensions are encouraged.

C. Contested Motions That Require Briefing

1. **Briefing Schedule.** Parties may provide the briefing schedule in their proposed orders. The Court’s form order may also be used for a briefing schedule on a contested motion. The briefing schedule shall include a date for Clerk’s Status. At the Clerk’s Status, held at 9:00 a.m. on Wednesdays via Zoom, a hearing date on the motion will be set. It is imperative that the parties appearing at the Clerk’s Status have the responsible counsel’s availability for the hearing date. **Prior to the Clerk’s Status, the movant shall provide the Court with electronic and physical courtesy copies** of all relevant pleadings, papers, and substantive case law. This includes a copy of the operative complaint or petition, with exhibits. The motion will be stricken if the movant fails to appear for the Clerk’s Status.
2. **Briefs/Supporting Memoranda:**
 - a) **Format.** All briefs must be double-spaced with 12-point font and at least 1-inch margins. Parties are asked to present briefs and exhibits in binding that can lie flat. Briefs should be bound or stapled on the left side.
 - b) **Length.** Memorandum in support of and in opposition to a motion shall not exceed 15 pages. Reply briefs shall not exceed 8 pages. These page limitations do not include exhibits.
 - c) **Citation to authority.** All citations to authority should comply with Illinois Supreme Court Rule 6 and The Bluebook and should be to official reporters; parallel citations are unnecessary. Parties should provide the Court with copies of significant cases cited in their memoranda at the Clerk’s Status.
 - d) **Exhibits.** All exhibits to motions must be page-numbered, tabbed and sub-tabbed if necessary. Citations in the memoranda to these exhibits should be to the tab and page number.
 - e) **Lengthy exhibits.** If an exhibit is attached, such as an insurance contract, the movant must provide the Court with Bates-stamped copies of the document. All references to such exhibits shall be to these Bates-stamped numbers.
 - f) **Administrative Review.** A copy of the administrative record shall be provided to the Court prior to the Clerk’s Status. Each page of the record should be numbered. All memoranda should cite to the record pages.

- Hearings.** Hearings/oral arguments on contested motions are usually scheduled at 10:30 a.m. and 1:30 p.m. Hearing dates are firm. **Unless otherwise ordered, hearings are conducted in person in Room 2508.**

D. Emergency Motions

- Procedure.** A party must submit a file-stamped copy of the emergency motion, any exhibits, and the complaint setting forth the underlying cause of action to the Court and request a hearing no later than 1:00 p.m. on the day before desired presentment. Once file-stamped courtesy copies are received, the Court will review the matter and set a hearing date. The movant must provide notice to the opposing parties or their counsel. Emergency motions should not be spindled for presentment.
- True Emergencies.** Generally, a true emergency exists only where: (1) there was no opportunity to notice a motion for the regular motion call; and (2) without immediate court action, there will be irreparable damage to a party. Matters that have become urgent by reason of a party's failure to seek timely relief are not emergencies.
- Temporary Restraining Orders.** Motions for a TRO shall be presented according to the emergency motion procedures. The movant shall provide advance notice of the motion and service of a verified complaint and affidavit to the defendant(s), unless they waive service. A TRO without notice may be allowed only if it clearly appears from the specific facts shown by affidavit or the verified complaint that immediate, irreparable injury, harm or loss will occur before notice can be served and a hearing had thereon.

E. Motions for Default

- Presentment of Motion.** Default motions may be presented at either the regular motion call (10:00 a.m.) or the case management and status call (9:30 a.m.). All parties who have been served must be given notice of the default motion, without regard to whether an appearance or answer has been filed. The following materials are required for a default motion:
 - Copy of Motion and Notice of Motion, as provided by Circuit Court Rule 2.1;
 - Face of summons;
 - Affidavit or certificate of service of summons, as provided by 735 ILCS 5/2-203;
 - Attorney or self-represented litigant certificate certifying that the defendant has not filed an appearance or answer; and
 - Military affidavit, per 50 U.S.C. App. § 521.
- Prove-Up.** Once a default order is entered, in most cases, the Court will schedule a separate prove-up date. Copies of the orders entering default and scheduling a date for prove-up must be sent to the defaulted party, along with the proposed judgment.

F. Motions for Summary Judgment

No motion for summary judgment may be filed once a trial date is set absent leave of Court.

G. Motions to Reconsider

Litigants contemplating a motion to reconsider should have the pertinent standard in mind. No oral argument will be heard unless requested by the Court.

IV. CASE MANAGEMENT AND STATUS CALLS

Case management and status calls are conducted at 9:30 a.m. Monday through Thursday. An initial case management is set automatically by the Clerk's office and notice will be mailed by postcard. At the first appearance for any case, the parties should be prepared to submit courtesy copies of their file-stamped pleadings, *e.g.*, complaint, answer, affirmative defenses, cross-claims and counterclaims.

Counsel with authority to commit to all scheduling orders must appear and be prepared to inform the Court as to the status of service of process upon each defendant; settlement efforts; the complexity and nature of the litigation; the status of the pleadings; any pending or contemplated motions; and all contemplated and completed discovery. The Court may enter orders relating to pleadings, compelling compliance with overdue discovery, and setting time limits for the conclusion of discovery. Failure to appear may result in a dismissal for want of prosecution, default, or other appropriate sanction.

All defendants who have been served are expected to participate without regard to whether they have filed a responsive pleading.

The Court will enter a Rule 218 Scheduling Order in all appropriate cases. The Parties must utilize the form order, which can be found on the Court's website. Note that the Court will enter a Trial Setting Date in most cases. The Trial Setting Date will not be moved absent extraordinary circumstances.

V. PRETRIAL

A. Settlement Conferences

Upon agreement of the parties to participate in good faith settlement discussions, a settlement conference will be set by the Court. Settlement conferences are held in person - anyone wishing to appear remotely must provide an explanation for the Court to review. The parties may (if they so choose) submit a memorandum not exceeding five pages that summarizes the issues, the damages, the settlement negotiations to date (if applicable), the parties' written settlement demand and offer, and any other information that would be helpful to the Court in assisting the parties to resolve the dispute. The memorandum should not be filed or made part of the record. Its purpose is solely to assist in the settlement conference. If any materials are submitted which a party would like to remain confidential, the materials should be marked as such; otherwise, the Court will assume it has been seen by all parties (if it is not confidential, please provide a courtesy copy to the other parties). Courtesy copies should be provided to the Court via email or physical copy at least five business days before the settlement conference.

B. Final Pretrial

All trials will be preceded by a final pretrial conference with the Court. One week prior to the final pretrial, each party shall exchange and present the Court with all “Trial Materials” enumerated below. If no final pretrial is scheduled, the trial materials shall be exchanged and presented to the Court one week prior to trial.

VI. TRIAL

A. Trial Materials.

Parties are expected to exchange and present the Court with the following trial materials:

- (1) A joint statement of the nature of the case, issues in the case and agreed facts.
- (2) An exhibit list. Exhibits should be listed by the number the offering party intends to use at trial, and the parties should indicate any agreements as to foundation or admissibility.
- (3) A list of witnesses that the party may call at trial.
- (4) Copies of Illinois Supreme Court Rule 216 requests to admit and responses that the party may use at trial.
- (5) Copies of motions *in limine* and supporting and opposing memoranda.
- (6) Copies of evidence depositions if there are objections requiring rulings.

B. Trial Dates.

Trial Dates will be set on or before the Trial Setting Date set forth in the Rule 218 Scheduling Order. Once set, Trial Dates are firm. Trials usually begin at 10:30 a.m. or 1:30 p.m.

V. FORM ORDERS

As noted above, the parties are responsible for submitting orders to the Court within three hours of court appearances. The parties must utilize the Court’s form orders where appropriate. Form orders may be found in the Courtroom or on the Court’s website.

<https://www.cookcountycourt.gov/judge/stanton-patrick-t>

ENTERED:

/s/ Patrick T. Stanton
Judge Patrick T. Stanton, #2184
Circuit Court of Cook County, Illinois
County Department, Chancery Division